



Community Development Department

Planning Division
Site Plan Application

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

SITE PLAN APPLICATION

FOR OFFICE USE ONLY

Date Received:	
TAC Date:	
Fee Paid (\$500.00)	

CONTACT INFORMATION

PROPERTY OWNER NAME:

PHONE:

OWNER ADDRESS:

STREET

CITY

STATE

ZIP

OWNER EMAIL:

APPLICANT NAME:

PHONE:

(If different than owner)

APPLICANT ADDRESS:

STREET

CITY

STATE

ZIP

APPLICANT EMAIL:

ENGINEER/DESIGN FIRM:

PHONE:

FIRM ADDRESS:

STREET

CITY

STATE

ZIP

FIRM EMAIL:

PROPERTY INFORMATION

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

PROJECT NAME:

PROPERTY ADDRESS:

STREET

CITY

STATE

ZIP

SUBDIVISION OR DEVELOPMENT NAME:

COUNTY:

ACREAGE:

SQUARE FOOT OF BUILDING(S):

CURRENT ZONING:



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TYPE OF DEVELOPMENT

Retail/Commercial

Multi-Family Residential

Office

Mixed Use

Industrial

Other:

Number of dwelling units if a residential project:

SUBMITTAL

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 must be submitted 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 attend the Technical Advisory Committee meeting.

The submitted site plan application packet must include:

Completed site plan application and the accompanying checklist

Site plan that meets all requirements as listed on the 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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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.

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Staff Signature:

Date:

Staff Comments: