CITY OF NORMAN

DEVELOPMENT HANDBOOK

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INTRODUCTION

The City of Norman welcomes the opportunity to assist you in your development project. We are pleased to present the following Development Handbook. The handbook is designed to serve as a guide and provide you with information in a number of areas of development that you might be involved with during your project.

This handbook will provide insight into a number of City processes in an effort to help you better understand what may be required for your project, along with a list of appropriate City staff contacts and links to checklists and forms in a consolidated document. This guide will be updated on a regular basis and will always be available for reference or download on the City of Norman website.

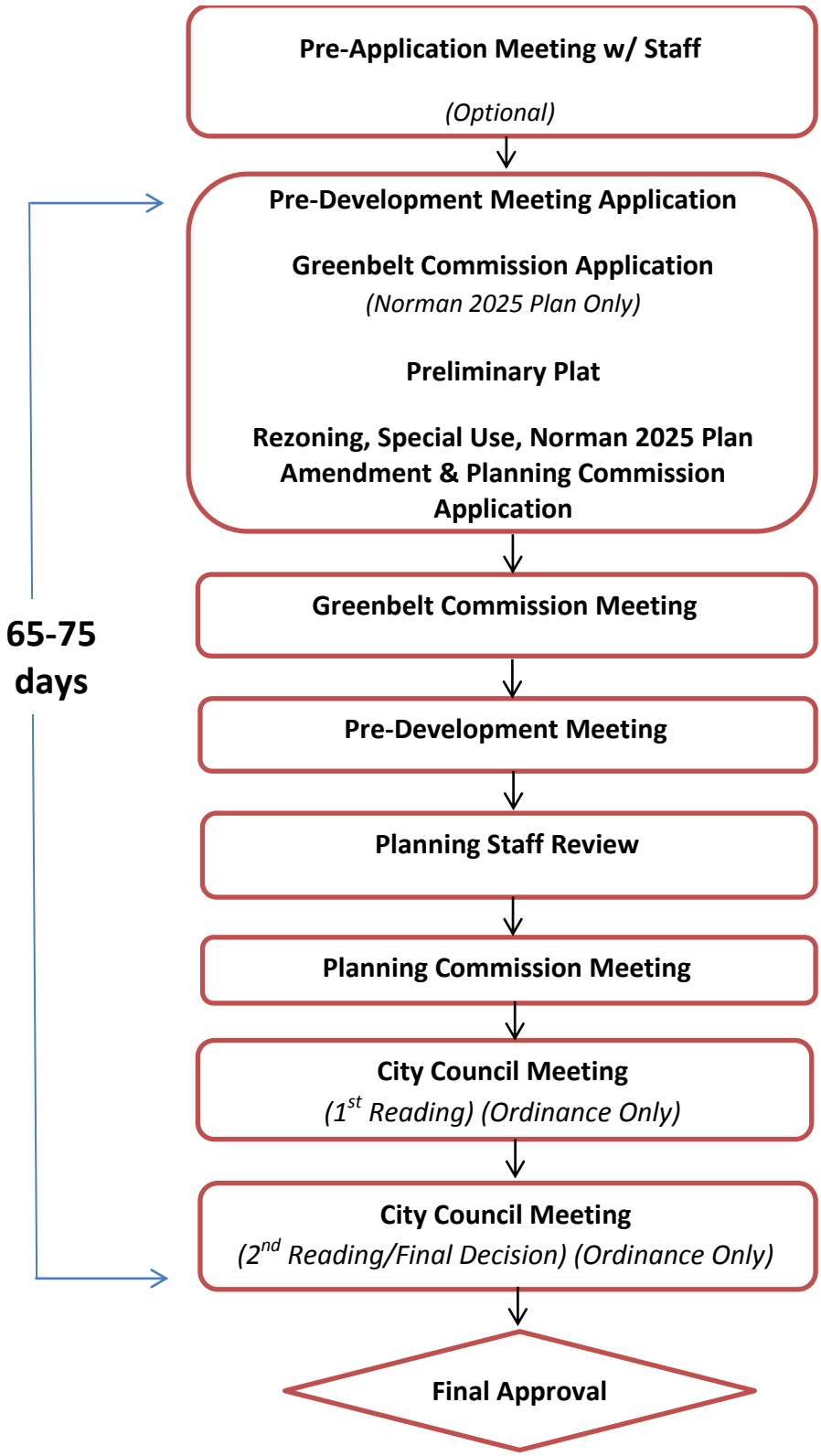
The following information outlined in the handbook is intended to provide information regarding the City's development and building permit process in a simple and easy-to-reference format. City staff will gladly assist you in providing additional insight and guidance into what may be required to complete your project

