

# HANDBOOK FOR MURAL REVIEW & PERMITTING

Oklahoma City Planning Department  
Office of Arts & Cultural Affairs



# CREATING A MURAL

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2. Mural Approval Process
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# CREATING A MURAL

## INTRODUCTION

*So you want to create a mural...TERRIFIC!*

*The creation of murals can have social benefits for entire communities. They often become focal points and symbols of communities and inspire reminders of the cooperation and dedication that made their creation possible. Murals help make OKC a more vibrant and artistic place!*

*Though, in an effort to ensure aesthetic quality, design integrity and to determine that a mural is appropriate to its setting, architecture, and social context, Oklahoma City requires that a mural, regardless of private or public financing and ownership of property for said mural, be reviewed by the OKC Arts Commission and receive permit approval by The City's Development Services Department.*

*Incomplete mural applications will not be accepted for review. Applicants are strongly encouraged to review this guide and make an appointment with the Office of Arts & Cultural Affairs prior to submitting an application for mural review. Contact Robbie Kienzle, Arts Liaison at (405) 297-1740 or [robbie.kienzle@okc.gov](mailto:robbie.kienzle@okc.gov)*



*Look Look Look*  
Steve Powers, 2009  
Commissioned by the Philadelphia Arts Mural Program

# CREATING A MURAL

## MURAL APPROVAL PROCESS

*Due to its public nature, a mural, regardless of private or public financing and ownership of property for said mural, shall complete this four-phase approval process to be considered lawfully executed.*

### Idea Phase

phase must be further developed and clearly explained in the form of a design proposal.

### Proposal Phase

Applicants must develop and submit a mural design proposal to the Arts Commission, Development Center, and additional review boards, if necessary.

### Review Phase

Mural design proposals are reviewed by the Arts Commission, firstly. After mural design proposals have been recommended by the Arts Commission, applicants may submit their mural proposals to the Development Center for permit approval. Applicants should anticipate a marginal permit fee, based on the size of the proposed mural.

*In special cases, mural proposals must be submitted to additional review bodies before permitting approval can be sought.*

### Approval Phase

After an applicant has submitted a mural design proposal to all necessary review bodies and has received a permit from the Development Center, the applicant has legal authorization to commence execution of the mural at the proposed location.

The mural's composition shall be consistent with the visual concepts, materials, and location presented in the mural design proposal. Deviation from the design proposal could result in citations and the mural's removal.

# CREATING A MURAL

## APPLICATION CHECK LIST

*Authorization for the composition of a mural cannot be rendered without proper design proposal documents. Additionally, incomplete and substandard mural design proposals will not be reviewed by the Arts Commission or any required review boards. A complete application will have the following documents:*

Mural Design  
Standards and  
Prohibitions  
(Attachment A)

Visual Arts Rights Act  
(VARA) waiver signed by  
artist(s) involved in the  
project (Attachment B)

Artwork Maintenance  
Plan  
(Attachment C)

Two (2) letters of  
community support  
(optional)  
(Attachment D)

Arts Commission  
Review & Property  
Owner Authorization  
Form (Attachment E)

Lead Artist's statement  
about the proposed  
mural, resume, and  
examples of previous  
work

Site plan of the  
proposed building for  
the mural

A functional color  
image of the mural  
demonstrating intended  
size

Elevation plan of the  
proposed site that  
indicates mural  
dimensions

# CREATING A MURAL

## MURAL APPROVAL STEPS

Idea For  
Mural



Prepare Mural  
Design  
Proposal  
Documents

Submit Mural  
Design Proposal  
Documents To Arts  
Commission For  
Review  
(Attachment E)



If Necessary:  
Submit Mural  
Design Proposal  
Documents To  
other Review  
Bodies  
(Attachment F)



Submit Mural  
Design Proposal  
Documents To  
Development  
Services For  
Permit  
(Attachment G)



Mural  
Approved



# CREATING A MURAL

## PREPARING A PROPER PROPOSAL



### GOOD EXAMPLE:

Site plan of the proposed building for the mural

*A site plan is a drawing/image that shows an interested party what the plans for developing land are. It basically serves the same purpose as the floor plan for a building, though it is for the entire property. Further, this plan does not need to include the floor plans of any buildings.*

- ✓ Shows street/cross street
- ✓ Includes directional arrow
- ✓ Building dimensions present
- ✓ Mural size and location identified
- ✓ Indicates immediate surrounding area



# CREATING A MURAL

## PREPARING A PROPER PROPOSAL

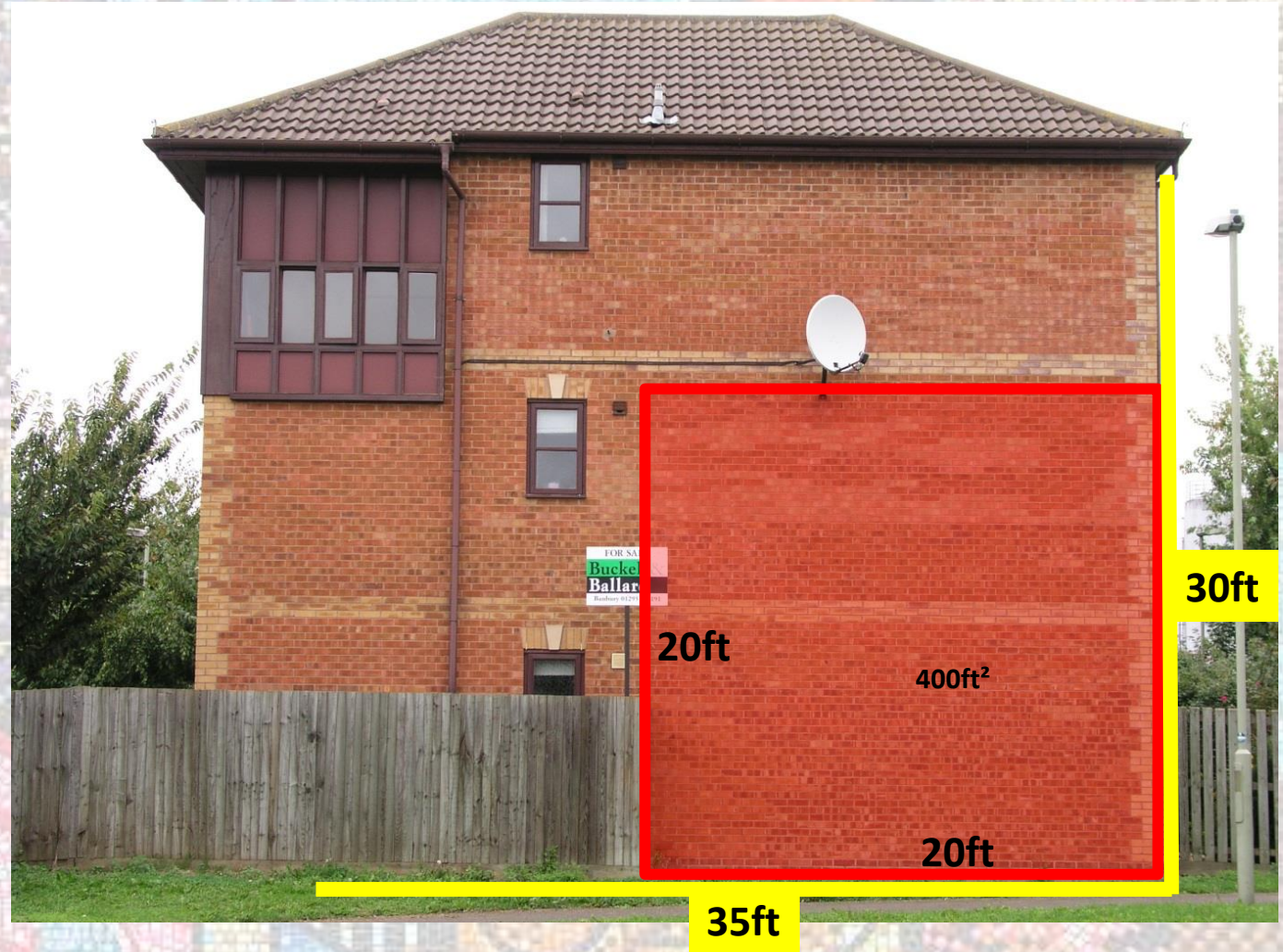


### GOOD EXAMPLE:

Elevation plan of the proposed site that indicates mural dimensions

*An elevation image is the view that you would see in real life as you stood on the floor or ground and looked at the wall. This view can be either an exterior or interior view.*

- ✓ Shows mural dimensions
- ✓ Indicates mural placement
- ✓ Includes mural square feet
- ✓ Shows dimensions of the wall





# CREATING A MURAL

## PREPARING A PROPER PROPOSAL

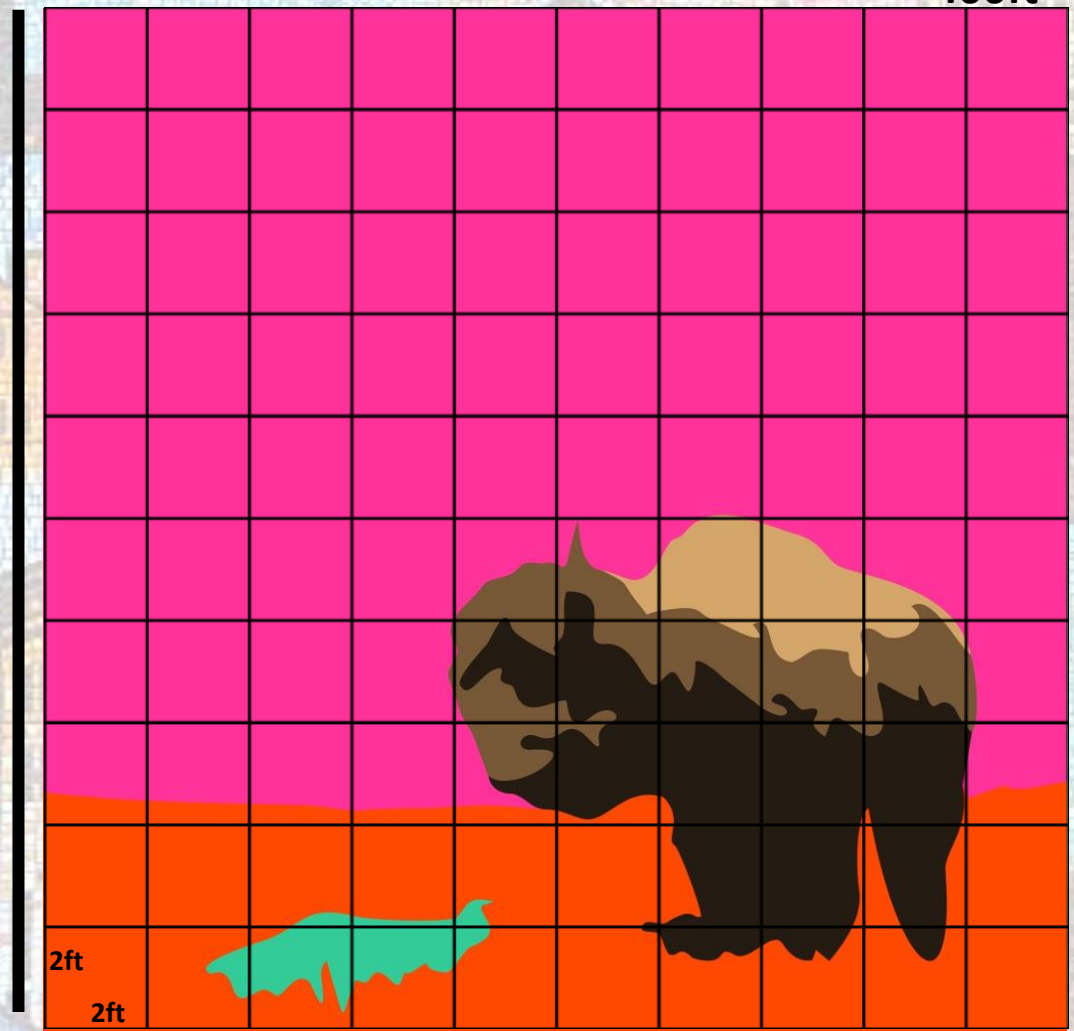


**GOOD EXAMPLE:**  
A functional color drawing of the mural demonstrating intended size

*The demonstration drawing should include the basic elements, simple details, some shading (especially if figure drawings are part of a realistic rendering), dominant color hues, and a grid overlapping the design to visualize the mural as it would look like on the wall but in a scaled down version.*

- ✓ Quality drawing
- ✓ Demonstrates intended size
- ✓ Conveys color palette
- ✓ Includes visual grid

20ft



20ft

# CREATING A MURAL

## PREPARING A PROPER PROPOSAL



**TIP:**

*You are highly encouraged to superimpose the color drawing on the building elevation image to give reviewers a sense of what the mural will look like on the wall.*



# CREATING A MURAL

## PREPARING A PROPER PROPOSAL

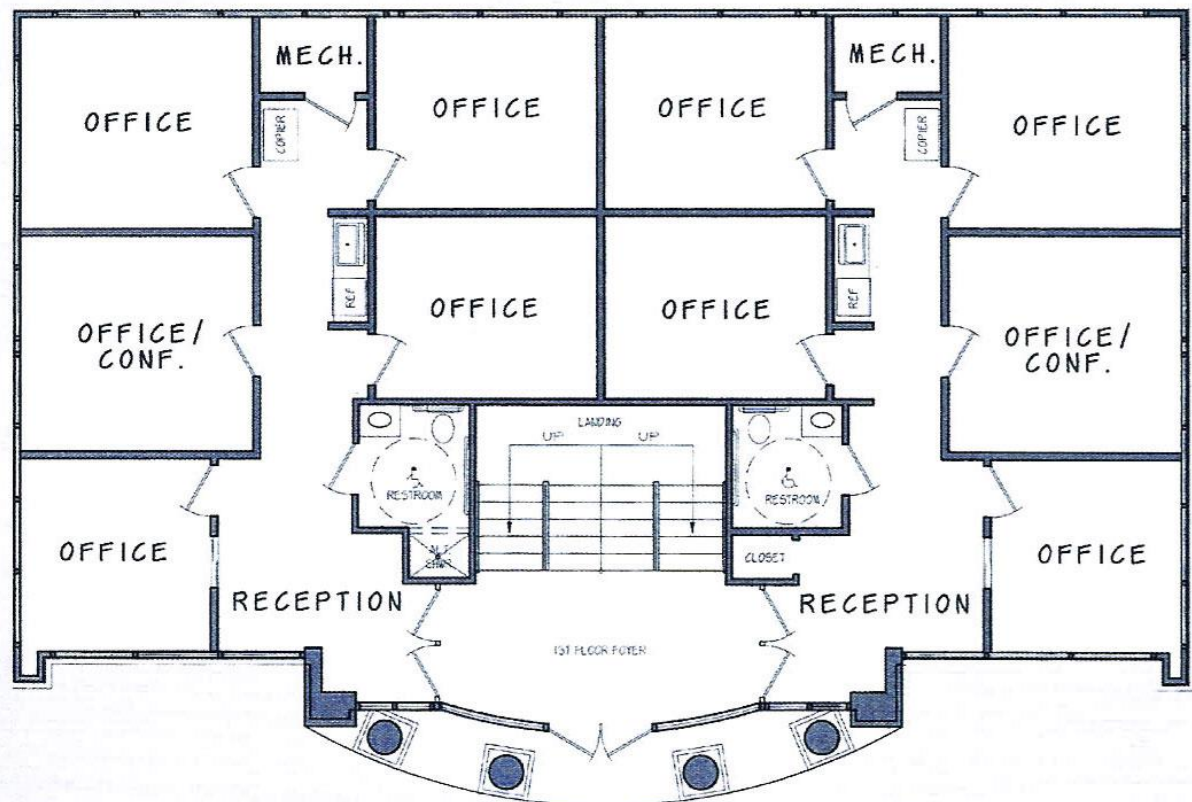


### POOR EXAMPLE:

Site plan of the proposed building for the mural

- ✘ Not a site plan (but a *floor plan*)
- ✘ No directional arrow
- ✘ Building dimensions absent
- ✘ Does not indicate mural placement
- ✘ No street / cross street references

FIRST FLOOR PLAN



# CREATING A MURAL

## PREPARING A PROPER PROPOSAL



**POOR EXAMPLE:**  
Site plan of the proposed building for the mural



-  Mural dimensions absent
-  No visual of mural placement
-  Mural square feet not indicated
-  No wall dimensions

# CREATING A MURAL

## PREPARING A PROPER PROPOSAL



### POOR EXAMPLE:

Site plan of the proposed building for the mural

- ✘ Poor drawing quality
- ✘ No indication of intended size
- ✘ Color palette not conveyed
- ✘ Does not include grid



# CREATING A MURAL

## MUNICIPAL CODE FOR MURALS

### § 3-82. - Definitions.

**(32.2) Mural means visual depictions and/or works of art including mosaic, painting or graphic art technique applied, painted, implanted or placed directly onto the exterior of any wall of a building; such depictions shall not contain words, logos, emblems, trademarks or other similar devices which identify or advertise any product, service or business. Provided, however, such depictions may include a signature or sponsor's identification area within the depiction so long as such area does not exceed ten percent of the total size of the depiction, or two and one-half percent of the surface area of the wall onto which it is attached or painted whichever is less. A mural shall not be considered an accessory or non-accessory sign; rather, a mural shall comply with the applicable standards set forth in Section 59-9350.46 of Chapter 59 of the Oklahoma City Municipal Code. A building, for purposes of this section only, shall mean any structure built for the support, shelter, or enclosure of persons, animals, chattels or movable property of any kind.**

# CREATING A MURAL

## MUNICIPAL CODE FOR MURALS

§ 9350.46. Murals (59-8250.16).

**A. Murals shall be considered a conditional use in all zoning districts, except the HP District.**

**B. Murals, which are to be located in a special zoning district, or proposed to be affixed to public structures, shall be approved by the appropriate board and/or commission.**

**C. Murals shall not be allowed in the BC District unless said mural meets the definition of Artistic Graphics.**

**D. Murals shall be submitted to the Arts Commission for review and comment. Those murals that require approval from a special board and/or commission shall obtain said approval following submittal of said mural to the Arts Commission.**

**E. Murals that extend beyond or project above the vertical or horizontal line of any wall onto which the mural is painted or affixed shall be appropriately attached so as to not create a safety hazard to the public.**

**F. Murals shall not create a public safety issue, such as a distraction to drivers.**

**G. Applications for a mural permit shall be submitted to the Department on an approved application form accompanied by the following information:**

**(1) Site plan showing the lot and building dimensions, and indicating the proposed location of the mural.**

**(2) Scale drawing and color photo of the building showing proposed size and placement of the mural.**

**(3) Colored drawings of the proposed mural.**

**(4) Proposed maintenance schedule.**

**(5) An affidavit signed by the property owner giving permission to place the mural on the building.**

**(6) A statement by the applicant indicating said applicant waives any VARA rights.**

**H. Applicants for a mural permit shall not be required to be a licensed sign contractor.**

**I. Such application shall be accompanied by the fee established in Chapter 60 of the Oklahoma City Municipal Code, 2010, as amended. Such fee shall be used to defray the expense of processing the mural application and shall be nonrefundable, regardless of the action taken on the application.**

