



**Community Development Department**

**Planning Division**

*Change of Access Application*

200 S MAIN • P.O. BOX 180 • OWASSO, OKLAHOMA 74055 • (918) 376-1500 • [planning@cityofowasso.com](mailto:planning@cityofowasso.com)

**CHANGE OF ACCESS APPLICATION**

**FOR OFFICE USE ONLY**

Case Number:	
Date Received:	
TAC Date:	
CC Date:	
Fee Paid (\$500.00)	

**CONTACT INFORMATION**

OWNER NAME:

PHONE:

OWNER EMAIL:

OWNER ADDRESS:

STREET

CITY

STATE

ZIP

APPLICANT(S) NAME:

PHONE:

(If different than owner)

APPLICANT EMAIL:

APPLICANT ADDRESS:

STREET

CITY

STATE

ZIP

ENGINEER/SURVEYOR:

PHONE:

ENGINEER/SURVEYOR ADDRESS:

STREET

CITY

STATE

ZIP

ENGINEER/SURVEYOR EMAIL:

**PROPERTY INFORMATION**

LEGAL DESCRIPTION: (Please provide digital copy as a Word document with application)

PROPERTY ADDRESS:

STREET

CITY

STATE

ZIP

SUBDIVISION OR DEVELOPMENT NAME:

NUMBER OF LOTS:

ACREAGE:

CURRENT USE OF THE PROPERTY:

CURRENT ZONING:



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Describe the specifics of the request. Indicate current access points and how they will change, distances, dimensions, etc. Include plot plans and drawings that will support the request. (You may attach this information.)

### **SITE PLAN**

A site plan drawn to scale (no smaller than 1"=20') shall be submitted with the application and shall contain the following:

Current access locations and proposed locations

Easement locations on the property

Public road rights-of-way

Location of utility lines (buried or overhead)

Location of all utility structures

### **SUBMITTAL**

The following items shall be attached to or submitted with this application:

Application fee of \$500.00

Site plan

Legal description of the property

- Submit a digital copy as a Word document to [planning@cityofowasso.com](mailto:planning@cityofowasso.com)



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Please submit this completed application form with all required items to the Owasso [Planning Division](#). Applicants must submit a paper copy of all materials to Owasso City Hall **and** an electronic copy of all materials to [planning@cityofowasso.com](mailto:planning@cityofowasso.com). Incomplete applications will not be accepted. Applications are due on or before the 1<sup>st</sup> of the month to be eligible for addition to that month’s Technical Advisory Committee (TAC) meeting agenda. After review by the Technical Advisory Committee, the application is included on the agendas for the next Planning Commission and City Council meetings. The applicant or the applicant’s representative must be in attendance at the Technical Advisory Committee and Planning Commission meetings when their case is on the agenda.

**SIGNATURES**

I, \_\_\_\_\_ (applicant name), hereby certify that the attached and completed application contains the information required by the City of Owasso as specified above. I understand the submission of incomplete and inaccurate information may result in a delay in processing and action on this application.

Signature of Applicant:

Date:

Signature of Property Owner:

Date:

*The property owner must sign the application or it will not be processed.*

**FOR OFFICE USE ONLY**

Staff Signature:

Date:

Staff Comments: