



COMMUNITY DEVELOPMENT DEPARTMENT
SITE DEVELOPMENT PROCEDURE

Site Development Plans must be submitted prior to the issuance of any building permit for any tract within a district having the supplemental Planned Unit Development designation. Site Development Plans will be considered for approval by the City Planning Commission (CPC) at a public hearing. The CPC generally meets the fourth Tuesday of each month (unless altered by a holiday) at 5:30 p.m. in the City Council Chambers, City Hall, 401 S. Johnstone Ave., Bartlesville, OK. **Your application and required attachments must be submitted 30 days prior scheduled meeting.** Please call to verify exact meeting dates. In addition to the CPC meeting, you will be invited to attend a staff review meeting, which is generally held two weeks prior to the CPC meeting. Your staff contact person is Holly Mayhew, Planner I. You can reach her at 918-338-4286 or by email at hjmayhew@cityofbartlesville.org.

Other procedural requirements are explained below:

1. The Bartlesville City Zoning Regulations require applicants to submit with their application a list of the names and addresses of all property owners of record within a 300-foot radius of the exterior boundaries of the subject property. This target area may be enlarged as required by the Community Development Director. This list must be certified as current and accurate. The attached certification must be submitted with this list (see Exhibit A). In addition to the certified list of names and addresses, one set of these names and addresses is to be provided with your application on self-stick mailing labels. The Community Development Department will notify by letter every property owner within this notification area of your request and invite them to present comments at the CPC public hearing. Information concerning presentations before the CPC is provided in Exhibit D.
2. The applicant is also required to construct and post a site sign on the property giving public notice of the proposed PUD Site Development Plan. The attached information (Exhibit B) further explains the applicant's responsibility in completing this requirement.
3. In order to promote public participation in the development review process, the applicant is required to provide for citizen participation activities prior to the CPC public hearing. Information concerning this requirement is attached hereto as Exhibit C.

Contents of a Site Development Plan. The Site Development Plan shall provide the following information either on the plan itself or in written text that accompanies the plan:

1. Existing topographic character of the land, including floodplain areas as identified on the current effective Flood Insurance Rate Map;

2. A specific list of proposed land uses for this PUD, including public uses, park land and open space;
3. The location of all proposed and/or existing buildings and other structures, including height, number of stories, construction materials, roof pitch, setbacks, and size and usage of all such buildings in square footage;
4. The location of off-street parking and loading areas and external lighting and signage;
5. A description of the character of the development and the proposed density of the development. Density shall be expressed in number of dwelling units for residential area and in floor area ratio for area of each identifiable segment of the development;
6. The location of thoroughfares which provide access to the development, proposed ingress and egress, anticipated traffic flows to and from the site based upon actual traffic counts for the proposed users or, in the absence of such, rates contained in the ITE publication Trip Generation;
7. The location of all public service facilities, including water supply facilities, sanitary sewers, fire protection services, and stormwater and groundwater detention facilities, both on and off-site;
8. Sufficient surrounding area to demonstrate the relationship of the development to adjoining users, both existing and proposed;
9. A detailed landscape plan, including proposed screening and buffering of the development from adjoining residential areas;
10. The expected schedule of development, including information on any proposed multi-phasing of the development; and
11. In addition, the Community Development Director may require the applicant to provide elevations and perspective drawings of proposed buildings as part of the Site Development Plan.



Case No.:	_____
Date Received:	_____
CPC Hearing Date:	_____
City Council Hearing Date:	_____

APPLICATION FOR SITE DEVELOPMENT PLAN APPROVAL

APPLICANT INFORMATION

Name: _____ Daytime Phone: _____

Applicant Address: _____

Email: _____

Record Owner: _____

As Applicant, what is your interest in this property?

Present Owner
 Purchaser (attach copy of contract for purchase)
 Attorney for Owner
 Representative for owner
 Other: _____

SITE INFORMATION

General Location: _____

Address and Legal Description: _____

Total Acreage: _____ Zoning District: _____
 Present Use: _____ Proposed Use(s): _____
 Adjacent Zoning – North: _____ South: _____ East: _____ West: _____
 Adjacent Land Use – North: _____ South: _____ East: _____ West: _____

THE FOLLOWING ITEMS ARE ATTACHED:

1. Two (2) copies of the Site Development Plan on 24” x 36” paper, drawn to scale;
2. Two (2) copies of the Plan no larger than 11” x 17” in size for reproduction purposes;
3. An electronic copy of the plan in PDF file format;
4. Application fee of \$100.00; and
5. One (1) set of self-stick mailing labels, either typed or legibly printed, of names and addresses of all property owners within 300 feet (or greater as may be required by Community Development Director) of the perimeter boundary of the property.

SIGNATURE (Applicant) _____

SIGNATURE (Property Owner if not Applicant) _____

EXHIBIT B

City Planning Commission

SITE POSTING REQUIREMENTS

For all Site Development Plan Cases

To provide adequate notice to the community, you are required to post your site at least 20 days prior to the public hearing date and to maintain the posting until the City Planning Commission decision on the request.

SITE POSTING SPECIFICATIONS:

1. Sign shall be a minimum of 4' x 8' in size and painted yellow in color.
2. Sign shall be made of laminated plywood or heavyweight plastic.
3. Sign shall provide black vinyl lettering sized and lettered as per attached diagram. Where not indicated on the attached diagram, lettering shall be no less than 1" in height.
4. Sign shall be attached with a minimum of 6 screws to 2 – 4" x 4" x 10' wood poles.
5. Sign may be created and posted by applicant or by a licensed sign contractor.
6. Signs shall be posted at least 20 days prior to the date of the first public hearing. Sign shall remain posted on the site until after the final hearing. Sign shall be removed from the site following final action on the request.
7. Within 20 days prior to the date of the first hearing of the request by the CPC, the applicant shall send to the Community Development Director a notarized affidavit of posting (attached) along with a photo of the sign posted on the site.
8. Applicant is responsible for the maintenance and care of the site sign during the term of the case.

SITE POSTING SPECIFICATIONS

PUBLIC NOTICE	-----1" letters
CITY OF BARTLESVILLE PUBLIC HEARING	-----4" letters
City Planning Commission: 5:30 p.m., DATE	-----2" letters
City Hall, 401 S. Johnstone Ave., Bartlesville OK	-----1" letters
REQUEST: Site Development Plan Approval	-----2" letters
LOCATION:	
CASE NO.	
APPLICANT:	
PHONE NO.	
Case file available at the Department of Community Development (918-338-4238)	
Posting Date:	

AFFIDAVIT OF POSTING

Case No. _____

Location _____

Site Posting Date _____

Applicant Name _____

In order to provide adequate notice to interested parties, the APPLICANT for any Planned Unit Development or rezoning hearings or sketch plan proposals within the City of Bartlesville shall erect, not less than twenty (20) calendar days prior to the date of public hearing, notice of the date, time and place of each public hearing and a summary of the request. Such notice shall be clearly legible and wherever possible, placed adjacent to the right-of-way of a public street or road. IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO ERECT AND TO MAINTAIN THE NOTICE OF THE SUBJECT PROPERTY until final disposition of the case. The number and location of notices shall be determined by the Director of Community Development.

I confirm that the site has been posted as indicated by the Director of Community Development for the case as listed above. A photograph of the site posting(s) have been submitted.

Applicant Signature

Date

This instrument was acknowledged before me this ____ day of _____, 20____, by _____
_____. In witness whereof, I have hereunto set my hand and official seal.

Notary Public

My commission expires _____

Return completed, notarized affidavit AND pictures to Community Development Department AT LEAST 20 DAYS PRIOR TO CPC HEARING.

EXHIBIT C

CITIZEN PARTICIPATION

The City of Bartlesville Zoning Regulations requires the applicant provide for citizen participation and input prior to the Planning Commission public hearing as identified in the following section. In reference to Number 3 below regarding “the method of notification and details of techniques the applicant may use to involve the public,” **a copy of the Site Plan must be included as part of the required information distributed to property owners and neighbors.**

Section 12.1.4 B. Citizen Participation Activities Required.

In order to encourage public participation in the development review process, the applicant of every application for zoning map amendment or other such application which requires a public hearing (such as a Planned Unit Development application) shall provide for citizen participation activities prior to the first public hearing.

1. The purpose of such citizen participation activities is to:
 - a) Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
 - b) Ensure that the citizens and property owners of Bartlesville have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
 - c) Facilitate direct and ongoing communication between the applicant, interested citizens and property owners, City staff, and elected officials throughout the application review process.

2. The requirement for citizen participation is not intended to produce complete consensus on all applications, but to facilitate direct communication between affected parties, to encourage applicants to be good neighbors and to allow for informed decision making.

3. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. Therefore, the target area for early notification and method of notification required for citizen participation activities will be determined by the Community Development Director after consultation with the applicant. The target area for early notification may include any or all of the following:
 - a) Property owners within 300 feet of the subject site as required by law;
 - b) Property owners within an extended area of the subject site but not to exceed 1,000 feet of the subject site;
 - c) The head of any homeowners association or registered neighborhood within one-half mile of the subject site; and
 - d) Other interested parties who have requested that they be placed on the interested parties’ notification list maintained by the Community Development Department or as determined by the Community Development Director.

Further, required notification shall include information concerning the substance of the change, amendment or development proposed by the applicant and how affected or interested parties will be provided an opportunity to review and discuss the applicant's proposal in advance of the public hearing. As determined by the Community Development Director, the method of notification and details of techniques the applicant may use to involve the public may include any or all of the following:

- a) Mailing of letter from applicant to those within the target area providing required information concerning the application;
 - b) Door-to-door distribution of required information concerning the application to those within the target area;
 - c) Hosting of a neighborhood meeting with those within the target area providing required information concerning the application.
4. These requirements shall apply in addition to any notice provisions required elsewhere in this ordinance.
 5. The applicant shall complete citizen participation requirements as determined by the Community Development Director and provide documentation of compliance with such requirements at least one week prior to public review of their application. Such documentation shall consist, minimally, of a written summary prepared by the applicant describing the results of their citizen participation activities, including a summary of concerns, issues and problems expressed during the process. This summary will be attached to the staff report when presented for public review of the application.
 6. Failure to comply with these citizen participation activity requirements may cause the automatic delay of an application for public review.

Questions concerning the implementation of these Citizen Participation Requirements should be addressed to the Community Development Department at 918-338-4238.

EXHIBIT D

PUBLIC HEARINGS

WHAT IS A PUBLIC HEARING?

State Law requires a Public Hearing, also known as the Oklahoma Open Meeting Act, for all meetings of public bodies to be held at specified times and places which are convenient to the public and shall be open to the public.

A public hearing is required when citizens or businesses apply for a special zoning permit to place a mobile home on a lot, build a carport, request a zoning change or a planned unit development. Applicants are required to attend the meeting, present their application and be prepared to answer questions. The public is always invited to attend as well.

Although public hearings are a required part of the process, the Community Development staff do their best to keep the process simple and customer friendly! We know public speaking is not for everyone, and many suffer anxiety at the thought of standing before a council, committee or board, and others in an audience, to answer questions or present information. Do not worry – everyone there are fellow citizens and neighbors!

Whom should you expect to see in a Public Hearing?

In most cases, the public entities involved in public hearings are the Bartlesville City Council, the City Planning Commission (CPC), and the Board of Adjustment (BOA). These people are dedicated to preserving the integrity of your town and are fair-minded and unbiased. It is a vital part of their responsibility to interpret and apply City regulations, ordinances and resolutions to each individual application.

Depending on the type of application, one of the following entities will hear it:

- The CPC considers requests for: Rezoning; Planned Unit Developments; Site Development Plans; Lot Splits; Sketch Plans; Preliminary Plats; and Text Amendments to City Regulations. The CPC was established to oversee the development of land within the City of Bartlesville and preserve the integrity of the Comprehensive Plan and Zoning Regulations. The seven (7) members are appointed by the Mayor and City Council.
- The City Council hears recommendations from the CPC on the above listed applications, as well as a variety of other city matters. They make well researched and educated decisions, and by vote, make a final determination. The five (5) City Council members are voted upon by citizens.
- The BOA hears applications for special zoning permits, variances, nonconforming uses and appeals. This usually entails carports, mobile home placement, wireless communication towers, etc. they are also appointed by the Mayor and City Council and are comprised of five (5) members.



Seated in the audience will be any interested neighbors that have been contacted concerning the application. City regulations require that neighbors who live within a 300-foot radius of the property listed on the application must be notified of the proposed construction. Interested citizens and neighbors are always welcome and are given the

opportunity to speak at a certain point in the hearing. The council, committee or board will listen to all public input before making their final decision.

Community Development Staff will also be present. They have researched and prepared the information that will assist in the decision making process. A copy of the staff report is provided to the council, committee or board, as well as to the applicant, one week prior to the meeting. Copies of the staff report are available to the public, upon request, from the Community Development Department.

How are the hearings conducted? What is the procedure? What do I do?

The hearings are conducted under Parliamentary Procedure. Parliamentary Procedure is simply a time proved method that keeps a meeting in order, allows everyone a chance to speak and ensures that motions and votes are made a part of the public record. An agenda is followed, with the chairperson or Mayor opening and conducting the meeting. A week prior to the hearing, an applicant will receive a copy of the agenda with their copy of the staff report. Notice of the meeting is posted in the local newspaper, and the agenda is posted at City Hall one week before the meeting for public information.

Upon entering the City Council Chambers, the council, committee or board will be seated at the front of the room. They have microphones for enhanced listening for the audience. The meeting will be taped and/or taken by transcription by a clerk or administrative assistant. Minutes are available to the public upon request.

A podium and microphone is placed directly in front of the council, committee or board. Each application will be heard in the order it appears on the agenda. The council, committee or board will listen to the staff report, then will ask the applicant to come forward and add any information to what has already been reported. At this time, the applicant should step up to the podium and state his/her name and address for the record. The applicant can then provide any additional information or simply wait for the council, committee or board to make inquiries. Once they have completed their questions, the applicant can then be seated. The Chairperson will open the hearing to the public, and at that time, anyone wishing to speak may do so. Citizens should also step up to the podium and clearly state their name and address for the record. All parties are given an opportunity to speak either in favor of or in opposition to the particular application.

Once the council, committee or board feels they have all the information necessary to make a decision, a motion is made to approve the application. It will be seconded and a roll call vote is taken. Once the vote has been taken and the application either approved or denied, the applicant and neighbors are welcome to take leave of the hearing. A formal letter will be forwarded to applicants the following day for their records with further instructions if necessary.

Public hearings are a good venue for citizens to participate in the decisions and development of their town. We invite you to attend and take an active part in our community!

FOR MORE INFORMATION:

Inquiries about public hearings, or any city business, are welcomed. Please feel free to call us at 918-338-4238 between 8:00 a.m. and 5:00 p.m., Monday through Friday. We will be happy to answer your questions and provide assistance. Information can also be found on the City of Bartlesville website at www.cityofbartlesville.org. Zoning regulations, permit requirements, code enforcement, and much more can be found on this informative and easy to use website.