



The City of Oklahoma City  
 Planning Department  
 Subdivision & Zoning Division  
 420 West Main St., Suite 910  
 OKC, OK 73102  
 405-297-2623

Staff use only	
Case #	_____
Date Filed	_____
Ward #	_____
Nbrhd Area	_____
School District	_____
Existing Zoning	_____

## APPLICATION FOR PLANNED UNIT DEVELOPMENT DISTRICT

Name of Applicant: \_\_\_\_\_

Address/location of property to be rezoned: \_\_\_\_\_

Legal Description of property to be rezoned: \_\_\_\_\_

\_\_\_\_\_

Size of Property (acres or sq. ft.): \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION:**

- a) Three (3) copies of the legal description of the property sought to be rezoned if not described above.
- b) Three (3) copies of the deed(s) of the property sought to be rezoned.
- c) Three (3) copies of all property owners who own property within a 300 foot radius of the property to be rezoned. The list **MUST** include their mailing address and the legal description of their property and **MUST** be current within 30 days of the date of submittal of the application. The list **MUST ALSO** contain a minimum of 15 separate individual property owners. If there are less than 15 individual owners within the 300 feet, the radius must be extended by increments of 100 feet until the list contains no less than 15 owners or until the radius reaches 1,000 feet. An insufficient list may result in a minimum 30-day delay in your application. You must attest on the attached "Affirmation" that the list is true and correct unless the list is certified by an abstract company.
- d) If the applicant is not the owner of the property, three (3) copies of a letter of authorization from the owner are required.
- e) A filing fee of \$2,390.00

There are two public hearings for consideration of a PUD rezoning request. First is the Planning Commission hearing which is six weeks from the time the application is submitted to the Planning Department. Once the Planning Commission makes a recommendation, a public hearing is held by the City Council approximately six weeks later.

Also Send Notice & Staff Report to: ↓  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Applicant's Name (please print)*

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

\_\_\_\_\_  
*City, State, Zip Code*

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## **PLANNED UNIT DEVELOPMENT CHECKLIST**

Filing Fee: \$ 2,390.00

10 copies of design statement (attached)

10 copies of master development plan map (see staff for an example)

1 original plus 2 copies of rezoning application (attached)

3 copies of ownership list (see \* below)

3 copies of warranty deed

1 letter of authorization from the property owner(s) if the application is not signed by the property owner(s)

\*The Ownership List must contain all property owners, their complete mailing address and legal description, who own property within a 300 foot radius of the exterior boundary of the PUD. Radius must increase in increments of 100 feet until not less than 15 separate individuals are provided or the radius reaches 1,000 feet.

There are two public hearings for consideration of a PUD, first is the Planning Commission review which is approximately six weeks from the time the PUD application is submitted to the Planning Department. Once the Planning Commission makes a recommendation, a public hearing is held by the City Council approximately six weeks later. Attached is a Planning Commission schedule of meetings with appropriate filing deadlines.



# PUD APPLICATION INSTRUCTIONS

On December 27, 2007, Ordinance # 23,498 becomes effective. This Zoning Ordinance revision includes major changes to the Planned Unit Development provisions, especially the PUD application requirements. Because Section 59-14150B(4) specifies that the Planning staff may only process a complete PUD application through the PUD review process, it is critical that your PUD application contain all required information. For that reason, all PUD applicants should be familiar with the new Zoning Ordinance requirements for the PUD.

The Planned Unit Development (PUD) is a distinct and unique zoning district, in which the applicant proposes a base-zoning district and negotiates with the Planning staff, Planning Commission, and City Council for its rules and regulations. If the PUD seeks to increase residential densities, add uses to a traditional zoning district or relax parking, height, setbacks, etc, then benefit to the City or neighborhood or both should be demonstrated by the applicant through increased landscaping, decreased driveways, lesser signage, etc.

The PUD is governed by the PUD Master Plan, which consists of the Design Statement and Master Development Plan (MDP). The Design Statement is a written document that describes the subject property and includes the PUD regulations. The Master Development Plan is a graphic representation of the property that shows tract boundaries (if any), residential densities, acreage and base zoning district. In the past, most PUDs have been speculative and the Master Development Plan was typically very basic and without specific building locations, driveways, landscaping, etc. However, with approval of the new Zoning Ordinance, a PUD Master Development Plan is required to be very specific and detailed. A more detailed PUD Master Development Plan provides the Planning Commission and City Council with a more definite idea of the proposed development, which may assist in its approval.

PUD application forms are divided into Residential PUDS, which includes Single Family, Duplex, and Three/ Four-plex developments and Commercial PUDS. Residential developments above Three/ Four-plex densities will be filed on the Commercial PUD application form, as will Industrial PUD development requests.

Attached to the application form is the Design Statement containing numerous \* which indicates locations where required information should be inserted. Staff is not allowed by Code to process an incomplete application, therefore applicants must provide all required information for a PUD application to be accepted.

The standards listed in Sections 9.0 are standards and wording with which the Planning Commission is comfortable and typically requires in PUD applications.

The filing fee for a PUD application is \$2390.00 and the following must accompany the application:

- 10 hard copies of the Design Statement with all exhibits reduced to 8 ½” x 11” including the Master Development Plan, Topography Map (with 5’ contour intervals), Conceptual Plan (optional), and Building Elevations of proposed buildings (optional).
- 10 hard copies of the 24” x 32” Master Development Plan
- 1 original and 1 copy of the Application for Planned Unit Development
- 2 copies of the ownership list. All ownership lists must contain at least 15 separate and different names of property owners within the 300-foot radius. If there are less than 15 separate and different names of property owners within the 300-foot radius, the radius shall be extended by increments of 100-feet until there are at least 15 separate and different names of property owners or until a 1000-foot notice radius is achieved. All property owners within an extended 100-foot increment must be included on the list.
- 2 copies of the warranty deed (filed and stamped in the respective county)
- 2 copies of letter of authorization to file application from property owner if the property owner does not sign the application.
- The application also includes requirements for Master Development Plans, Topographic Maps, Conceptual Plans (optional), and Building Elevations (optional).

There are two public hearings for consideration of a PUD. First is the Planning Commission review, which is approximately six weeks from the applicable filing deadline (attached). Once the Planning Commission makes a recommendation and you submit an amended PUD Master Plan to incorporate the Planning Commission’s recommendations, a public hearing will be set before the City Council.

COMMERCIAL

**THE CITY OF OKLAHOMA CITY  
PLANNED UNIT DEVELOPMENT**

**PUD- \_\_\_\_\_**

**DESIGN STATEMENT**

**FOR**

\* *(Name of development)*

**PREPARED BY:**

- \* *(OWNER/DEVELOPER)*
- \* *(ADDRESS)*
- \* *(CITY)*
- \* *(PHONE and FAX)*
- \* *(E-MAIL ADDRESS)*

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### SECTION 1.0 INTRODUCTION

The Planned Unit Development (PUD) of \*, consisting of \* acres is located within the \* /4 of Section \*, Township \* N, Range \* W, of the Indian Meridian, \* County, Oklahoma. The subject property is generally located \* of \* Street and \* of \* Avenue.

### SECTION 2.0 LEGAL DESCRIPTION

The legal description of the property comprising the proposed PUD of \* is described in Exhibit A, attached and is made a part of this Design Statement.

### SECTION 3.0 OWNER/DEVELOPER

The owner of this property described in Section 2.0 is \*. The developer of the property is \*.

### SECTION 4.0 SITE AND SURROUNDING AREA

The subject property is presently used for \*. Surrounding properties are zoned and used for:

North: \* District and used for \*.

East: \* District and used for \*.

South: \* District and used for \*.

West: \* District and used for \*.

The above surrounding properties include \* PUD Districts. PUD \* has a \* base district, which prohibits the following use units: \*. PUD \* has a \* base district, which prohibits the following use units: \*.

The relationship between the proposed use of this parcel and the above adjoining land uses is \*.

### SECTION 5.0 PHYSICAL CHARACTERISTICS

The elevation of the subject property is \* and the slope analysis reveals\*. The subject property has \* soils characteristics and the tree cover on the property is\*. This property is in the \* drainage basin and there are \* acres in the drainage area. \* % of the property is in the 50 or 100 year flood plain.

There are \* common open space and natural resource areas in this Planned Unit Development, including native rock outcroppings, steep slopes, environmentally sensitive lands, wildlife habitats, stream corridors, significant mature trees or tree canopies, which are shown on the Master Development Plan.

### SECTION 6.0 CONCEPT

The concept for this PUD is \*.

### SECTION 6.1 DEVELOPMENT AND SUBDIVISION VARIATIONS

## COMMERCIAL

The following represents variations to The City of Oklahoma City Subdivision Regulations proposed in this PUD: \*

The following represents variations to the \* base zoning district or other sections of the Oklahoma City Zoning Ordinance: \*

### SECTION 7.0 SERVICE AVAILABILITY

#### 7.1 STREETS

The nearest street to the north is \* which has a right-of-way width of \* and is paved to \* standards. The nearest street to the east is \* which has a right-of-way width of \* and is paved to \* standards. The nearest street to the south is \* which has a right-of-way width of \* and is paved to \* standards. The nearest street to the west is \* which has a right-of-way width of \* and is paved to \* standards.

Proposed streets in this Planned Unit Development shall be \* (public or private) and shall have right-of-way widths of: \*

Streets or driveways on adjacent property within 200 feet of this Planned Unit Development shall be shown on the Master Development Plan.

#### 7.2 SANITARY SEWER

Sanitary sewer facilities for this property are \* available. They are located \*.

#### 7.3 WATER

Water facilities for this property are \* available. They are located \*.

#### 7.4 FIRE PROTECTION

The nearest fire station to this property is located at \*.

#### 7.5 GAS SERVICE, ELECTRICAL SERVICE, AND TELEPHONE SERVICE

Proper coordination with the various utility companies will be made in conjunction with this development.

#### 7.6 PUBLIC TRANSPORTATION

There are \* bus stops in this Planned Unit Development and each will be provided with a pedestrian path and shown on the Master Development Plan.

#### 7.7 DRAINAGE

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The property within this Planned Unit Development is \* within the FEMA 100 year flood plain and the location of the FEMA 100 year flood plain is delineated on the Master Development Plan.

### 7.8 OKC PLAN 2000-2020

The Land Use Plan projects this parcel to be in the \* area and the uses proposed in this Planned Unit Development are consistent and in compliance with the \* area standards.

## 8.0 SPECIAL DEVELOPMENT REGULATIONS

The following Special Development Regulations and/or limitations are placed upon the development of the PUD. Planning and zoning regulations will be those, which are in effect at the time of development of this PUD, provided, however, that the density and or intensity of the PUD shall not be increased. Development is when a permit is issued for any construction or addition to any structure on a development tract. Certain zoning districts are referred to as a part of the Special Development Regulations of this PUD. For purposes of interpretation of these Special Development Regulations, the operative and controlling language and regulations of such zoning districts shall be the language and regulations applicable to the referenced zoning districts as contained in the City of Oklahoma City's Planning and Zoning Code as such exists at the time of development of this PUD. In the event of conflict between provisions of this PUD and any of the provisions of the Oklahoma City Municipal Code, as amended ("Code"), in effect at the time a permit is applied for with respect to any lot, block, tract and/or parcel of land subject to this PUD, the provisions of the Code shall prevail and be controlling; provided however, that in the event of a conflict between the Special Use and Development Regulations specifically negotiated as a part of this PUD and the provisions of the Code in effect at the time a permit is applied for with respect to any lot, block, tract and/or parcel of land subject to this PUD, such Special Use and Development Regulations of this PUD shall prevail and be controlling.

Notwithstanding Section 59-5200.3C of the Oklahoma City Municipal Code, 2002, as amended, pertaining to administrative approval of minor amendments, the following special conditions listed in Sections \* through \* shall not be changed or amended in any way except by action of the City Council, after review and recommendation by the Planning Commission.

### 8.1 USE AND DEVELOPMENT REGULATIONS

The use and development regulations of the \* District shall govern this PUD, except as herein modified, including conditional, special permit, special exception, alcohol beverage consumption requirements and/or accessory uses subject to their appropriate conditions and review procedures for public hearings where applicable, unless otherwise noted herein.

## 9.0 SPECIAL CONDITIONS

The following special conditions shall be made a part of this PUD:

### 9.1 FAÇADE REGULATIONS

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Exterior building wall finish on all structures shall consist of a minimum 70% brick veneer, masonry, drivet, rock, stone, stucco, or wood, or other similar type finish approved by the Planning Director of the City of Oklahoma City. Buildings finished with EIFS (Exterior Insulation Finish System) material shall be permitted. Exposed metal or exposed concrete block buildings shall not be permitted.

Buildings shall be oriented such that the backs of buildings are not facing towards any street.

### 9.2 LANDSCAPING REGULATIONS

The subject parcel shall meet all requirements of the City of Oklahoma City's Landscaping Ordinance in place at the time of development. Required landscaping points for parcels in appearance corridors shall be increased by 20%.

**Landscape Buffers to include: (1) a sight-proof fence and minimum 5' landscape buffer with either a minimum 9 landscaping points installed for every 25 linear feet of abutment or 3" trees spaced a maximum of 25 feet on center shall be installed along the \* property line(s) abutting any residential district.**

### 9.3 LIGHTING REGULATIONS

To minimize light spillover on residential uses, outdoor lights within any office or commercial or industrial tracts will be directed away from any adjacent residential properties. To accomplish this, lights shall utilize shields, shades, or other appropriate methods of directing light beams.

### 9.4 SCREENING REGULATIONS

No less than a six-foot and no greater than an eight-foot high wall shall be required along the boundary of this parcel where it is adjacent to any residential use. Said wall shall be constructed **entirely of stucco, brick, or stone on a continuous footing, or may be constructed of wood, with brick columns with footings on 20' centers and shall be solid and opaque.**

Sight-proof screening may consist of the side of a proposed building (if said building results in appropriate screening), and shall be a minimum of six feet in height. No building setback will be required if the building is used as screening.

### 9.5 PLATTING REGULATIONS

Platting of this PUD shall be required prior to development.

### 9.6 DRAINAGE REGULATIONS

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Drainage improvements, if required, will be in accordance to applicable sections of the Oklahoma City Code of Ordinances. Drainage ways may be permitted and constructed in accordance with Chapter 16 of the Oklahoma City Municipal Code, which includes certain allowances in construction standards for PUDS, provided the PUD is platted with drainage areas confined to common areas. Such drainage ways must be designed to handle adequate flows and cannot be built without specific approval of the City Engineer. The maintenance will be the responsibility of the property owners. (USE OF THIS PROVISION WILL REQUIRE PLATTING) OR

Development of this parcel will comply with Chapter 16 of the Oklahoma City Municipal Code, 2002, as amended.

### 9.7 DUMPSTER REGULATIONS

Dumpsters shall be located within an area screened by a fence or masonry wall of sufficient height that screens the dumpster from public streets and residences and shall be placed no closer than 50 feet from all property lines adjacent to residential zoning/use.

### 9.8 ACCESS REGULATIONS

There shall be \* access points from \* Street and \* access points from \* Avenue in this PUD.

Driveways within and adjacent to this Tract/parcel shall have a minimum of 200 feet of separation from driveway centerline to driveway centerline and shall meet all City design standards.

There shall be "Limits of No Access" within \* feet of \* Road and \* feet of \* Street from this PUD.

Lots within this PUD will not be required to have frontage on an approved street. Access to individual lots within the PUD may be permitted to be from a private drive. The private drive shall be placed within a common area designated for access purposes. A Property Owners Association through the use of recorded Covenants and Restrictions shall govern maintenance of the private drive. Access to the individual buildings shall be provided by private shared access drives that will provide internal circulation. Private shared access drives shall have a minimum right-of-way width of 20 feet for one-way drives and 24 feet for two-way drives.

### 9.9 PARKING REGULATIONS

The design and number of all parking facilities in this PUD shall be in accordance with Section 59-6910 of the Oklahoma City Municipal Code, 2002, as amended. OR

This PUD shall provide \* parking spaces for the \* square feet of building area proposed in this PUD. The \* parking spaces shall be deemed to satisfy the required parking for all uses within this PUD.

An individual platted lot is not required to provide on-site parking. Required parking may be provided within a common area/private driveway. Off-site shared parking shall be permitted in

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order to comply with parking requirements. Off-site parking is further limited to the boundaries of this PUD.

### 9.10 SIGNAGE REGULATIONS

There shall be \* freestanding signs in this PUD.

All freestanding signs within this PUD shall be ground (monument) signs with the maximum size being eight feet high and 100 square feet in area and shall have no less than 25 square feet of landscaping at the base. No pole signs will be allowed.

A sign that contains the name of any business and/or multi-family development located within this PUD is deemed accessory, even if the sign is not placed on the parcel where the business and/or multifamily development is located, as long as the business and/or multi-family development and the sign are located within this PUD.

Canopy signs shall be permitted for each business use in the PUD, and shall be mounted on the building facade with uniform height and style letters not to exceed 24 inches high and backlit.

### 9.11 ROOFING REGULATIONS

Every structure in this PUD shall have Class C roofing or better.

### 9.12 SIDEWALK REGULATIONS

Five-foot sidewalks shall be constructed on the arterial street with each development parcel or 6-foot sidewalks shall be required if the sidewalk is constructed adjacent to the curb, subject to the policies and procedures of the Public Works Department. Four-foot sidewalks shall be constructed on the interior streets prior to any occupancy certificates being issued.

**Interior pedestrian pathways and bikeways are proposed in this Planned Unit Development and are located \* and shown on the Master Development Plan.**

### 9.13 HEIGHT REGULATIONS

A multi-story commercial building adjacent to the boundary of residential properties shall be designed so that the wall facing residential properties contains either no upper story window or upper story windows with opaque glass.

The base zoning district regulations shall regulate heights of structures in this PUD.

### 9.14 SETBACK REGULATIONS

Unless modified herein, yard requirements in this PUD shall be the same as the base-zoning district.

The following uses shall not be permitted within 150 feet of residentially zoned or used property:

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Convenience Sales and Personal Services (2418).

Eating Establishments: Fast Food with Drive-Through Order Windows (2419.31).

Eating Establishments: Drive-In (2419.4).

Gasoline Sales: Restricted (2424.1).

### 9.15 PERMIT REQUIREMENTS

Applications for building permits in the commercial or industrial part of this PUD must include an overall PUD site plan that depicts the location of the proposed building permit and the size and address of all existing buildings as well as all existing parking and landscaping in the commercial/industrial part of the PUD and parking and landscaping proposed for the building for which a building permit is requested.

### 9.16 PUBLIC IMPROVEMENTS

Public improvements shall be made by the property owner throughout the PUD as required by the City of Oklahoma City Public Works Department or other City, County, or State Department or agency. All Local, State, and Federal ordinances as they shall apply to the site will be adhered to fully.

### 9.17 COMMON AREAS

Maintenance of the common areas in the development shall be the responsibility of the property owner or Property Owners Association. No structures, storage of material, grading, fill, or other obstructions, including fences, either temporary or permanent, that shall cause a blockage of flow or an adverse effect on the functioning of the storm water facility, shall be placed within the common areas intended for the use of conveyance of storm water, and/or drainage easements shown. Certain amenities such as, but not limited to, walks, benches, piers, and docks, shall be permitted if installed in a manner to meet the requirements specified above.

The boundary of the common area shall be adjusted, if necessary, to ensure that the common area covers the entire 100-year flood plain.

### 10.0 DEVELOPMENT SEQUENCE

Developmental phasing shall be allowed as a part of the development of this PUD.

### 11.0 EXHIBITS

The following exhibits are hereby attached and incorporated into this PUD. These exhibits are:

**EXHIBIT A: TEN MASTER DEVELOPMENT PLANS** on a 24" x 36" document at a scale of 1 inch = 100 feet and 10 reduced to 8 ½" x 11" and attached to the Design Statement, showing the base zoning district(s), general location of proposed land uses, acreage, building lines, location/vicinity map, residential densities, location of collector streets within the PUD and adjacent arterial streets with right-of-way, location and approximate size of open space, greenbelts, and recreational areas, areas where access to streets will be limited and the location of driveways, where appropriate.

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EXHIBIT B: TEN TOPOGRAPHY MAPS, on 8 ½” x 11” to be included with the Design Statement.

EXHIBIT C: TEN ELEVATIONS OF PROPOSED BUILDINGS (Optional) on 8 ½” x 11” to be included with the Design Statement.

**EXHIBIT D: The electronic version of the above sent to [mike.mcclure@okc.gov](mailto:mike.mcclure@okc.gov)**