



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 _____

Fee Assessed: \$100.00 - Administrative Review or \$500.00 - Committee/Commission Review

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.

Planning Department Staff and 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;
- A scheduled conference with staff to determine which filing fee applies;
- 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;
- 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 \$100.00 for items that require administrative review or \$500.00 for items that require Committee/Commission review (check payable to City of Oklahoma City). Lists of items that require administrative or Committee/Commission review can be found in the respective portion of the Municipal Code, Chapter 59, Planning and Zoning Code.

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); and
- 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 for staff to adequately evaluate the proposal and for the application to be placed on a meeting agenda. 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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