



Tips for Navigating the Planning Process

Let's make this easy. If you are planning a development project in Bartlesville, whether new construction or a new use for an existing building, you can help yourself by following this Q-and-A guide. Bartlesville City Staff are committed to making this process clear, sensible, timely and uncluttered by bureaucratic tangles.

1. Should I check with the City before purchasing property? Yes. A variety of City standards apply to new development and the re-use of existing buildings. Listed below are considerations that need special attention to be successful moving your project to completion.

- **Always check zoning:** Depending on zoning, a use may or may not be permitted or it may require some special review process which could add cost and time to the approval process. To obtain zoning information you can contact the Bartlesville Planning and Zoning office at 918-338-4237.

You can also obtain the zoning of property on the City's interactive GIS mapping system which can be found [here](#). If your proposed use is permitted by right on the property you plan to purchase or locate on, then you can go right to the building permit step.

- **Always obtain a fee estimate:** Depending upon your type of construction, certain fees will be assessed. These can range from a simple building permit fee to a sanitary sewer impact fee depending upon the size of your water line and what is needed to serve your proposed use.

Fee estimates can be obtained by contacting the Building and Construction Department at 918-338-4240. A schedule of fees is also available on the City's website on this [page](#).

- **If you are proposing a new use of an existing building, check to see if the new use is a "change in use" or would change the building code occupancy ratings.** If your development proposal is a "change in use", you may be required to make improvements to the site to accommodate additional traffic to the site due to the new use (i.e. driveway design, off-street parking, etc.) If your development proposal changes the building code occupancy rating, then you may be required to make physical modifications to the existing property to comply with building and fire code requirements. For example, existing buildings may have to be retrofitted with an automatic fire sprinkler system, emergency exiting, and upgraded electrical systems. This information is provided when you attend a Concept Review meeting (*see item #3*).

- **Always check to see if your proposed development site has public water and sanitary sewer.** You can find this information out by calling the Utilities Department at 918-338-4116 or by viewing the Utilities layer on the City's [GIS Interacting Mapping System](#).

- **Apply for a building permit for your proposed development.** Submit three complete sets of your building plans along with a completed building permit application form to the Building and Construction Services Department.

- **Always ensure your contractors have current licenses with the City.** Prior to starting construction of your new development, make sure your contractors have current licenses with the City of Bartlesville. You can also find this information from the Building and Construction Services Department or by calling 918-338-4240.



2. Do I need to have a consultant? Maybe, depending upon your proposed development. Development standards and procedures are different for different types of uses and are sometimes complex and difficult to understand. Many times technical reports are required on subjects such as traffic impacts and stormwater requirements. Permits often must be obtained from agencies other than the City, such as Water Quality Discharge permits from the State of Oklahoma. Hiring well qualified and professional consultants, particularly those who have had experience with the development review and permitting process in Bartlesville, may save you time and money in the long run, reduce frustration and result in a better project. The length of time it takes to successfully navigate the permitting process often depends on the quality of work and responsiveness of the consultant.



3. Can I have a Pre-Development Meeting with City Staff before I begin? Yes, the City encourages you to meet with staff discuss potential factors that are related to your proposed plan, such as fees, zoning limitations, traffic impacts, fire and building code requirements and “change in use,” that may have a significant impact on the feasibility of your development proposal. Such a meeting will help you avoid spending time and money on preparing a complete application for a development proposal that is not likely to comply with City standards and regulations. You can schedule a pre-development meeting by calling Planning and Zoning at 918-338-4237.



4. What information is required for the different kinds of applications?

The City has prepared comprehensive application packets that identify all the information required for each type of planning application. These can be found on the Community Development web page, [Applications, Forms, & Fee Schedule](#).

5. Could there be restrictions and limitations on property that would affect my development plans other than those identified at a Pre-Development meeting? Yes. There could be documents recorded at the Washington County Courthouse, such as deed restrictions, easement dedicated by separate instrument and private covenants, which are not contained in City records. To discover the existence of any of these types of documents, it is strongly recommended that you have a Title Report prepared, particularly prior to purchasing property.