



Community Development Department

Planning Division

Site Plan Application Checklist

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

SITE PLAN CHECKLIST

Submit this checklist together with the appropriate application form and all other required material. Please check the box next to each item as addressed. In order to maintain the processing schedule, incomplete submittal packages will not be accepted.

It is strongly recommend that applicants arrange a pre-application conference to determine specific site plan issues for the property in question and avoid costly delays. Please note that some site plans associated with a planned unit development (PUD), specific use permit (SUP), or those within an overlay district may require material in addition to these requirements.

REQUIREMENTS

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. Incomplete applications will not be accepted. Applications are on or before the 1st of the month to be eligible for addition to that month's Technical Advisory Committee (TAC) meeting agenda. The applicant or the applicant's representative must be in attendance at the Technical Advisory Committee meeting when their item is on the agenda.

The submitted site plan application packet must include:

Completed site plan application and this accompanying checklist

Site plan that meets all requirements as listed on this checklist

Ten (10) full-size (24" x 36") copies of the site plan

Five (5) half-size (11" x 17") copies of the site plan

One (1) digital copy of all sheets in PDF format e-mailed to planning@cityofowasso.com

Application fee of \$500.00

Owner's signature (Attach an owner authorization letter if applicant is not record owner's agent)

**Please note that the [Engineering Division](#) of the Public Works Department requires a separate submittal packet that will contain the complete civil drawing set. Please contact them directly at (918)272-4959 for additional information.*



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SITE PLAN REQUIREMENTS

Site plans shall be drawn at a scale of one hundred feet (100') to one inch (1") or larger. All printing shall be clear and legible. The drawing surface of any such plat shall have a binding margin of two inches (2") at the left side of the site plan and a margin of not less than one inch (1") at the right side. Where the proposed site plan is of unusual size, it may be submitted on two or more sheets of the same dimensions and scales. If more than two sheets are required, an index sheet of the same dimensions shall be filed showing the entire development.

The site plan shall contain or be accompanied by the following:

Date of preparation of the site plan, north arrow, and bar scale (written and graphic presentation)

Location map showing the locations of subdivisions within the mile section (does not have to be drawn to scale)

Sufficient surrounding area extending onto adjacent property a minimum of one hundred (100) feet 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 plans

- Base information should include but not be limited to the existing topographic character of the site, including trees over six (6) feet in caliper, mass vegetation, wetland delineation, etc.

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 the subject property and adjacent properties

- Include planned unit developments (PUDs) if applicable

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

Location and dimension of all existing and proposed curb lines, driveways, and neighboring street intersections within one hundred and fifty (150) feet of project

Location of all existing and proposed stormwater conveyance and detention facilities and structures



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Location of existing and proposed right-of-way and easements

Parcel/lot dimensions (tie to street monument)

Location of existing and proposed rights-of-way improvements, including curbs, gutters, sidewalks, and driveways

Location of existing and proposed street names and classifications

Location of existing and proposed driveway locations and widths

Location of raised islands, existing and proposed traffic signals, and other traffic control devices

Pedestrian walkways or sidewalks (including ADA ramps) where required

Location and length of queuing areas for drive-through service areas

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

Show and label screening/buffering from adjacent residential uses

Show the following information for all existing and proposed buildings and structures:

Location

Dimension and square footage

Building height

Proposed building finished floor elevation (FFE)

Dimension building(s) to property lines and distances between buildings

Label for each building with the proposed use

Address of the building/buildings (if new construction, the City will provide the address)

Location, height, and material of fences

For projects abutting US-169, show the location of the white vinyl fencing if there is none along that section of frontage

- White vinyl fencing is required in areas where none exists
- The Owasso Public Works Department has a standard fence detail that shall be utilized for all required fencing



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Show 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

Location of any outdoor display areas for seasonal merchandise (if applicable)

Location of any outdoor storage areas

Show all sight triangles

Location, height, size, and type of any proposed ground sign

- Note that signs are approved by separate permit

Show all phases of development for each lot/Site Plan (if applicable)

Building architectural elevations that indicate materials

Location, design, and architectural detail of dumpster enclosure (materials should match or complement main structure)

Locations of any outdoor speakers

Plan data table including the following information:

Site area (gross and net)

Current and proposed zoning (note the planned unit development if applicable)

Gross building area

Square footage and percent of impervious area (show calculation)

Parking required and provided (including ADA accessible)



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Outdoor lighting plan (included on the site plan or as a separate sheet, if necessary) with the following:

Locate all illuminating devices and include a description of each device, fixture, lamp, support, reflector, pole, foundation/footing, and other devices, 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 all non-single-family residential developments that adjoin a residential district or that will 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) is required

Landscape plan shall be submitted as a separate sheet and shall include:

Date, scale, north arrow, project name, and the name of the owner and designer

Location of property lines and dimensions of the tract

Approximate center line of existing water courses, the approximate location of significant drainage features, the location and size of existing and proposed streets and alleys, existing and proposed utility easements, and overhead utility lines on or adjacent to the lot, existing and proposed fire hydrants on or adjacent to the lot, and existing and proposed sidewalks on or adjacent to the lot

Location of all plant material, special paving areas, or other features

Location, size, and type (tree, shrub, ground cover, berms, or grass) of proposed landscaping and the location and size of the proposed landscaped areas

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.)

Location, size (caliper and height), condition, and common name of any existing tree for which tree protection credit is requested shall be indicated

Method of protecting the existing trees which are to be retained from damage during construction shall be described

Description of the type of irrigation system to be used and, if necessary, drawings of such system



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Schedule of installation of required landscaping and appurtenances, which shall specify installation of all required materials except trees, prior to the issuance of a certificate of occupancy (C/O)

Note indicating that the owner is responsible for the survival of all plant material and will replace any dead plant material

Note indicating that all trees shall be installed at least five (5) feet from any water or sanitary sewer line

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: