



The City of  
**OKLAHOMA CITY**  
PLANNING DEPARTMENT

# DESIGN REVIEW SUBMITTAL PACKET

## Applicable Design Review Districts and Staff Contacts

Design Review Districts:	Staff Contacts:
<ul style="list-style-type: none"><li>• Downtown Design Districts (DBD, DTD-1, DTD-2)</li><li>• Scenic River Overlay Design District (SRODD)</li></ul>	<p><b>Laura Griggs</b> (405) 297-2980 <a href="mailto:laura.griggs@okc.gov">laura.griggs@okc.gov</a></p>
<ul style="list-style-type: none"><li>• Bricktown Core Development District (BC)</li><li>• Stockyards City Development District (SYD)</li><li>• Stockyards City Transitional Development Overlay District (SYT)</li><li>• Urban Design District (UD)</li></ul>	<p><b>Michael Philbrick</b> (405) 297-2110 <a href="mailto:michael.philbrick@okc.gov">michael.philbrick@okc.gov</a></p>

## Certificates of Approval Required\*

New construction, expansion/addition(s), demolition, exterior modifications to structures, or new site development or modification to established sites require a Certificate of Approval.

*\* New construction, remodel, demolition, or expansions to single-family detached homes within the Scenic River Overlay Design District are exempt from this requirement.*

## Submittal Fees

Design Review and issuance of Certificates of Approval may be done administratively by staff or through the applicable Design Review Committee or Commission, based on project size, scope, or other factors as outlined in the Municipal Code ([www.municode.com](http://www.municode.com)). Planning Department staff will help you determine which fee applies to your development proposal. Submittal fees to obtain Certificates of Approval are as follows:

- ▶ Administrative Review ..... \$100
- ▶ Committee or Commission Review..... \$500

## DESIGN REVIEW PROCESS

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Before submitting a formal application, you are encouraged to request a Pre-Application Conference. Contact Paula Hurst, Administrative Coordinator at (405) 297-1624 or [paula.hurst@okc.gov](mailto:paula.hurst@okc.gov) to schedule the conference.

### **Application Submittal**

- ▶ Submit IN PERSON the following items: Application, Checklist, and all required documents (as described in the Checklist) to Paula Hurst, Administrative Coordinator, Planning Department, 420 W. Main St., 9th Floor, OKC. Initial Submittals must be made in person – delivery via mail or email WILL NOT be accepted.
- ▶ Design review staff will determine whether the project is subject to review by staff or the applicable Design Review Committee or Commission at initial submittal.
- ▶ Planning staff will issue the Applicant an invoice for the submittal fee, which the Applicant must present to the Development Center Cashier, located at 420 W Main St., 8th Floor, OKC to make payment.

### **Project Review**

- ▶ After initial review the planner will contact the Applicant to discuss the case or to request additional information if needed. Staff will inform the applicant of the deadline for submittal of any additional information.
- ▶ If requested information is not provided by the deadline, it may result in delay of an administrative approval or docketing the project on a later Commission or Committee meeting agenda.

### **Public Hearing by Committee or Commission**

- ▶ A Committee or Commission may request additional information in order to make a fully informed decision.
- ▶ Applicants, project representatives, and/or property owners are strongly encouraged to attend Committee / Commission meetings in order to respond to issues or questions that may affect approval of the project. If such issues or questions arise and no project representative is present, the Committee or Commission may request a continuance or deny the project.

### **Post-Hearing / Decision**

- ▶ Any person may appeal a decision by staff or a Committee / Commission within 10 business days of the decision to the Board of Adjustment (405-297-2623).
- ▶ A building permit from the Development Services Department (405-297-2525) is typically required for work requiring a Certificate of Approval. Plans submitted to the Development Services Department MUST match the plans attached to the Certificate of Approval in order to receive a permit from Development Services.
- ▶ Any changes made prior to completion of construction including any changes required by Development Services prior to issuance of a Building Permit will require a Revision to the original Certificate of Approval. These changes will require either an Administrative Approval of the revision or may require resubmittal to the Committee/Commission and will generally require an additional fee.



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# APPLICATION FOR CERTIFICATE OF APPROVAL

<input type="checkbox"/> BC	<input type="checkbox"/> DBD, DTD-1, DTD-2	<input type="checkbox"/> SRODD	<input type="checkbox"/> SYC, SYT	<input type="checkbox"/> UD
District: _____				
Fee: \$100 Administrative Review or Extension				
\$500 Commission/Committee Review				
Case Number: _____				

- New Project
- Revision to Case # \_\_\_\_\_
- Extension to Case # \_\_\_\_\_

- Violation Notice Issued
- City Project *(If yes, please select type)*
  - CIP
  - Federal Fund
  - Federal Fund Exempt
  - General Fund
  - GO Bond
  - Maps
  - Special Purpose
  - TIF

Project Address \_\_\_\_\_

Owner Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Property Owner: I authorize the applicant to speak for me in matters regarding this application. Any agreement made by the applicant regarding this proposal will be binding upon me. I authorize the City of Oklahoma City Planning Staff to enter the property for the purpose of observing and taking photographs of the project area for presentation and for inspections to insure consistency between approved proposal and completed project. Owner agrees that work will be performed exactly as approved or they will apply for revisions prior to work commencing.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**BUILDING CONSTRUCTION** Square feet of entire structure \_\_\_\_\_

- New Construction
- Renovation
- Addition
- Demolition

## OTHER WORK

**Parking Lot** Square feet of new parking lot or expansion to parking lot \_\_\_\_\_

**Sign** Square feet each sign [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] Total Signage [ \_\_\_\_\_ ] Type: \_\_\_\_\_

**Streetscape** Length [ \_\_\_\_\_ ] Width [ \_\_\_\_\_ ] **Note: Revocable Permits Required**

**Fence** Height [ \_\_\_\_\_ ] Length [ \_\_\_\_\_ ] Material \_\_\_\_\_

**Work not specified above** \_\_\_\_\_

Received by \_\_\_\_\_

Date received \_\_\_\_\_

# SUBMITTAL CHECKLIST

Submit this checklist with the application and supporting documents\*. **Two complete sets of supporting documents are required no larger than 11" x 17."; please check with staff to determine if full size plans are necessary for your project.** You may e-mail staff documents and drawings about your project for informational purposes; however, paper copies are still required and must be delivered by hand or mail.

\* Staff and/or Committee/Commission members may request additional documents to fully illustrate the proposal.

## Drawing Standards

- 1. Scale (*The scale and size of drawings shall be appropriate to adequately display details.*)
- 2. North arrow /directional reference
- 3. Property lines
- 4. Curb lines
- 5. Street labels
- 6. Specification of materials
- 7. Dimensions

## Minimum Required Documents

- A. Scope of Work** – A written description of each proposed feature and element
- B. Site plan** including existing and proposed work as follows:
  - 1. Buildings (including location of exterior doors)
  - 2. Fences, walls, dumpster enclosures
  - 3. Sidewalks, driveways
  - 4. Landscaping, Plant Legend (proposed), and street furniture
  - 5. Location of signs
  - 6. Parking lot layout
  - 7. Outline of canopies and other architectural elements
- C. Elevations and floor plans**, including the following existing and proposed features and elements:
  - 1. Doors, windows, awnings
  - 2. Exterior materials and architectural elements
  - 3. Porches, stoops, steps, ramps, railings
  - 4. Location of signs
- D. Signs**
  - 1. Illustration(s)
  - 2. Sign dimensions
  - 3. Mounting details
  - 4. Materials
  - 5. Method(s) of illumination and animation, if applicable
- E. Additional Documentation** – Documents as needed to fully define the project, such as illustrations, details, sections, product information, and samples.

### Typical Project Requirements

- Fences – A, B, and E
- Signs – A, B, and D
- New Construction – All
- Additions – All

**Note:** If the applicant desires color documents to be distributed to the Committee or Commission, the applicant must supply the required quantity to staff at least 7 business days prior to the meeting. Contact staff for the required quantity of color documents to submit.