# CREATING A MURAL

## MUNICIPAL CODE FOR MURALS

### § 60-59-26. - Fees for Certificates of Approval.

#### (a) Bricktown certificate of approval

1. Administrative .....\$100.00
2. Committee required .....500.00

#### (b) Urban Design certificate of approval

1. Administrative .....100.00
2. Commission required .....500.00

#### (c) Stockyards City certificate of approval

1. Administrative .....100.00
2. Committee required .....500.00

#### (d) Downtown Design certificate of approval

1. Administrative .....100.00
2. Committee required .....500.00

#### (e) Scenic River Overlay Design certificate of approval

1. Committee required .....500.00

### § 60-59-27. - Permit for mural.

- (a) display surface less than 100 square feet in area .....\$33.00
- (b) display surface 101 to 200 square feet in area .....42.00
- (c) display surface 201 to 500 square feet in area .....86.00
- (d) display surface greater than 500 square feet in area .....112.00



# CREATING A MURAL

## ADDITIONAL INFORMATION

**Submission of a mural design proposal to the Arts Commission, Development Center, or any necessary review bodies does not guarantee permission to lawfully execute a mural.**

### **FOR FURTHER INFORMATION:**

**Citizens, artists, or organizations interested in creating a mural are encouraged to make an appointment with the Office of Arts and Cultural Affairs. Contact Robbie Kienzle, Arts Liaison, at (405) 297-1740 or email: [robbie.kienzle@okc.gov](mailto:robbie.kienzle@okc.gov).**



# ATTACHMENTS

## FOR MURAL HANDBOOK

- A. Mural Design Standards and Prohibitions
- B. Visual Arts Right Act (VARA) Waiver
- C. Artwork Maintenance Plan Example
- D. Letter of Support Example
- E. Arts Commission Review Submittal Packet
- F. Design Review Submittal Packet
- G. Sign Permit Application

### Design Area Maps

- Downtown Zoning District
- American Cultural Center
- Farmer's Market District
- Meridian Gateway Design District
- Regatta District
- Stockyards Design District
- Western Gateway District
- Bricktown Core Zoning District
- Stockyards City Zoning Districts
- Urban Design Review Districts





## MURALS

### Definition

A mural shall be an original work of art that is applied to an exterior building facade or structure and permitted to consist of any size, shape, form, color, material, medium or combination thereof.

### Purpose and Intent

The purpose is to permit and encourage the production of exterior murals that are original works of art which foster a positive community identity and appearance. Inasmuch, murals are intended to contribute to and advance: streetscape aesthetics; architectural features or character of a building or other human made structures; create a unique identity; sense of place; civic pride; encourage community interaction; the preservation of local history and/or culture; and deterrents to trespass, vandalism, graffiti and other illicit acts against public or private property on which a mural is located.

### Design Standards

- Murals shall be an original work of art
- Murals shall be designed and constructed under the supervision of a qualified artist/muralist or other qualified professional who has sufficient knowledge and experience in the design and execution of such projects, as well as with the application of the selected medium
- Murals must exhibit excellence in design, content, material, and application while incorporating high- quality materials that will enhance the overall development and appearance of the site
- Murals materials shall be securely attached to the building or structure to which it is applied
- Mural materials shall be durable and weather resistant to prevent premature deterioration or other unintended change in appearance
- Mural materials must be appropriate for its outdoor location and climate, with special considerations for longevity and if possible, graffiti-resistant
- Mural materials used may be, but are not limited to, paint and other artistic mediums such as tile or mosaic
- Mural colors should be complementary and harmonious with the exterior colors of the building or structure
- Mural design, location, scale, and content should be in keeping with and enhance the building, wall, windows, fence or other surface on which it is located, as well as the local environment
- Murals may contain or encompass a sign. However such signs shall be in accordance with ULDC regulations, i.e., size, etc.
- Murals may contain some, all or none of the following: electrical components three dimensional structures, lighting; moving elements and/or images, and any method that causes periodic changes in the appearance

### Prohibitions

- Murals shall not be applied to any surface that was unlawfully established
- Murals shall not constitute or create a traffic hazard for passing motorists
- Murals shall not obscure or detract from the significant architectural features of the said structure or have an adverse affect on adjacent properties or facing properties.
- Murals shall not compromise the proper function of any building or use or diminish public safety
- Murals shall not be installed in locations that conflict with setback requirement of the district in which it is located

- Murals shall not be above a height that is or would be nonconforming to current building height limitations
- Murals shall not contain a logo or trademarked symbol, except for official government seals
- Murals shall not include commercial text or products displaying, mimicking or construed as symbolizing a specific brand
- Murals shall not incorporate recognized signs of hatred or discrimination against any race, color, sex, age, national origin, disability, religion, ancestry, marital status, familial status, gender identity or expression, or sexual orientation
- Murals shall not be obscene or harmful to minors as defined by law
- Murals shall not consist of any reproduction, copy or mass-produced work of visual art of any type
- Murals shall be located in a manner that is visually and physically accessible to the public

#### PROCESS FOR APPROVAL:

1. **Make application to the Oklahoma City Arts Commission (no fee)**  
<http://www.okc.gov/arts/ArtsCommissionApp.pdf>  
  
[http://www.okc.gov/arts/VARA\\_Mural.pdf](http://www.okc.gov/arts/VARA_Mural.pdf)
2. **Make application to Development Services and pay fees for a permit**  
<http://www.okc.gov/devservices/buildpermits/resources/Bldg%20Permit.pdf>
3. **If in a design review district (Downtown Design, Scenic River, Urban Design) make application and pay fees to receive a Certificate of Approval or Certificate of Appropriateness.**

HP DISTRICT: <http://www.okc.gov/planning/hp/documents/HPApplicationPacket.pdf>

DOWNTOWN DESIGN DISTRICT, RIVERFRONT DESIGN, URBAN DESIGN, BRICKTOWN, STOCKYARDS:

[http://www.okc.gov/planning/planning\\_library/Certificate%20of%20Approval%20Application%20Packet%20Oct%202010%20ph%205.pdf](http://www.okc.gov/planning/planning_library/Certificate%20of%20Approval%20Application%20Packet%20Oct%202010%20ph%205.pdf)

There's a 10-day waiting period after receiving a Certificate of Approval or Appropriateness (CA).

CA's are valid for a period of two years. At the end of the expiration period, a formal inspection is performed. This gives the applicant a two-year period to complete the mural. If the mural is completed before two years, the applicant may request an early close out.

**QUESTIONS:** Contact Robbie Kienzle, Liaison, Office of Arts & Cultural Affairs, Oklahoma City Planning 405/297-1740 or send email to: [robbie.kienzle@okc.gov](mailto:robbie.kienzle@okc.gov).

#### References:

Oklahoma City Municipal Code 2010  
 Article IX. Use Standards Chapter 59 Section 9350.46 Murals (59-8250.16)  
 Article VII. Administration §60-59-27.-Permit for Mural  
 Article VII. Special Purpose Districts Sec. 8250.16  
 Division 1. Generally Chapter 3-82 Section 32.2  
 Article VIII. Use Unit Classifications Chapter 59.-Section 8250.1

**General VARA Waiver for Works of Visual Art  
(MURAL)**

I, \_\_\_\_\_ (print name), "Artist," hereby acknowledge the rights of attribution and integrity generally conferred by Section 106A(a) of Title 17 of the U.S. Code, (The Visual Artists Rights Act of 1990, "VARA"), and any other rights of the same nature granted by other federal, state or foreign laws. Artist acknowledges that his/her work of art is a mural, which by its nature will be on the façade of a building subject to the rigors of Oklahoma weather. Artist further acknowledges that any mural created may be destroyed, either by weather or a necessity otherwise occasioned, which requires its removal from the building. Therefore, of his/her own free act, Artist hereby waives his/her VARA rights with respect to the uses specified below by the neighborhood or district association and The City of Oklahoma City, or anyone duly authorized by The City of Oklahoma City, for the following work(s) of visual art:

MURAL ENTITLED:

MEDIUM:

SPECIFIED USES: Artistic enhancement of a structure in the neighborhood or district association.

Date: \_\_\_\_\_ Signature of Artist: \_\_\_\_\_



### **INSTRUCTIONS FOR MURAL MAINTENANCE PLAN**

To ensure the new mural lasts as long as possible, proper maintenance should begin immediately after installation. It is important to plan and budget for maintenance and conservation from the inception of a mural project.

The maintenance plan and conservation policy should incorporate:

- A schedule of regular inspection
- An outline of maintenance activities for mural and site(e.g. cleaning and minor repair)
- Who to consult when treatment is required
- Documentation of condition, maintenance, and treatment work

In addition, the roles and responsibilities of all those involved in the ongoing care of the mural and its site should be clearly defined.



Letters of support can be very influential in determining whether or not your project proposal is a welcomed and encouraged idea in your community. Most letters have three parts: an opening statement that identifies the project, one or two middle paragraphs that indicate the relationship of the writer to the effort, and a closing statement about why the writer supports the project.

Be sure all your supporters are addressing "OKC Arts Commissioners," as they will be reviewing the letters of support. Additionally, all supporters should have the correct proposal details such as the title of the project, title of the mural etc. Lastly, be sure all letters are completed in the proper style with the proper, original signature.

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***Example Letter of Support:***

September 30, 2014

Mr. Montgomery Burns  
1000 Mammon Lane  
Springfield, USA

Dear OKC Arts Commissioners:

It is my pleasure to write a letter in support of the proposed mural entitled ("TITLE OF MURAL") by artist (NAME OF ARTIST).

Something here about writer's relationship/knowledge of project proposal

Something here about why the writer sees the mural positively impacting the community.

In conclusion, I fully support the efforts of (ARTIST & SPONSORING ORGANIZATION) as they seek recommendation and permission to lawfully execute the composition of said mural for (THE ADDRESS/SITE OF THE PROPOSED MURAL).

