



City Staff to complete this section

CASE # _____

DATE: _____

RELATED CASE # _____

APPLICATION FOR SITE PLAN REVIEW

- Site plan review fees:
 0 – 4.99 ACRES \$ 60.00 PER SUBMITTAL
 5 – 19.99 ACRES \$100.00 PER SUBMITTAL
 20 ACRES OR MORE \$150.00 PER SUBMITTAL
- The current property owner must sign the application or the City’s form authorizing the owner’s representative to sign the application on behalf of the owner.
- All drawings must be drawn to scale. Document submittal must consist of THREE paper copies of the site plan and one electronic copy in PDF format. All documents larger than 8-1/2” x 11” must be folded to that size.
- A pre-application meeting with City Staff is required prior to the submittal of this application. Notes from this meeting must be submitted with this application.

PRE-APPLICATION MEETING DATE: _____ MEETING NOTES ATTACHED:

PROJECT NAME: _____

PROJECT ADDRESS/GENERAL LOCATION: _____

NAME OF APPLICANT: _____ PHONE: _____
Person/Firm (Please Print)

ADDRESS: _____
CITY/STATE ZIP CODE

EMAIL: _____

PROPERTY OWNER: _____ PHONE: _____
(Please print)

OWNER’S ADDRESS: _____
CITY/STATE ZIP CODE

EMAIL: _____

COUNTY: _____ QUARTER SECTION: _____ SECTION/TOWNSHIP/RANGE: _____

ACERAGE: _____ NO. OF LOTS: _____ SUBDIVISION: _____

LEGAL DESCRIPTION (MAY BE ATTACHED): _____

ANY PRIVATE DEED/PLAT RESTRICTIONS ON THE PROPERTY? YES NO, IF YES, EXPLAIN:

ARE THE ACCESS POINTS PLATTED IN ACCORDANCE WITH THE PLAT? YES NO

HAVE ANY VARIANCES BEEN APPROVED BY THE BOA ON THIS PROPERTY? YES NO

IF YES, CASE NO.:

ACREAGE/PARCEL SIZE:

NO. OF LOTS:

BUILDING AREA:

ANY PRIVATE DEED/PLAT RESTRICTIONS ON THE PROPERTY? YES NO, IF YES, EXPLAIN:

ARE EXTERIOR BUILDING MATERIALS ALONG STREET FRONTAGES IN COMPLIANCE WITH ZONING ORDINANCE? YES NO

100 YEAR FEMA FLOODPLAIN ON PROPERTY? YES NO

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.

SIGNATURE OF APPLICANT:

DATE:

(TYPE OR PRINT NAME OF APPLICANT SIGNING):

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER:

DATE:

PRINT NAME OF OWNER SIGNING:

DATE:

CONTACT PERSON FOR THIS APPLICATION:

(Please Print)

CONTACT PERSON'S PHONE NUMBER:

DO NOT WRITE BELOW THIS LINE – STAFF USE ONLY

RECEIVED BY: _____

FEE: _____

PAID: _____

SENT TO STAFF FOR REVIEW:

Received Date
Stamp Here

**GUIDELINES FOR SUBMITTAL OF APPLICATION
FOR SITE PLAN REVIEW
CITY OF BROKEN ARROW, OKLAHOMA**

SUBMITTAL:

- AN APPLICATION FOR REVIEW OF A SITE PLAN CANNOT BE SUBMITTED UNTIL A PRE-APPLICATION CONFERENCE HAS BEEN HELD.
- NOTES OUTLINING THE ITEMS DISCUSSED IN THE CONFERENCE AND POINTS IN QUESTION OR ITEMS AGREED UPON MUST BE SUBMITTED WITH YOUR APPLICATION FOR REVIEW OF A SITE PLAN.
- APPLICATION MUST BE ACCOMPANIED BY THREE COPIES OF THE SITE PLAN (FOLDED TO 8-1/2" X 11") AND ONE ELECTRONIC COPY IN PDF FORMAT.
- ALL INFORMATION REQUESTED ON THE APPLICATION AND CHECKLIST SHALL BE PROVIDED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

FEES:

0 – 4.99 ACRES	\$60.00 PER SUBMITTAL
5 – 19.99 ACRES	\$100.00 PER SUBMITTAL
20 ACRES OR MORE	\$150.00 PER SUBMITTAL

- FEES ARE TO BE PAID AT THE TIME THE APPLICATION IS SUBMITTED.
- THE SITE PLAN MUST SHOW ALL ITEMS LISTED IN THE SITE PLAN CHECKLIST. SEE SITE PLAN SUBMITTAL CHECKLIST (ATTACHED)

**NO BUILDING PERMIT SHALL BE ISSUED WITHOUT SITE PLAN
APPROVAL BY ALL DEPARTMENTS AND ALL CONDITIONS COMPLETED.**

FOR FURTHER INFORMATION, PLEASE CALL THE BROKEN ARROW DEVELOPMENT SERVICES
DEPARTMENT AT 918-259-8412. APPLICANTS MAY ALSO VISIT THE CITY'S WEB SITE AT
WWW.BROKENARROWOK.GOV.

SITE PLAN CHECKLIST

PROJECT NAME: _____ DATE: _____

**PLEASE COMPLETE OR SUBMIT ALL OF THE FOLLOWING ITEMS:
IF AN ITEM IS NOT APPLICABLE, ENTER N/A. PLEASE NOTE THAT IF AN ITEM IS NOT COMPLETED, THE REVIEW PROCESS MAY BE DELAYED.**

1. ___ SHOW PROJECT TITLE, DATE, NAME OF OWNER/S AND CONTACT INFORMATION ON SITE PLAN.
2. ___ SHOW SITE ADDRESS/ES ON SITE PLAN AND ON PART I OF THIS APPLICATION.
3. ___ PROVIDE SITE PLAN DRAWING TO SCALE WITH NORTH ARROW.
4. ___ SHOW LOCATION AND DIMENSIONS OF EXISTING AND PROPOSED PROPERTY LINES AND EASEMENTS INCLUDING STREET RIGHT OF-WAY WIDTH (ON ARTERIAL STREETS SHOW RIGHT-OF-WAY DISTANCE FROM SECTION LINE).
5. ___ LOCATION OF EXISTING AND PROPOSED BUILDINGS AND OTHER IMPROVEMENTS. ALSO, INDICATE DISTANCE BETWEEN BUILDINGS.
6. ___ PROVIDE INFORMATION THAT DEMONSTRATES THAT THE PROPOSED BUILDING IS IN CONFORMANCE WITH THE ZONING ORDINANCE REGARDING
 - A. ___ PROPOSED USE.
 - B. ___ BUILDING LINE SETBACKS
 - C. ___ LOT COVERAGE OF BUILDING AND PARKING LOT AND PAVED AREAS (IN PERCENTAGES)
 - D. ___ BUILDING HEIGHT
 - E. ___ HVAC SCREENING
7. ___ EXISTING AND FUTURE ACCESS POINTS WITHIN, ADJACENT AND ACROSS THE SITE.
8. ___ VERIFICATION THAT PROPOSED ACCESS POINTS ARE IN CONFORMANCE WITH THE PLAT.
9. ___ EXISTING AND FUTURE PARKING LOT LAYOUT AND INTERNAL TRAFFIC CIRCULATION, (LABEL DESIGNATED FIRE LANES, WHERE APPLICABLE).
10. ___ FOR COMMERCIAL BUILDINGS, EXTERIOR OF BUILDINGS SHALL MEET THE MASONRY REQUIREMENTS OF THE ZONING ORDINANCE. SUBMIT ELEVATIONS SHOWING EXTERIOR BUILDING MATERIALS ALONG STREET FRONTAGES:
11. ___ LOCATION OF HIGH-PRESSURE PIPELINES, PIPELINE EASEMENTS AND BUILDING SETBACK REQUIREMENTS.
12. ___ LOCATION OF EXISTING AND PROPOSED UTILITY LINES.
13. ___ REGULATORY FLOOD AREAS DELINEATED AND LABELED.
14. ___ COMPLETE DIMENSIONS OF PROPERTY STRUCTURES, YARDS/SETBACKS, AND DISTANCES BETWEEN BUILDINGS.
15. ___ LOCATION OF HVAC SYSTEMS AND SCREENING REQUIREMENTS.

16. ___ LANDSCAPE AREA MEETS ZONING ORDINANCE (MINIMUM 10' LANDSCAPE AREA NEXT TO STREET, 10' WIDE LANDSCAPE ISLANDS, AND PARKING WITHIN REQUIRED DISTANCE OF A LANDSCAPE AREA).
17. ___ PUBLIC SIDEWALK SHOWN IN STREET RIGHT-OF-WAY OR EASEMENT, OR ON PRIVATE PROPERTY WITHIN A SIDEWALK EASEMENT.
18. ___ SHOW LOCATION, SIZE AND HEIGHT AND DATA OF ALL FREE STANDING SIGNS. IF THE SIGN WILL HAVE AN ELECTRONIC READER BOARD OR GRAPHIC DISPLAY, ADD A NOTE STATING SUCH. ALSO, NOTE IF THERE ARE ANY OFF-PREMISE ADVERTISING SIGNS WITHIN 1,500 FEET ALONG THE STREET FRONTAGE FROM ANY PRE-EXISTING OFF-PREMISE ADVERTISING SIGN.
19. ___ RADII OF DRIVEWAY CURBS.
20. ___ ARRANGEMENT OF ACCELERATION/DECELERATION LANES.
21. ___ INFORMATION ON NUMBER AND DIMENSIONS OF PARKING SPACES REQUIRED AND NUMBER OF PARKING SPACES PROVIDED
22. ___ INFORMATION ON NUMBER AND DIMENSIONS OF HANDICAPPED PARKING SPACES REQUIRED AND NUMBER OF HANDICAPPED PARKING SPACES PROVIDED. INDICATE VAN ACCESSIBLE SPACES.
23. ___ PAVEMENT SETBACK MINIMUM THREE FEET FROM PROPERTY LINE OR OTHER OPTIONS USED, PER ZONING ORDINANCE.
24. ___ LOCATION OF TRASH RECEPTACLE AND SCREENING FENCE AROUND TRASH RECEPTACLE ALONG WITH HEIGHT OF FENCE.
25. ___ LOCATION OF OPAQUE PERIMETER FENCING, IF REQUIRED, AND HEIGHT OF OPAQUE PERIMETER FENCING ALONG WITH FENCE CONSTRUCTION DETAILS AND POLE/BRACING ORIENTATION.
26. ___ OUTDOOR LIGHTING. LIGHT POLES PROPOSED ___ YES ___ NO
 - A. ___ LOCATION AND HEIGHT OF EXTERIOR LIGHT POLES. (SEE SECTION 5.6 OF THE ZONING ORDINANCE).
 - B. ___ PICTURE/DETAILS OF TYPE OF EXTERIOR LIGHT POLE FIXTURES TO BE USED PROVIDED.
 - C. ___ PHOTOMETRIC PROVIDED (IF REQUIRED).
 - D. ___ RELEASE OF LIABILITY PROVIDED FOR ANY LIGHT POLES SHOWN WITHIN UTILITY EASEMENTS. (NOTE LIGHT POLES NOT ALLOWED IN UTILITY EASEMENTS ADJOINING ARTERIAL STREETS AND HIGHWAYS.)
27. ___ STORM WATER DISPOSITION NOTE WITH DETENTION DETERMINATION NUMBER SHOWN.
28. ___ FIRE LANES INDICATED AND FIRE HYDRANTS SHOWN WITH DIMENSIONS FROM FIRE HYDRANTS TO STRUCTURES.