



The City of  
**OKLAHOMA CITY**

Staff:            BT    SY    UD

Case No. \_\_\_\_\_

Ward \_\_\_\_ Dist. \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF APPROVAL**

Location of Proposed Work (address) \_\_\_\_\_

Legal Description of Property (lot, block, addition) \_\_\_\_\_

Existing property: Year built \_\_\_\_\_ Wall material \_\_\_\_\_ Floor area \_\_\_\_\_ sq.ft.

**Proposal** (describe work to be done; submit additional pages as needed) \_\_\_\_\_

Attachments: \_\_\_\_ Site plan \_\_\_\_ Elevations \_\_\_\_ Plans \_\_\_\_ Materials info \_\_\_\_ Fence info \_\_\_\_ Other

Applicant's Name \_\_\_\_\_

Phone (day) \_\_\_\_\_ (fax) \_\_\_\_\_ (other) \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Property Owner's Name (if not applicant) \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact person: Owner \_ Applicant \_ \_\_\_\_\_

Owner: I authorize the applicant to speak for me in matters regarding this application. Any agreement made by the applicant regarding this proposal will be binding upon me. I authorize the City of Oklahoma City Planning Staff to enter the property one time for the purpose of observing and taking photographs of the project area for presentation.

Date \_\_\_\_\_ Property Owner's Signature \_\_\_\_\_

Applicant: I hereby certify and say that all the above statements and the statements contained in all of the exhibits attached hereto and transmitted herewith are true in accordance with my best knowledge and belief. In the event this application is approved, and the project is begun, I agree to complete the changes in accordance with the plans as set forth herein in a good and workmanlike manner.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Staff: Date received \_\_\_\_\_ by \_\_\_\_\_ # Attachments \_\_\_\_\_ Fee paid \_\_\_\_\_

Date determined complete \_\_\_\_\_ by \_\_\_\_\_ Hearing: date \_\_\_\_\_ time \_\_\_\_\_

Application Requirements:

**The applicant is responsible for providing Planning Department staff with complete documentation of the existing condition of the property, and of the proposed changes.**

The Commission or Committee reviewing the project needs to have a well-defined understanding of what the applicant proposes to change. Illustration using accurate drawings is the most effective means of doing so. Drawings do not have to be prepared by a licensed architect. Staff will take photos at the site as part of reviewing the application.

**At a minimum**, the following items are required for all applications:

- this application form, filled out and signed in two places; and
- proposed elevations of all sides to be changed, labeled with direction, changes of materials, and overall dimensions; marked photos may be substituted for minor changes; and
- proposed typical details of walls, windows, doors, fences, and other elements which are to be changed; catalog information or a written description of the change may be submitted if the installation is well defined, otherwise section drawings may be required; and
- the filing fee of \$63.00 (check payable to City of Oklahoma City, or receipt from City Treasurer).

**In addition**, the following may be required for large projects, or to define a project clearly:

- existing and proposed site plan(s), to scale, showing all buildings, rights-of-way, paving, marked with locations of proposed changes, and outlining any additions;
- building footprint, showing the location of windows, doorways and any other openings to the building (for additions, new construction, or relocation of openings);
- samples of proposed materials showing imbedded or permanent color (such as brick or bonded metal coating), or unusual finishes.

Information may be submitted electronically. If the applicant would like for all those reviewing the project to have color copies or sheets larger than 11"x17", multiple copies must be submitted.

Complete applications must be submitted in order to be scheduled for the next meeting. Please note that at the meeting, the Commission or Committee may also determine that an application is incomplete, ask for additional information, and grant a continuance even if not requested by the applicant.

Planning Department, City of Oklahoma City  
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