



Community Development Department

Planning Division

Specific Use Permit Application

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

SPECIFIC USE PERMIT APPLICATION

FOR OFFICE USE ONLY

Case Number:	
Date Received:	
TAC Date:	
PC Date:	
CC Date:	
Fees Paid (\$500.00 + \$3.00 per notice mailed + \$50.00 sign fee)	

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 OF SUBJECT PROPERTY (Please attach this information)

PROJECT NAME:

PROPERTY ADDRESS:

STREET

CITY

STATE

ZIP

SUBDIVISION/DEVELOPMENT NAME:

COUNTY:

ACREAGE:



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SQUARE FOOTAGE OF BUILDING(S):

CURRENT ZONING:

OWASSO LAND USE MASTER PLAN DESIGNATION:

CURRENT USE OF THE PROPERTY:

PROPOSED ZONING/USE:

ANY PRIVATE DEED/PLAT RESTRICTIONS ON THIS PROPERTY WHICH MIGHT IMPACT BUILDING SETBACK, HEIGHT, OR USE?

Yes

No

SITE PLAN

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

Moderately detailed landscape plan

Location/dimensions of proposed/existing structure(s) with distances to property lines

Utility easements on the property

Public road rights-of-way

Images and elevations of the proposed structure or a similar structure, if available

PUBLICATION NOTICE

Who is the person that shall be billed for publication?

Present Owner

Agent for Owner

Purchaser

Attorney for Owner

Other

MAILING ADDRESS:

STREET

CITY

STATE

ZIP

PHONE:

EMAIL ADDRESS:

The individual checked above will be billed directly from the local newspaper for the advertising cost of the notice publication.



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SUBMITTAL

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

Property survey

Site plan

300' certified radius report (available from a title or abstract company)

Legal description of the property (one printed copy and one digital copy)

Application fee (\$500.00 + \$3.00 per notice mailed + \$50.00 sign fee)

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. After TAC review, the application is included on the agendas for the next [Planning Commission](#) and [City Council](#) meetings. The applicant or the applicant's representative must attend the Technical Advisory Committee, Planning Commission, and City Council meetings.

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: