



P.O. BOX 180 OWASSO, OKLAHOMA 74055 (918) 376-1500 FAX (918) 376-1597

SITE PLAN APPLICATION CHECKLIST

SUBMIT THIS CHECKLIST TOGETHER WITH APPROPRIATE APPLICATION FORM WITH ALL MATERIAL REQUIRED FOR PLANNING COMMISSION REVIEW. IN ORDER TO MAINTAIN THE PROCESSING SCHEDULE, INCOMPLETE SUBMITTAL PACKAGES CANNOT BE ACCEPTED. WE RECOMMEND A “PREAPPLICATION CONFERENCE” TO DETERMINE SPECIFIC SITE PLAN ISSUES. PLEASE CHECK (X) ITEMS ADDRESSED.

SUBMITTAL REQUIREMENTS:

Site Plan application packets must be submitted to the City Planner no later than the 1st Business Day of the Month in which the Owasso Technical Advisory Committee will address the Site Plan. The Site Plan shall be accompanied by an application and checklist, as provided by the City Planner, along with the following information:

_____ Fifteen (15) Full Size Copies (24”x 36”)*

_____ Ten (10) ½ Scale Copies*

_____ One 8 ½” x 11” Copy

***Plans should be folded to be no larger than 9”x12” in size**

_____ One Digital Copy (dwg. Format)
• E-mail to mhensley@cityofowasso.com
(If Applicable).

_____ Completed application, \$300.00 fee.

_____ Owner authorization to proceed with application. Attach copy if applicant is not record Owner’s agent.

SITE PLAN REQUIREMENTS:

_____ Date, Indication of the scale (Minimum Scale 1”=100’, 1”=20’ preferred), bar scale, north arrow and location map (does not have to be drawn to scale).



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_____ Sufficient surrounding area to demonstrate the relationship of the development to adjacent uses, both existing and proposed based on topographic and/or ALTA survey or previously approved site plan. The base information should include, but not be limited to, the existing topographic character of site including trees, mass vegetation, wetland delineation, etc., extending onto adjacent property a minimum of 40 feet.

_____ Location of all floodplain boundaries and notation of FEMA Flood Insurance Rate Map (FIRM) with which the site is associated.

_____ Location and size of existing water, sanitary sewer, stormwater systems, natural gas, telephone, cable, electric and any other utility adjacent to or proposed to serve the site.

_____ Location and dimensions of required building setbacks, landscape setbacks and/or easements.

_____ Zoning and land uses of all adjacent properties.

_____ Location and size of all existing and proposed parking areas including driving, maneuvering lanes, and loading areas or berths.

_____ The location and dimension of all existing and proposed curb lines, driveways and neighboring street intersections within 150' of project.

_____ The location of all existing and proposed storm water conveyance structures.

_____ Proposed stormwater detention facilities and structures.

_____ Outdoor Lighting Plan (upon adoption of Outdoor Lighting Ordinance)

Included on the site plan or as a separate sheet, if necessary, locate all illuminating devices and include a description of each device, fixture, lamp, support, reflector, pole, foundation/footing and other device (including but not limited to manufacturers or electric utility catalog specification sheets). There should also be a table included on the plan that indicates the fixture classification (i.e. cutoff fixture, wall pack, flood light, etc.).

For projects that will likely impact nearby residential developments, a photometric plan (a point-by-point footcandle array in a printout format indicating the location and aiming of illuminating devices) will be required.

_____ Show and/or dimension the following information:

- Existing and Proposed Right-of-way and easements should be shown and dimensioned.
- Parcel/Lot Dimensions. (Tie to street monument)
- Existing and proposed rights-of-way improvements (curb/gutter/sidewalk/driveways).
- Driveway locations and widths.
- Existing and proposed street names and classifications.
- Existing and proposed driveways along with size of drive.
- Raised islands, existing and proposed traffic signals and other traffic control devices.

_____ The following information on all existing and proposed buildings and structures:

- Location
- Dimension and square footage.
- Building height.
- Proposed building finished floor elevation
- Dimension building(s) to property lines and distances between buildings
- Label each building with the proposed use

_____ The following information regarding existing streets adjacent to the development site:

- Right-of-way (according to the Owasso Major Street and Highway Plan) and pavement widths.
- Existing, proposed and anticipated street names and classifications.
- Existing and/or proposed access points.
- Acceleration and deceleration lanes (required on arterial streets).
- Traffic Island and other traffic control devices.
- Proposed curb cuts, service drives and drainage survey indicating that stormwater flow will not be adversely affected.

_____ Pedestrian walkways or sidewalks including curb ramps where required.

_____ Location and length of queuing areas for drive through service areas.

_____ Location of proposed retaining walls (include detail and cross-section).



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_____ Show and label screening/buffering from adjacent Residential uses.

_____ Trash enclosure (include detail).

_____ Location, height and material of fences.

_____ Location, height, size, and type of any proposed ground sign (add note that signs are approved by separate permit).

_____ Show all phases of development for each lot/site plan (if applicable).

_____ A landscape plan shall be submitted as a separate sheet and shall include:

- Location of all plant material, special paving areas, or other features.
- Plant schedule keyed to the landscape plan showing quantities, common and scientific names, size of the plant material (i.e. container size or trunk caliper for trees), and any special notes.
- Planting details and details for any special site features (i.e. arbors, patios, columns, etc.)
- Note indicating that the owner is responsible for the survival of all plant material and will replace any dead plant material.

_____ Plan data table including the following information:

- Site Area (Gross and Net)
- Zoning of the property
- Gross Building Area
- Percent of Lot Coverage (show calculation)
- Parking Required and Provided (including ADA accessible)
- Calculated impervious surface areas

_____ Provide narrative statement explaining the character of the development (i.e. eating place, convenience goods, intensive outdoor recreation, etc.

Applicant Signature

Date