



For Office Use Only	
Case Number:	CCSP-
Hearing Date:	
Amount Paid:	\$
Date Paid:	
Check Number:	

SAPULPA METROPOLITAN AREA PLANNING COMMISSION SITE PLAN APPLICATION

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

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 _____

PRESENT USE: _____ PRESENT ZONING _____ TRACT SIZE: _____

INFORMATION ABOUT YOUR PROPOSAL – Applicant Section

PUD DEVELOPMENT AREAS AFFECTED: _____

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? _____

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INSTRUCTIONS

1. Complete the application and submit to Planner's 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 3rd and/or 2nd Tuesday of the month – see the official meeting schedule for meeting dates and application submission deadlines.
2. Submit with application:
 - A. A copy of the deed to the property.
 - B. Application review fee of \$75.00 – checks made payable to SMAPC.
 - C. Four (4) copies of a site plan, at least one (1) of which 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 and existing access limitations.
 - Location of existing easements, if applicable.
 - Proposed location of buildings and areas dedicated for specific uses, including off-street parking, internal drives, loading docks or areas, open spaces, etc.
 - Location, height, and dimensions of proposed buildings and accessory structures.
 - Location of all existing or proposed site improvements including curb cuts, sidewalks, landscaping and tree/shrub plantings, drains, culverts, retaining walls and fences (submission of a separate landscaping plan is encouraged).
 - Indications (directional arrows) of public and private vehicular and pedestrian circulation.
 - Proposed location and development of buffer areas including screening and landscaping areas and the materials to be installed.
 - The location of all uses (residential, commercial, office, manufacturing, etc.) and a computation of lot area, building floor area and building coverage.
 - Proposed location, height and display surface area of any ground signs (submission of a separate sign plan is encouraged).
 - Sufficient surrounding area, including abutting streets, to demonstrate the relationship of the proposed development to adjoining uses both existing and proposed.
 - Existing topographic character of the land including identification of the 100-year and 500-year floodplains, heavily wooded areas, and existing topography at a minimum of 10-foot contour intervals (copy of site grading plan is encouraged).
 - 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.

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INSTRUCTIONS (CONTINUED)

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. When required, 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: _____