



## Community Development Department

Planning Division

**PUD Application Checklist**

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

### **PLANNED UNIT DEVELOPMENT (PUD) 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 planned unit development (PUD) issues for the property in question and avoid costly delays.

#### **SUBMITTAL 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](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 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.

The submitted PUD application packet must include:

Completed PUD application and this accompanying checklist

PUD proposal that meets all requirements as listed on this checklist

Ten (10) copies of the PUD proposal and all accompanying documents

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

Property survey

300' certified radius report from a title or abstract company

Legal description of the property (If by metes and bounds, attach plat of survey)

A certificate of closure from a licensed surveyor

Application fee of \$500.00 + \$3.00 per notice mailed + \$5.00 per lot created + \$50.00 sign fee

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



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## **PLANNED UNIT DEVELOPMENT REQUIREMENTS**

The submitted PUD packet shall contain or be accompanied by the following:

Name of the proposed development

Name and address of the property owner and developer

Name of the preparer of the document

County where the development lies shall be depicted

Legal description of the property

If applicable, a separate legal description for each area to be rezoned

Total acreage of the tract, total acreage of the proposed area to be improved, and acreage of open space

Proposed density of the development depicted in gross density figures (gross units per acre of the entire development)

Building elevations indicating proposed materials and proposed dimensions of all lots

Two zoning maps, one showing the existing zoning and one showing the proposed zoning

Map showing soil types

Vicinity map outlining the location of the development in relation to major streets within 1000 feet, schools, and other landmarks

A design and intent statement that clearly articulates the vision for the proposed development and identifies key elements of the project that justifies using a PUD approach over conventional zoning; at a minimum, the design and intent statement shall include some basic elements, including but not limited to:

Overall project statement of proposed use and intent

List of the proposed land uses including residential densities

List of all parties involved (applicant, owner, agent, plan preparer)

Thorough narrative explaining why the development is appropriate and how it complies with the requirements of this Chapter; should explain how the PUD is consistent with the goals, purposes, and standards listed in Chapter 9 "Planned Unit Developments" in the Owasso Zoning Code



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Statement regarding the compatibility of the proposed development with the surrounding area; statement should address buffer zones, transition, screening, types of materials to be used, and square footage of structures

Table showing how the proposed PUD will differ from current bulk standards, with an outline of what sections of the Owasso Zoning Code or Subdivision Regulations that the PUD seeks relief from

Outline of the covenants that will govern the property and information about the development of a homeowners' association and how they will govern the common areas

Anticipated timeline for development, which may include a phasing plan

PUD's consistency with the [GrOwasso 2030 Land Use Master Plan](#)

Rendered conceptual site plan depicting:

Graphic scale drawn no smaller than 1:100, a north arrow, date of preparation, and a legend

Location and name of abutting subdivisions and City Limit lines for Owasso

Surrounding land uses

Wooded areas, wetlands, waterways, floodplain and floodway, ponds, and other natural features

General location of all proposed streets

Location and identification of all land uses in the PUD

Identification of all amenity locations, detention areas, open space areas, etc.

General location of parking areas for non-single-family residential areas

Depiction of any proposed walking trails, pathways, and buffer yards, including fences

Notation on the plan of how wide the buffer yards will be and how they will be landscaped

Location and type of amenities provided



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**CONCEPTUAL DEVELOPMENT PLAN AS THE PRELIMINARY PLAT**

Should a conceptual development plan be provided that goes into sufficient detail necessary for submittal of a preliminary plat, then the plan may be used as the preliminary plat for the planned unit development (PUD). If the conceptual development plan is to be used as the preliminary plat, it must contain all of the required elements for preliminary plat approval outlined in the Owasso Subdivision Regulations. If the PUD is approved with a conceptual development plan that is sufficient to be used as a preliminary plat, the applicant may then proceed to the final plat stage. It is not required that the entire development be platted; only the portion the applicant intends to develop initially. Additionally, the conceptual development plan can be used as the actual site plan for the development if it has addressed all Technical Advisory Committee comments.

For more information on preliminary plats and their requirements, please refer to the [Owasso Zoning Code](#) and the [Preliminary Plat Application Checklist](#).

**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:

**FOR OFFICE USE ONLY**

Staff Signature:

Date:

Staff Comments: