



City of Sapulpa, Oklahoma

Urban Development Department

Specific Use Permit Application (SUP)

For Office Use

Date Application Submitted Received by Complete? Yes or No

Date of Public Hearing Case Number Approved? Yes or No

Applicant: Phone:

Billing Address:

Owner: (if different**) Phone:

Subject Property Address: Zoning: S-T-R:

Lot: Block: Subdivision:

**Does the Applicant have permission from the Owner to request a Specific Use Permit? Y or N

The following items must be submitted as part of the application packet for a Specific Use Permit (SUP):

- Site Plan - A site plan shall consist of drawing(s) containing:
- A north arrow;
- Proposed location of structures, off-street parking, and open space;
- Dimensions of buildings and other structures;
- Distances between existing and proposed structures, as well as setback dimensions;
- Proposed location of buffer areas, screening, and landscaping; and
- Sufficient surrounding area to demonstrate the relationship to adjoining uses.
- Filed Deed of ownership with the Book & Page stamp from the County Clerk
- A signed and sealed 300' property ownership list from a Certified Abstract company (email ownership list in a Word document to bbillingsly@sapulpaok.gov)
- Any additional information required by staff to aid the Sapulpa Planning Commission (SPC) in making a recommendation to the Sapulpa City Council (CC) - renderings, photos, color swatches, etc.
- A check payable to the City of Sapulpa (no cash or money orders) at the time of application
- The completed and signed*** copy of this application

A. Subject Property

- 1. Size in Acres or Square Feet: _____ 2. Current Use: _____
- 3. Frontage Road (Street): _____
- 4. Identify structures and improvements on the property: _____

- 5. City Water: ____ Yes ____ No 6. City Sewer: ____ Yes ____ No 7. Basin (if applicable): _____

B. Adjoining Property

- 1. Provide approximate distances from structures on adjacent lots to the property lines: _____

- 2. Identify adjacent and surrounding land uses: _____

C. Specific Use Permit Request

As provided by O.S. §11-43-113, the utilization of the Specific Use Permit process is designed to address land uses, which because of the specialized nature of the use, may dominate the area in which such uses are proposed to be located.

- 1. Describe the proposed Specific Use as it pertains to your property: _____

- 2. Describe any benefits to the adjacent properties or to the City: _____

- 3. Explain how the subject property is well suited for proposed Specific Use. (e.g. advantages such as topography, soil, drainage, access, proximity to populated commercial/residential areas, etc).: _____

- 4. Explain how the proposed Specific Use may affect the road system serving your area: _____

- 5. Provide the number of additional daily traffic counts the Specific Use may produce: _____
- 6. If there are increases in traffic, what traffic control measures are proposed? _____

7. How could the proposed Special Use be detrimental to properties in the vicinity? _____

8. Explain what measures are proposed to minimize any adverse effects: _____



ADDITIONAL INFORMATION FOR SPECIFIC USE PERMITS (SUP) – Please Read

- Staff will not accept an incomplete SUP application packet. The application, supporting documentation, and fees must be delivered to the Urban Development offices at least 30 days prior to the next scheduled SPC meeting.
- The City Council (CC) reviews and discusses the SUP request and the recommendation from the SPC. The CC may approve as recommended, approve with amended conditions, or deny an SUP application.
- A person knowledgeable of the application and the property must attend the meetings to represent the application.
- The approval of a Specific Use Permit does not in any way negate or circumvent the other requirements of development as stated in the City Codes. If approved, the SUP may require meeting(s) with the Technical Advisory Committee (TAC). Additional permits will be required prior to construction.
- Unless otherwise indicated, the Sapulpa Planning Commission (SPC) meets the 4th Tuesday of each month at 5:30 p.m. in the City Council Chambers
- You may contact the Urban Development Department at 918-248-5918



BASE APPLICATION FEE **\$170.00**
 NOTICE PREPARATION **\$30.00** flat fee
 300' or 1320' MAILING LIST **\$6.90** for each name on list (postage – certified mail with return)

NEWSPAPER PUBLICATION* *Sapulpa Legal News will bill the applicant directly

For Office Use

Application Fees	Totals
Base Application Fee	\$170.00
Notice Preparation	\$30.00
Property Owners Mailing & Postage \$6.90 x _____	\$
Total Amount Due	\$ _____
Date Paid	
Check No.	

*****A signature acknowledges that the information provided on the application is accurate and as well as an understanding of the required documentation for processing a Specific Use Permit application.**

 Signature

 Date