Sincerely,

(ORIGIONAL SIGNATURE OF MR. BURNS HERE)

Montgomery Burns  
President & Owner of Springfield Nuclear Power Plant



The City of  
**OKLAHOMA CITY**  
PLANNING DEPARTMENT

# ARTS COMMISSION REVIEW SUBMITTAL PACKET

## Applicable For Review of:

- Art on Public Property
- Mural
- Percentage for Arts Ordinance Projects

## Packet Contents

- Application and Submittal Procedure
- Application Form
- Submittal Checklist

## Staff Contacts

**Robbie Kienzle**

Arts & Cultural Affairs Liaison

(405) 297-1740 or [robbie.kienzle@okc.gov](mailto:robbie.kienzle@okc.gov)



## **APPLICATION AND SUBMITTAL PROCEDURE**

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### **Arts Commission Review Required\***

- For all art to be placed on public property.
- Murals shall be submitted to the Arts Commission for review and comment. Those murals which require approval from a special Board and/or Commission shall obtain said approval following submittal of said mural to the Arts Commission.
- All public art purchased by the one percent set aside, shall first be reviewed by the Oklahoma City Arts Commission, which shall make a recommendation regarding its acquisition to the Oklahoma City Council or beneficiary public trust.

### **Submittal Process**

You are encouraged to contact the Office of Arts & Cultural Affairs prior to submitting an application for review. Contact Robbie Kienzle at (405) 297-1740 or [robbie.kienzle@okc.gov](mailto:robbie.kienzle@okc.gov).

- ▶ Submit the following items: Application, Checklist, and required documents (as noted on the Checklist) to Robbie Kienzle, Arts & Cultural Affairs Liaison, Oklahoma City Planning Department, 420 W. Main St., 9<sup>th</sup> Floor, Oklahoma City, OK 73102. Submittals may be made in person, delivery via mail or email on or before the deadline date.
- ▶ Fees: There are currently no fees required for Arts Commission review.

### **Submittal Documents**

Action of the Committee or Commission will be taken on the documents provided as part of the application submittal process only. Submission of late information may result in a continuance or delay in docketing an item on the current agenda.

### **Arts Commission Review Schedule**

Upon preliminary review of a complete submittal, staff will notify the applicant as to the status of the next available hearing date for Committee or Commission review.



**APPLICATION FOR ARTS COMMISSION APPROVAL**

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Application for:

**Art on Public Property**

**Mural**

**Percentage for Arts Project**

**Project Number** *(General Fund or Other)* \_\_\_\_\_ **Funding source** \_\_\_\_\_

**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** \_\_\_\_\_

**Received by** \_\_\_\_\_ **Date received** \_\_\_\_\_

## SUBMITTAL CHECKLIST

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Submit this checklist with the application and supporting documents.

### 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

### Minimum Required Documents

- A. Location Description** – A written description of public site where the work will be located.
- B. Acquisition Statement** about why the work was commissioned, selected or proposed.
- C. Site plan** including the following:
  - 1. Buildings (including location of exterior doors)
  - 2. Fences, walls, dumpster enclosures
  - 3. Sidewalks, driveways
  - 4. Landscaped areas and street furniture
  - 5. Location of signs
  - 6. Parking lot layout
  - 7. Proposed location for artwork
- D. Elevations, renderings and photos**, including the features and elements it Item C. above:
- E. Statement** about how the work was selected:
  - 1. Criteria used for selection
  - 2. Selection committee members and relationship to project
  - 3. How evaluated and final decision made
- F. Title** of work.
- G. Description of Work** including dimensions and materials.
- G. Artist Bio**
- H. Artist Statement.**
- I. Value** of work.
- J. Have VARA** (Visual Arts Rights Act) Rights been waived by Artist(s)?
- K. Insurance**-Who will insure the work for vandalism and liability?
- L. Maintenance**-Plan for maintenance noting responsible party.



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>Michael Philbrick</b>            (405) 297-2110  <a href="mailto:michael.philbrick@okc.gov">michael.philbrick@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>	

## Certificates of Approval\*

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 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.



The City of OKLAHOMA CITY

# 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 (General Fund or Other) Funding source \_\_\_\_\_

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

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Submit this checklist with the application and supporting documents\*. **Two complete sets of supporting documents are required; one full size\*\* and one 11" x 17."**

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

\*\*Staff may determine that a full size set is not necessary due to project scope and/or detail.

## 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.

<p><b>Typical Project Requirements</b></p> <ul style="list-style-type: none"><li>● Fences – A, B, and E</li><li>● Signs – A, B, and D</li><li>● New Construction – All</li><li>● Additions – All</li></ul>
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**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.



The City of  
**OKLAHOMA CITY**  
 DEVELOPMENT SERVICES  
 Development Center

## Sign Permit Application

Attachment G

Rev. 4/12

Project Name :				Application #			
Project Address :						County	
Legal Description	Lot #	Block #	Subdivision :			See attached sheet if metes and bounds or plat	
<b>Owner Information</b>		Name :					
Address :						State :	
						City :	
E-mail :		Phone #		Fax #		Zip :	
<b>Contractor Information</b>		Name :					
Address :						State :	
						City :	
E-mail :		Phone #		Fax #		Zip :	
<b>Applicant Information</b>		Name :					
Address :						State : Same as Owner	
						City : Same as Contractor	
E-mail :		Phone #		Fax #		Zip :	
<b>Permit Information</b>		<b>Proposed Type of Sign</b>			<b>(Please check Yes or No)</b>		
(Please check only one)		(Please check only one. If more than one applies, list in remarks below.)			(Please check Yes or No)		
Erect	Freestanding -	Monument	Attached -	Canopy	Is the sign to be illuminated ?	Yes	No
Replace	Non-Accessory			Wall	Is any part of the sign moving ?	Yes	No
Relocate	Pylon			Roof	Lights on the sign moving or flashing ?	Yes	No
Re-issue	Other - (Please Specify) :				Sign within 500 ft of a State Highway ?	Yes	No
					Include electrical reconnect fee ?	Yes	No
Height to Top of Sign		Square Footage		Proposed Use of Land/Bldg		Estimated Cost	

Applicant Remarks (Optional) \_\_\_\_\_

### CERTIFICATION IN LIEU OF STRESS CALCULATIONS

Being a sign contractor duly licensed by the City of Oklahoma City, I hereby certify that the sign proposed in this application is designed in compliance with the wind and stress requirements of The International Building Code as adopted by the City of Oklahoma City. I further certify that the statements in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. All construction work under this permit will conform to the attached plans, specifications and drawings and to the Codes and Ordinances of the City of Oklahoma City and that all sign construction shall be performed by contractors licensed and bonded with the City of Oklahoma City. All electrical connections and electrical service work shall be properly permitted and performed by a State licensed and City registered electrical contractor. **\*(When an existing sign is being replaced and there is no change in the electrical wiring, a sign contractor may purchase the required electrical permit.)** I further certify that the attached plans show all existing and proposed signs, their sizes and locations and that if proposing a non-accessory sign, all other non-accessory signs that are within 1000 feet of the property and facing in the same direction and on the same side of the street from which the sign is intended to be read are also shown on the proposed plans.

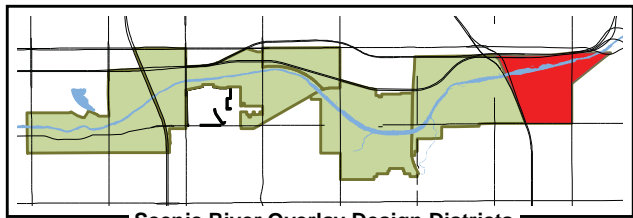
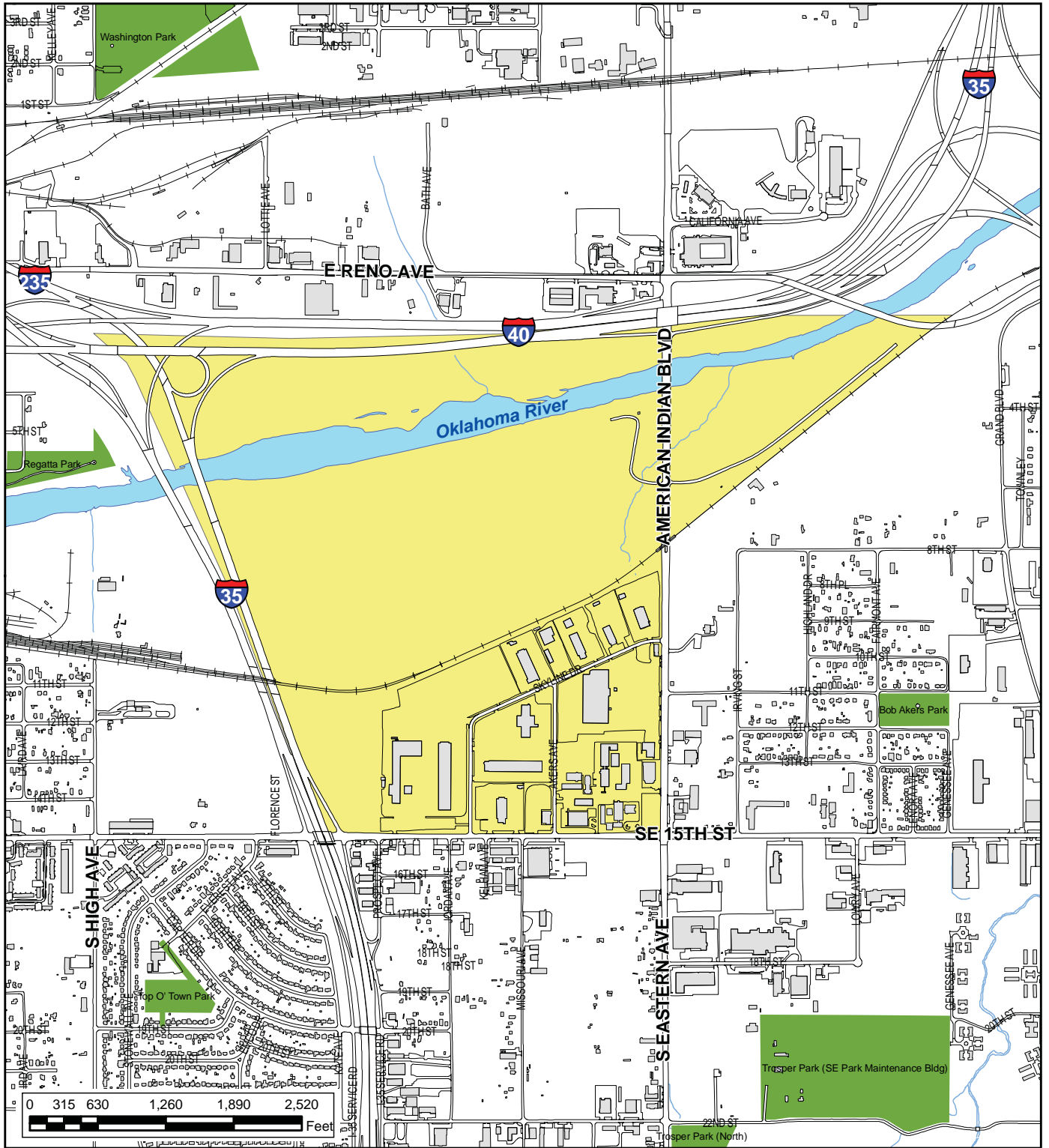
Date \_\_\_\_\_ Printed Name \_\_\_\_\_ By \_\_\_\_\_  
 Signature of licensed sign contractor



