



For Office Use Only	
Case Number:	CCPUD
Hearing Date:	
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SAPULPA METROPOLITAN AREA PLANNING COMMISSION PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

*Creek County Planning Office * 317 E. Lee, Suite 101 * Sapulpa, OK 74066 * 918.227.6369*

[] PUD [] PUD MAJOR AMENDMENT [] PUD MINOR AMENDMENT [] ABANDONMENT OF A PUD

SUBJECT PROPERTY INFORMATION - Applicant Section

ADDRESS OR DESCRIPTIVE LOCATION: _____

LEGAL DESCRIPTION (Attach copy of deed or legal description provided by surveyor): _____

[] RESIDENTIAL [] NON-RESIDENTIAL [] COMBINATION S-T-R _____ TRACT SIZE: _____

PRESENT ZONING _____ PRESENT USE: _____ PROPOSED USE: _____

DESCRIPTION OF PROPOSAL: _____

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
FAX	FAX
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
SIGNATURE & DATE: _____	

DOES OWNER CONSENT TO THIS APPLICATION [] Y [] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? _____

APPLICATION INFORMATION - For Office Use

RECEIVED BY: _____ TAC DATE: _____ CASE # _____ RELATED CASE #: _____

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INSTRUCTIONS

1. Complete the application and submit to Creek County Planning Office (317 East Lee, Suite 101) no later than the last Monday or Friday of the month prior to the next month's SMAPC meeting. The Sapulpa Metropolitan Area Planning Commission meets the 4th Tuesday of every month at 7:00 P.M. in the Councilor's Meeting Chambers at the Sapulpa City Hall, 425 East Dewey, Sapulpa, OK 74066. In the months of November and December the SMAPC will meet on the 2nd or 3rd Tuesday of the month – see the official meeting schedule for meeting dates and application submission deadlines.

2. Submit with the completed application:

A. A copy of the deed to the property.

B. Application review fee (checks made payable to SMAPC) as follows:

Planned Unit Development (PUD)	\$175.00 base fee for PUDs having any combination of A, R, or RMH districts for underlying zoning. \$275.00 base fee for PUDs including or having any combination of O, C, or I districts for underlying zoning.
Minor Amendment to a PUD	\$75.00
Abandonment of a PUD	\$60.00

C. Public notice sign posting fee (check made payable to Dannie Whitehouse) of \$50.00.

D. A detailed project narrative that explains the nature and character of the PUD development and development standards and includes a detailed phasing schedule of development.

E. Four (4) copies of a PUD Master Development Plan, at least one (1) of which is sized 11" X 17," that includes:

- All existing property lines and dimensions.
- All existing buildings, improvements and their setbacks from property lines.
- Adjacent streets, street widths, easements (if applicable), and existing access limitations.
- Proposed development features, including location of buildings and areas dedicated for specific uses, off-street parking, internal drives, loading docks or areas, open spaces, etc.
- Proposed location, height and display surface area of any proposed signs (submission of a separate sign plan is encouraged).
- Location, height, and dimensions of proposed buildings and accessory structures, to include setbacks from property lines.
- Location of all existing or proposed site improvements including curb cuts, sidewalks, drains, culverts, retaining walls and fences, and detailed plans showing number and layout of off-street parking and loading spaces.
- Proposed location and development of buffer areas including screening and landscaping areas, landscaping and tree/shrub plantings, common open space areas, and the landscaping materials to be installed (submission of a separate landscaping plan is encouraged).

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INSTRUCTIONS (CONTINUED)

- Indications (directional arrows) of public and private vehicular and pedestrian circulation.
- Sufficient surrounding area, including abutting streets, to demonstrate the relationship of the PUD to adjoining uses both existing and planned, if known.
- Existing topographic character of the land at a minimum of 10-contour intervals including identification of the 100-year and 500-year floodplain and floodway, water features, rivers, streams, heavily wooded areas, and any other unique natural or man-made characteristics inherent in the land. In instances of probable development constraints due to such physical characteristics as slope and/or soil composition, additional information may be required to further determine the feasibility of the proposed development during the review and approval process. Separate site grading plans are encouraged.
- Building facades and elevations.
- North Arrow and scale of drawing.
- Date of drawing, surveyor's seal and signature (if prepared by surveyor).
- Owner and site plan preparer's contact information.
- Such other information as may be required by the SMAPC and Creek County Board of Commissioners to evaluate the proposed PUD.

3. The SMAPC will take action on your request based on its conformance with applicable plans, guidelines, and development policies. Please note that a Project Description detailing the nature of the project or use and any documentation that you can provide to support your case will be submitted to the SMAPC for their consideration. You are strongly encouraged to attend to respond to any questions the Planning Commission might have; should you be unable to attend, a representative at your direction should attend.
4. The Creek County Board of Commissioners will take final action on the request at their next regularly scheduled meeting.

All applications must meet all filing deadlines and be complete. If the application is not complete or is filed after the deadline, the application will not be accepted.

DISPOSITION – For Office Use

TAC RECOMMENDATIONS: _____ DATE: _____

SMAPC ACTION: _____ DATE _____ VOTE: _____

BOARD OF COUNTY COMMISSIONERS ACTION: _____ DATE _____ VOTE: _____ RESOLUTION _____