

SUBMITTAL PROCEDURE:

Non-residential new construction, exterior remodel, or expansion will require a Certificate of Approval. (New construction, remodel, or expansions to single-family detached homes are exempt from this requirement within the Scenic River Overlay Design District.)

- 1. Pick up Application Form – available from Planning Department, 9th floor, 420 W. Main, OKC**
Included with the form you will find:
 - Application form
 - Checklist of required plans and documents
 - Sample Design Statement
 - Applicable Maps
- 2. If you will be requesting a Pre-Application conference, contact Analinda Lane @ (405) 297-1694 to set up appointments.**
- 3. Submit application IN PERSON and include required documents (as noted on Checklist) to Analinda Lane, Administrative Coordinator, 9th floor Planning Department, 420 W. Main St., OKC. Two complete sets are required; one to be full size, and one reduced to 11” by 17”.**
- 4. Upon receipt of invoice from Admin. Coordinator, submit fee to Public Works Development Center, 8th floor, 420 W Main St, OKC and return receipt to 9th floor Planning Dept.**
Submittals must be made in person – delivery via mail or email will not be accepted as submittal fee must be processed at the time submittal is accepted.

FEE SCHEDULE: - ADMINISTRATIVE REVIEW Certificate Of Approval

\$100 – for Staff review of: DOWNTOWN DESIGN DISTRICTS

- Building less than 20,000 gross square feet involving new construction, expansion, remodeling of the exterior of structures for which a building permits is required, and exterior modification, including the replacement of windows and the addition or removal of building materials from building facades.
- Demolition of a structure less than 20,000 gross square feet, unless that structure has been declared dilapidated by the City council
- Signage associated with a structure less than 20,000 gross square feet.
- Private Streetscape improvements and modifications to plant materials to be placed within the Streetscape Zone associated with buildings less than 20,000 gross square feet.
- Plans previously approved by Staff or the Downtown Design Review committee that require minor revisions that impact less than 20% of

the site or building provided that the revisions maintain conformance with Regulations and meet the intent of the Criteria or any conditions associated with the Approval.

\$100 – for Staff review of: SCENIC RIVER OVERLAY DESIGN DISTRICT (SRODD)

- **All other building and site development not reviewed by Committee or exempt per ordinance.**

FEE SCHEDULE: - COMMITTEE REVIEW for Certificate Of Approval

\$500 – for DOWNTOWN DESIGN REVIEW COMMITTEE Certificate of Approval for DBD, DTD-1, DTD-2

- **Buildings 20,000 gross square feet or more involving new construction, expansion, remodeling of the exterior of structures for which a building permit is required, and exterior modifications, including the replacement of windows and the addition or removal of building materials from building facades.**
- **Demolition of a structure totaling 20,000 gross square feet or more, except buildings that the City council has declared dilapidated and approved for demolition.**
- **Signage associated with a structure totaling 20,000 gross square feet or more.**
- **Streetscape improvements and public capital improvements, subject to conditions.**

\$500 – for RIVERFRONT DESIGN COMMITTEE Certificate of Approval for the Scenic River Overlay Design Districts

- **The application of paint to a previously unpainted brick or masonry exterior surface**
- **New construction or expansions of any existing structures that results in a building totaling 10,000 or more gross square feet**
- **Any alteration, restoration, or remodel of the exterior façade of structures totaling 10,000 gross square feet or more not qualifying as ordinary maintenance and repair**
- **Murals**
- **Demolition an any structure totaling 10,000 gross square feet or more**
- **All city projects, including parks, gateway markers, monuments, public art landmarks, and bridges**

- 5. You will be advised if submittal is complete and the date of anticipated hearing and review by the committees or staff as soon as possible after receipt of application.**



The City of
OKLAHOMA CITY
 PLANNING DEPARTMENT

DBD DTD1 DTD2

SRODD Dist. _____

Case No. _____

APPLICATION FOR CERTIFICATE OF APPROVAL

Project Address: _____ Verified

Legal Description of Property _____ Attach Sheet for Metes and Bounds or Lot Splits

LOT: _____ BLOCK: _____

SUBDIVISION: _____

Owner's Name: _____ Day Phone _____

Mailing Address: _____ 2nd Phone _____

_____ Fax _____

_____ Email * _____

*Required if available

Applicant's Name: _____ Day Phone _____

Mailing Address: _____ 2nd Phone _____

_____ Fax _____

_____ Email * _____

*Required if available

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 for the purpose of observing and taking photographs of the project area for presentation and for inspections to insure consistency between approved proposal and completed project.

Date _____ Property Owner's Signature _____

Date _____ Applicant's Signature _____

Existing Use: _____ Proposed Use: _____

BUILDING CONSTRUCTION:

Erect Expansion Exterior Remodel Demo Square feet of structure

OTHER CONSTRUCTION:

Parking Lot Square feet of proposed parking lot construction or expansion to parking lot

Sign Square feet of signage Square feet of structure associated with sign

Streetscape Length and width of proposed streetscape _____ x _____ **Note: Revocable Permits Required**

Fence Height of proposed fence: _____ Length of Proposed fence _____ Material _____

**NOTE: Where abutting the Oklahoma River please verify that your project is not in the Floodway
 Contact Engineering Dept. 7th floor, 420 W Main – Charles Endsley (405) 297-3527.**

Date Received _____ Received by _____

APPLICATION SUBMITTAL CHECKLIST



APPLICANT	STAFF	N/A	SUBMIT TWO SETS (ONE FULL SIZE, ONE- 8" x 11" or 11" x 17")
			SITE PLAN – <i>Drawn to scale, matching legal description</i>
			Scale, North Arrow
			Placement of all proposed & existing structures and signs
			Building Placement/Orientation of Adjacent Structures
			Property Lines, Rights of Way, Centerline of street(s)
			Existing established Set-Back
			Proposed Set-back/Build-to Line
			Location of and use of existing Structures on Site
			Fences/Screening (existing and proposed)
			Parking Lot Layout
			Existing Site prior to proposed changes
			Landscape Plan/Streetscape Elements-Where Applicable
			FLOOR PLAN(S) – <i>each floor including mezzanine</i>
			Scale Noted
			Each floor identified
			Orientation to match site plan
			BUILDING ELEVATIONS – <i>all sides</i>
			Scaled and dimensioned with building materials noted
			Each view identified by orientation
			DETAIL SHEETS – <i>Show connections to adjoining structures if applicable</i>
			Scale/Reference Points identified
			SECTIONS
			Scale/Reference Points identified
			DESIGN STATEMENT – <i>may attach to application</i> Describe scope of project in depth giving details of site, structure(s), proposed uses, context of siting, and architectural design and character.
			COLOR ILLUSTRATION – for Signs/Artistic Graphics

SAMPLE DESIGN STATEMENT

List and briefly describe each element proposed for the site. An element would include, but is not limited to: structure(s), signs, fences, landscaping, parking lot(s), dumpster/enclosure, storage lot, walkways, common areas, outdoor dining etc.

The short description of each structure should include the building materials, height, roofline features, entry, windows, and proposed use.

Example:

This proposal is to:

1. Erect a two- story brick commercial building for retail sales. The second floor will be used for storage and some accessory offices. The structure will be brick veneer with storefront windows of tinted glass on either side of a recessed main entry. The second floor will have three sets of fixed glass panels on the north elevation only with brick accents in the same brick veneer pattern as the first floor. There will be a flat built-up roof with a 2' concrete capped parapet along all four sides of the building.
2. Erect a canvas canopy over the main entry. Canopy will be cantilevered from the structure and will be "Canary yellow" approximately 6'-7" long and will extend 4' over the sidewalk. The height above the sidewalk will be 7'-0" and the canopy will reach a height of 7'-6".
3. Provide signage on the canopy that will indicate the retail store's name and address in dark brown 18" letters.
4. Install a 70- car asphalt parking lot immediately to the side of the structure and a concrete walkway leading from the parking to the main entry.
5. Install landscaping within the parking lot, around the parking lot and building, and on the outside of the decorative security fence surrounding the parking lot within the property lines.
6. Construct a 6' wrought iron fence with brick columns spaced every 8' on center to surround the proposed parking lot. The brick columns will be 18" by 18" standing 6'-6" tall with a concrete cap atop each column. Concrete curbing will run the length of the fence.

Show context with surrounding neighborhoods by describing the architectural style and uses of existing and proposed structures within the same block and immediate neighborhood. Describe how your proposal will compare to the placement and amenities of adjacent structures in regards to setbacks, orientation, height, and landscaping/screening.

Example:

Proposed structure(s) will provide an attractive and functional commercial building typical of the 1950's Commercial style prevalent in the surrounding neighborhood. A majority of the existing buildings within the block are brick, one or two stories, and have flat roofs.

There will be adequate and screened parking to accommodate the customers. Most existing buildings in this neighborhood have small customer parking in the front or to the side of the buildings. There are no other decorative fences within this block, but the style of the fencing will be consistent with the Commercial style found in typical 1950's commercial development.

The proposed canopy is similar to those found on three buildings within 75' to the west.

The setback will match the existing structures on the same block.

The dumpster will sit behind the building which will adequately screen it from street view.