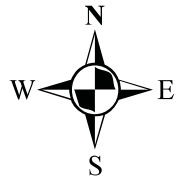
# Design Review Area Maps

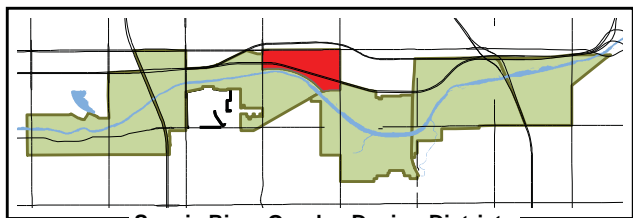
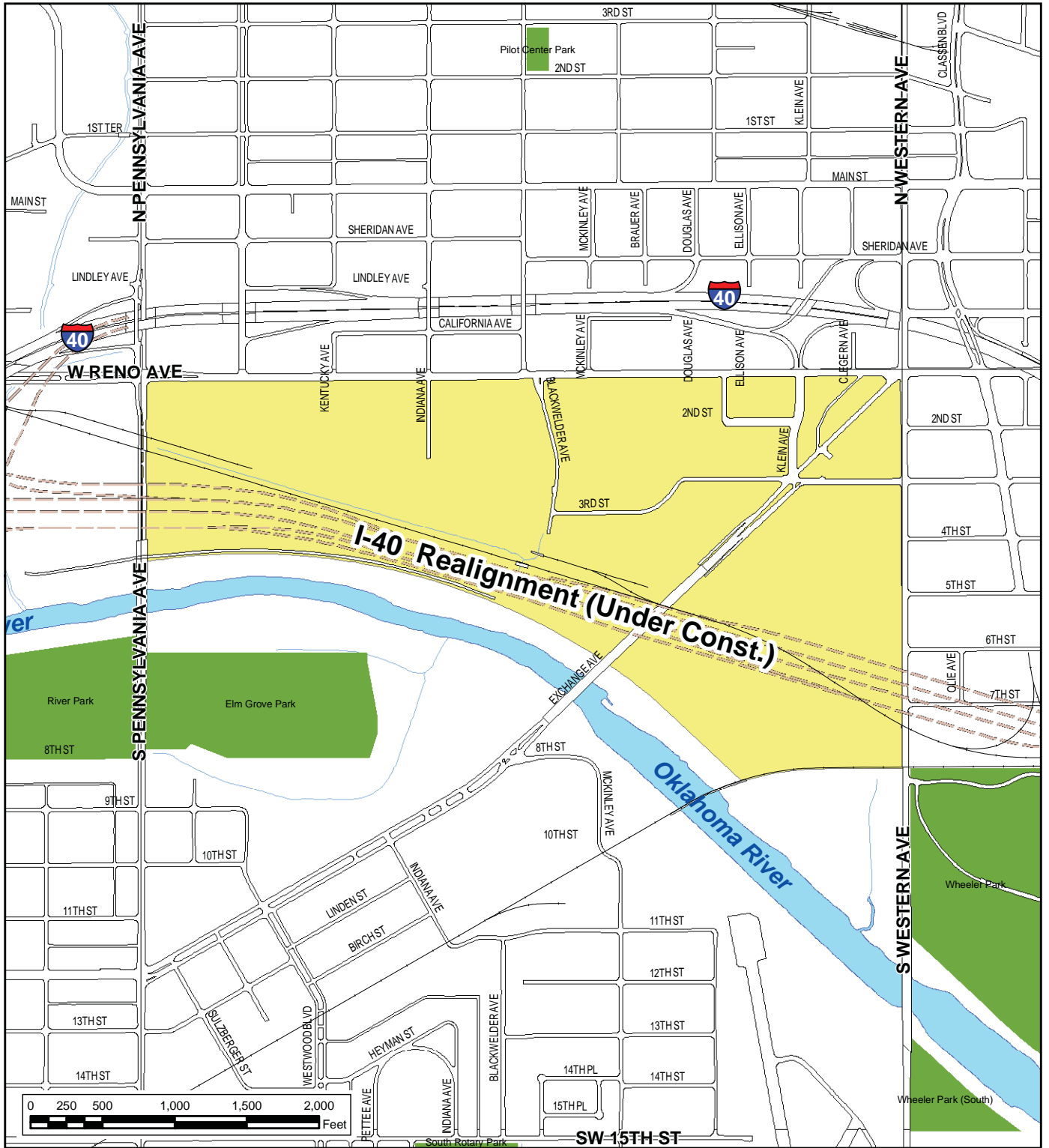






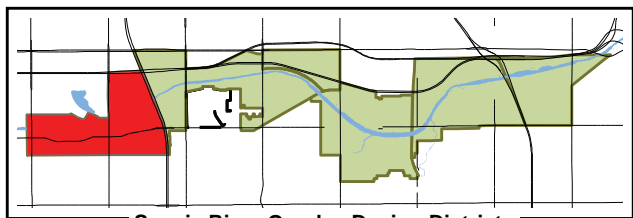
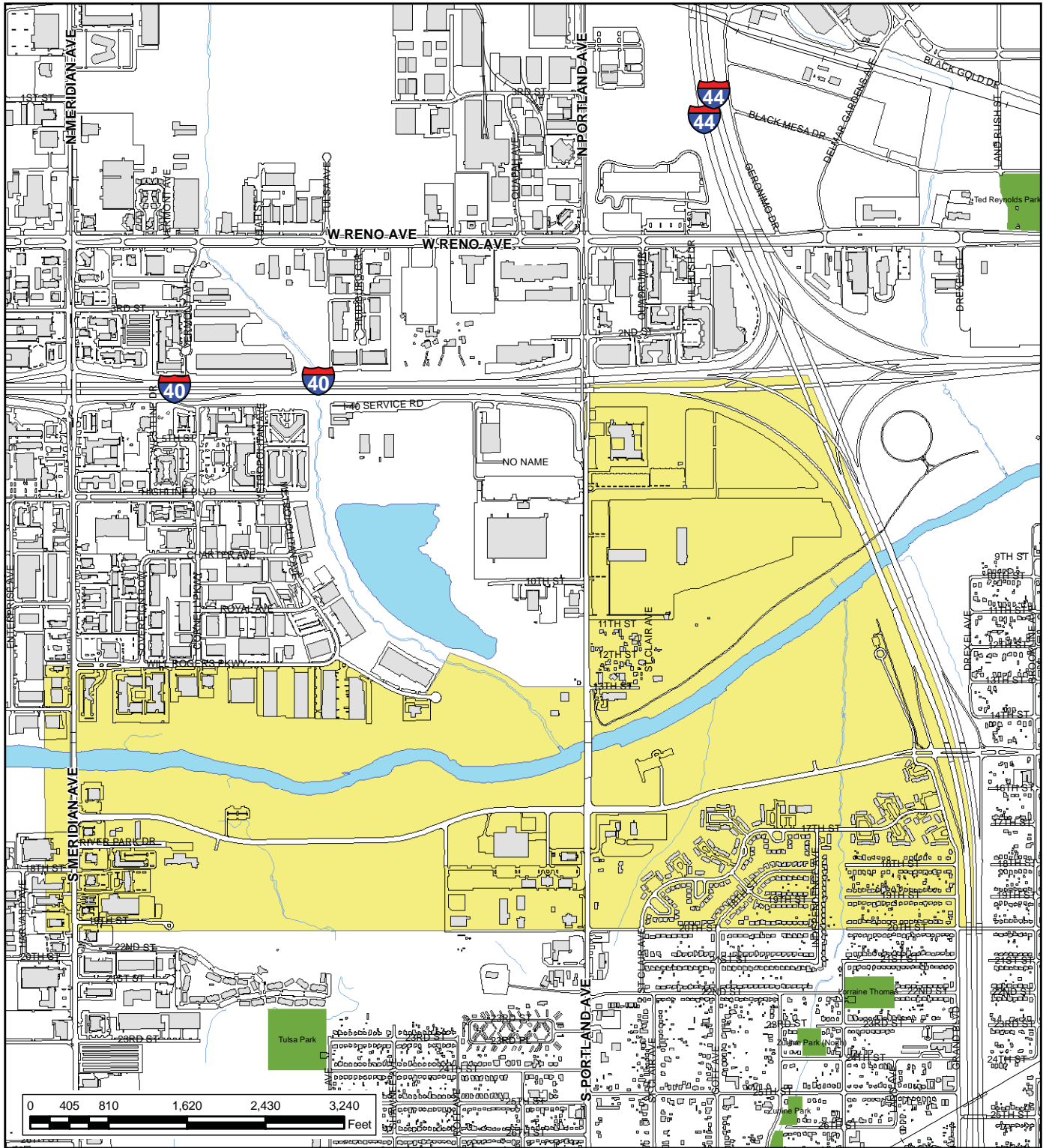
## American Indian Cultural Center





**Farmer's Market District**

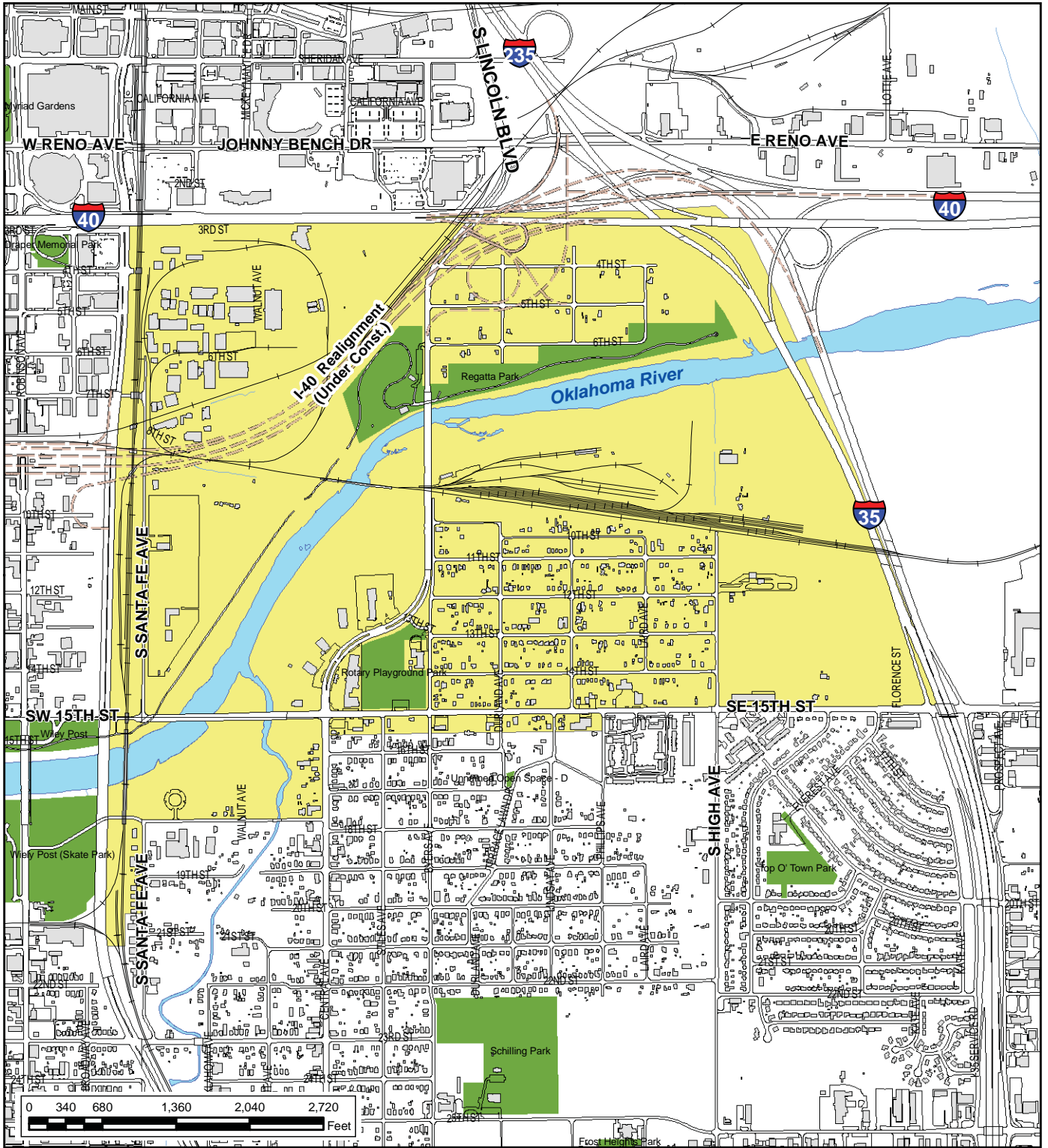




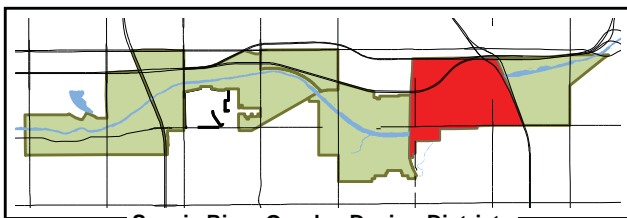
Scenic River Overlay Design Districts

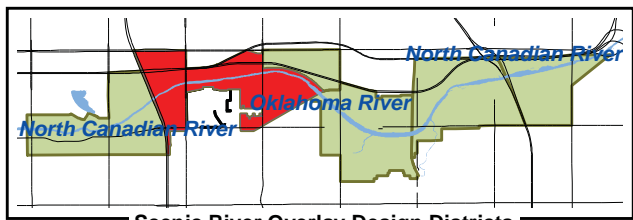
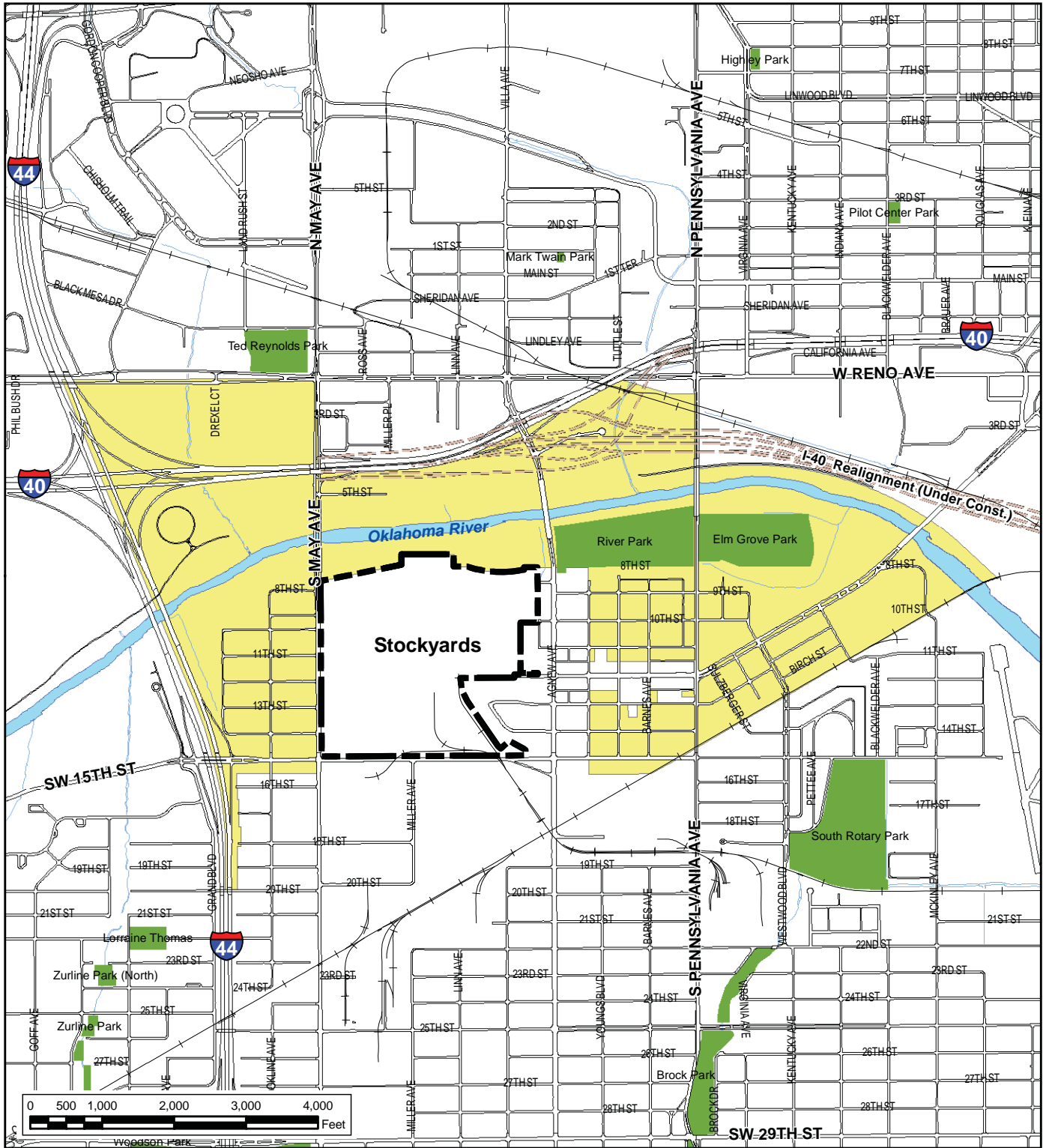
## Meridian Gateway Design District





## Regatta District

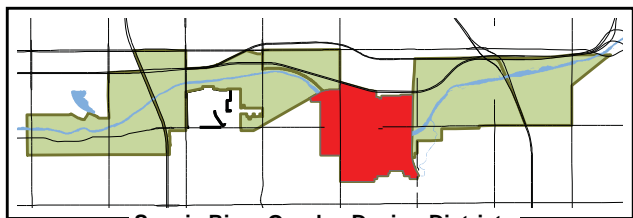
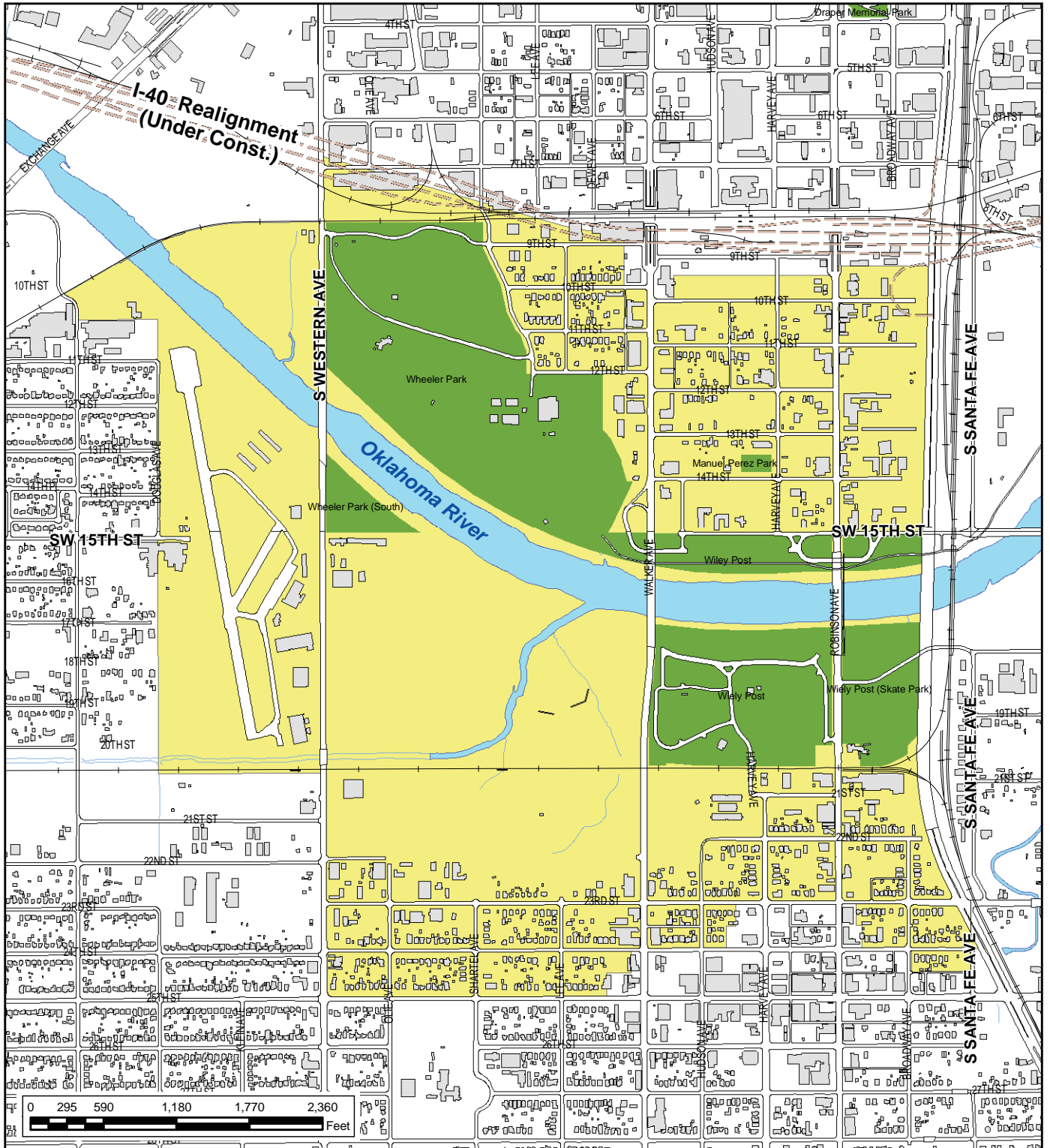




## Stockyards Design District



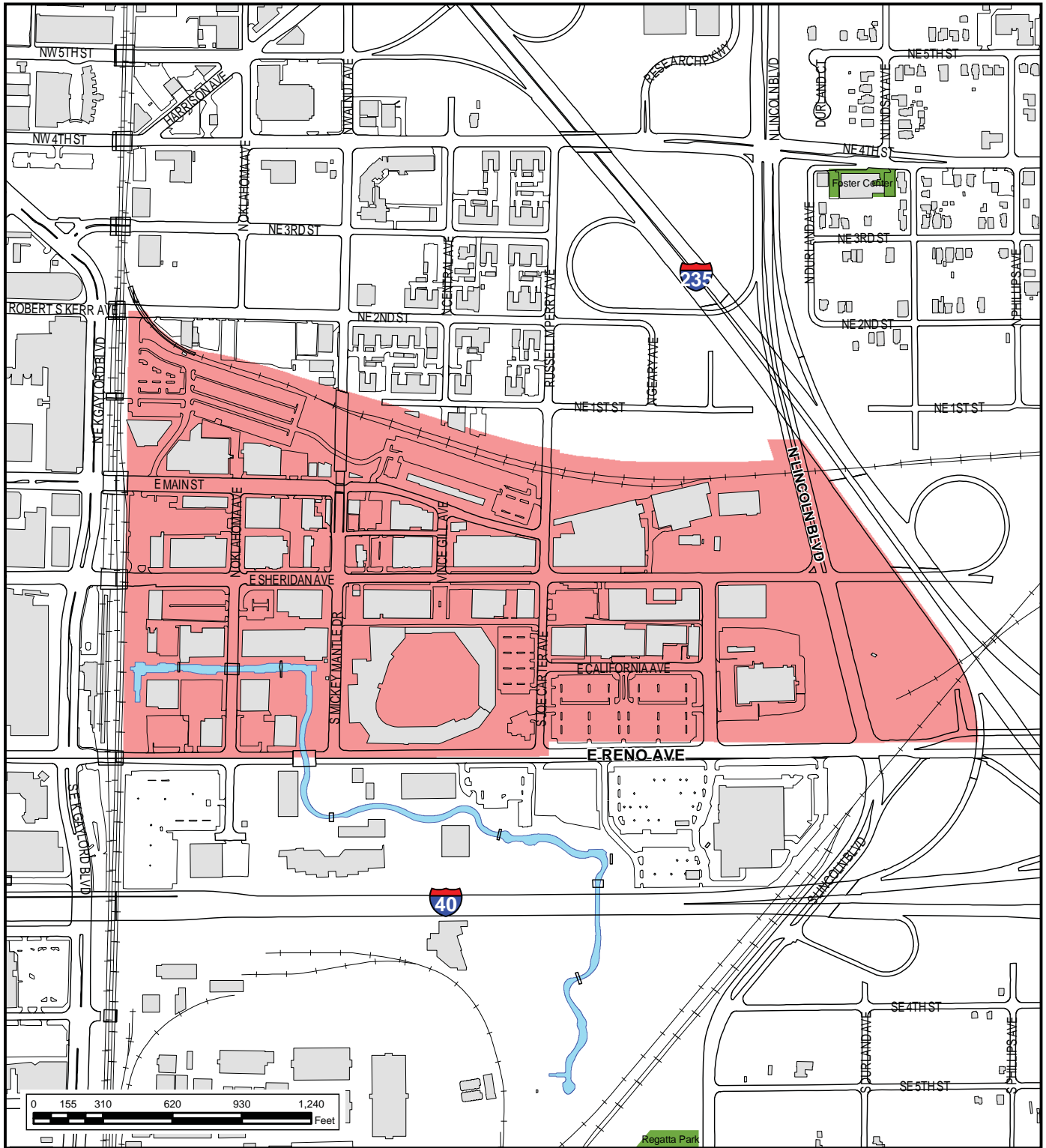
Prepared: 1/6/09



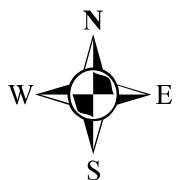
## Western Gateway District







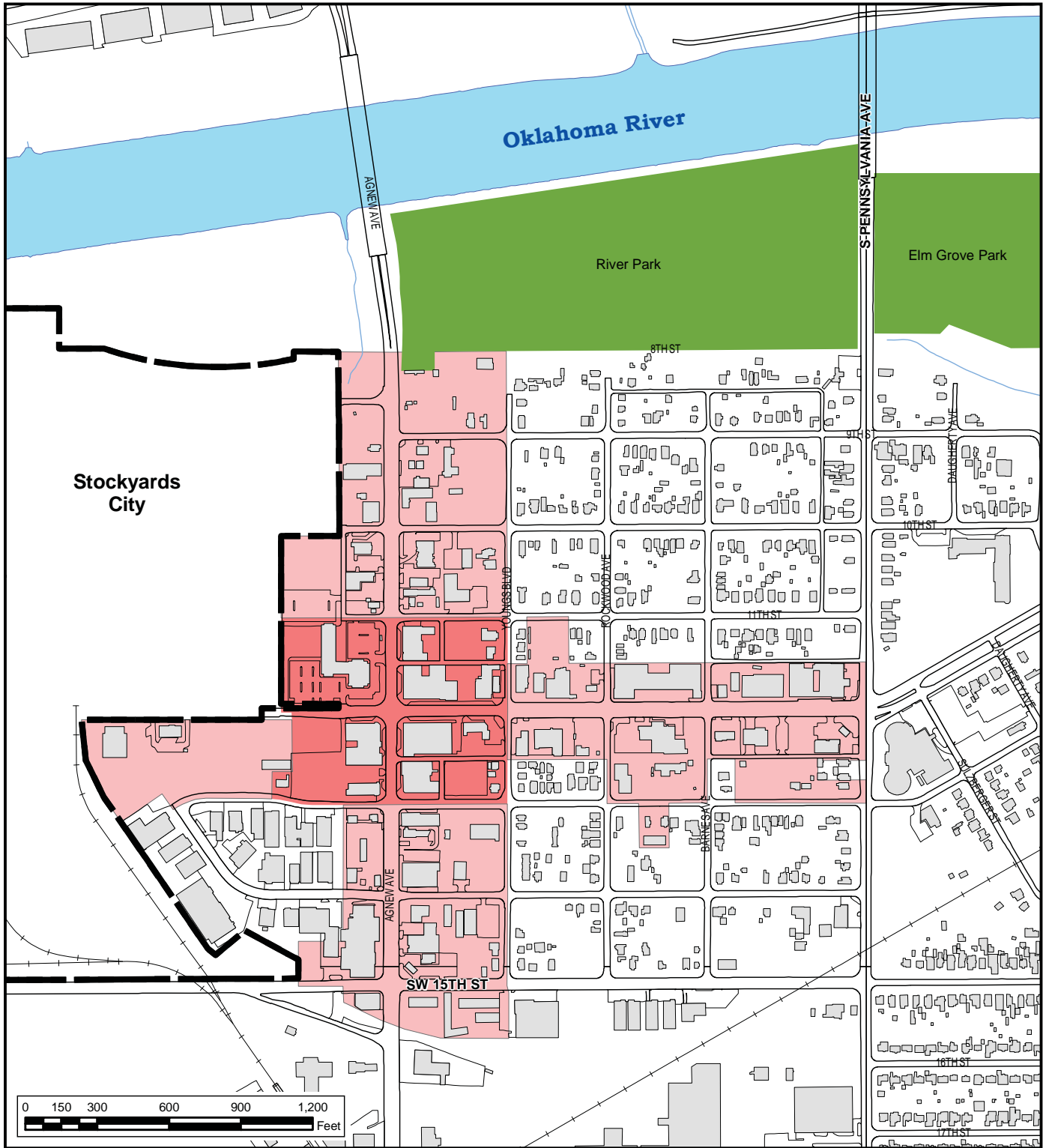
### Bricktown Core Zoning District



Prepared: 1/6/09

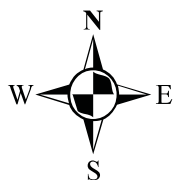


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PLANNING DEPARTMENT



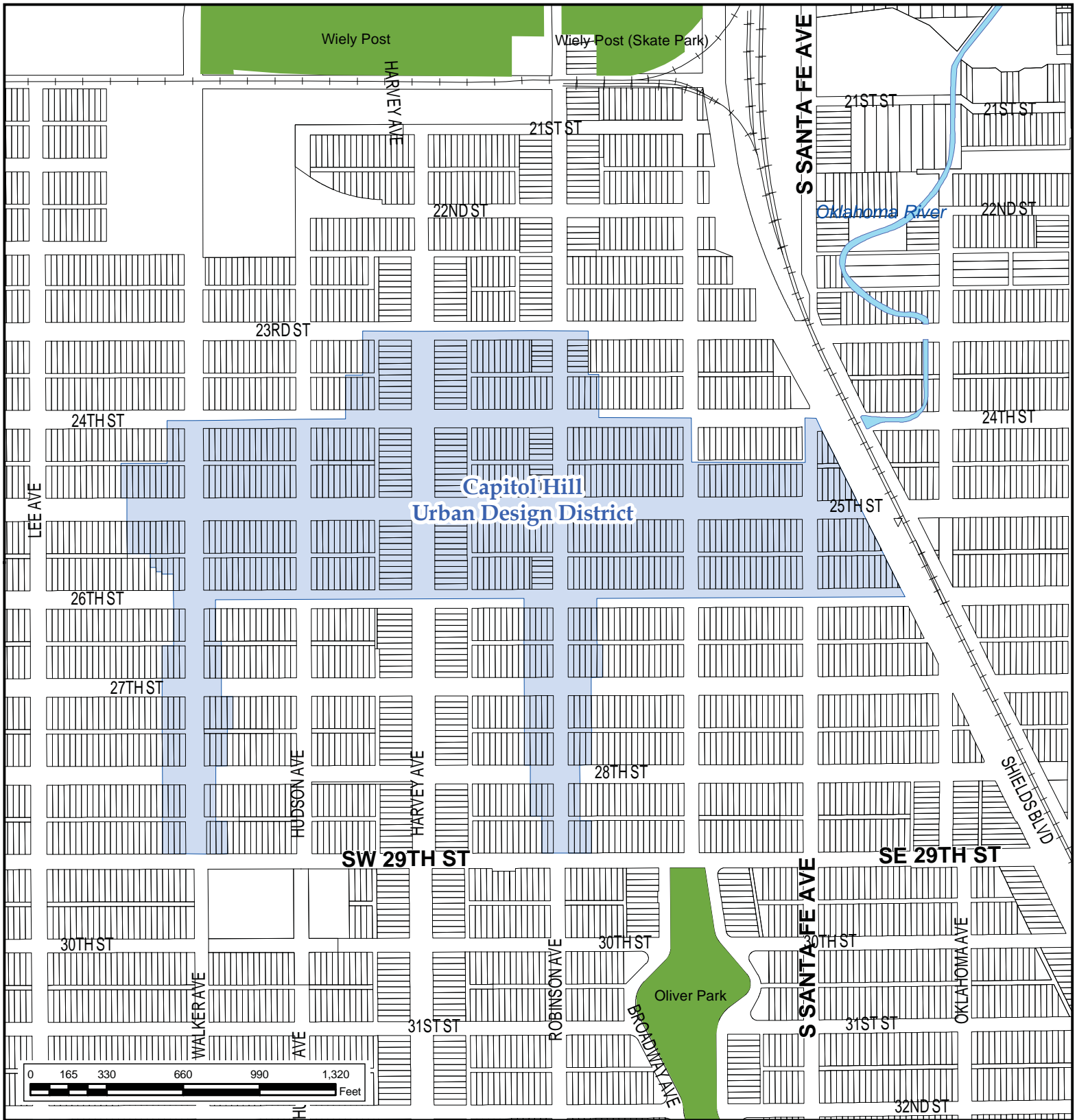
### Stockyards City Zoning Districts

- Stockyards City Transitional Overlay District
- Stockyards City Development District

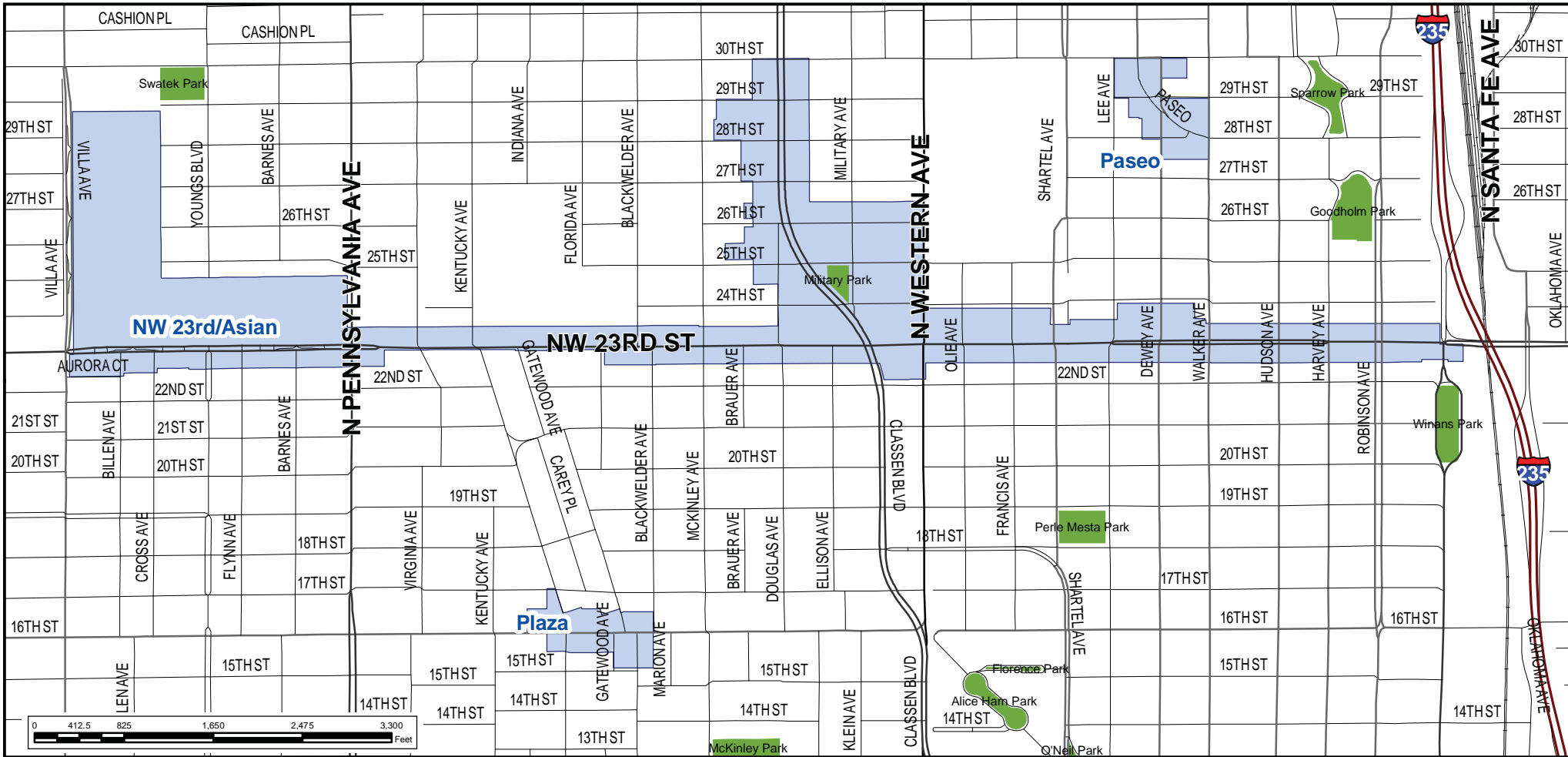


Prepared: 1/6/09

# Urban Design Review Districts



# Urban Design Review Districts



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PLANNING DEPARTMENT



Prepared: 3/17/10