This handbook is not intended to take the place of any ordinance, code or regulation that is currently adopted by the City of Norman. Please consult the appropriate ordinances, codes and regulations as you pursue your project.

We welcome your input and feedback on how we can make our handbook better. If you have suggestions or comments, please contact Terry Floyd, City of Norman Development Coordinator at (405) 366-5446 or terry.floyd@normanok.gov .

Again, thank you for choosing to do business in Norman. We look forward to working with you to make your project a success.

REZONING, SPECIAL USE & NORMAN 2025 PLAN AMENDMENT TIMELINE



Updated: 8/2016

REZONING, SPECIAL USE + Norman 2025 Plan Amendment

Property located within Norman city limits has been assigned a zoning designation. Zoning is utilized by cities to classify and regulate the use of land, buildings, and structures within city limits. The zoning regulations are used to divide the city into zones and regulate the following: land use, building height, coverage of the lot by buildings, open spaces, minimum lot size, density and use of buildings.

Outlined in the following section are some common questions regarding the Rezoning, Special Use Permit and Norman 2025 Land Use & Transportation Plan Amendment process and the steps you will need to take in order to change those designations on your property or property you may be purchasing. Although the information below can be helpful in understanding the City of Norman's rezoning process, you are strongly encouraged to contact the Planning and Community Development staff to discuss your project and the rezoning requirements in further detail before incurring costs associated with rezoning property.

Common Questions Regarding the Rezoning, Special Use and Norman 2025 Land Use & Transportation Plan Amendment Process

Why do I need to rezone my property?

Zoning regulations set forth policies and criteria that strive to enhance property values and protect property owners, tenants and surrounding neighbors within a community.

These include:

- encouraging the most appropriate uses of land
- maintaining and stabilizing the value of property
- improving public safety
- safeguarding the public health
- decreasing traffic congestion and its accompanying hazards
- preventing undue concentration of population
- creating a comprehensive and stable pattern of land that helps plan for transportation, water supply, sewer, schools, parks, public utilities, and other facilities

How do I find out the current zoning of my property?

Zoning information can be checked by visiting the Interactive Norman Map on the City of Norman website. You can also find out the current zoning of your property by contacting the City Planning and Community Development Department. Staff can check the zoning of the property and can provide insight into its conformance with its proposed use and the Norman 2025 Land Use and Transportation Plan.

What is the Norman 2025 Land Use and Transportation Plan?

The Norman 2025 Land Use and Transportation Plan serves as the City's Comprehensive Plan and long-range plan for the future physical development of the City. It represents the desired land use pattern in response to anticipated growth rates, public utility constraints, and environmental conditions. It provides a vision for the future and a foundation for managing the City's growth.

What is the difference between rezoning a property and applying for Special Use?

Zoning regulations are the rules that determine how parcels of land may be used. When owners want to develop their property in ways that do not conform to their current zoning regulations, they must apply for rezoning. The effect of a rezoning is to change the permitted uses for the affected property.

The City of Norman zoning districts allow permitted uses without further review, but there are also Special Uses listed in each zoning district which require review by the Planning Commission and final approval by the City Council to determine on a case-by-case basis their potential impacts. Special Uses may not be appropriate in all locations of the zoning district, but are appropriate in some locations. The Planning Commission and City Council may approve a Special Use with additional conditions of approval in order to mitigate any potential impacts of the use. **The process timelines for re-zoning and special use approvals are the same.**

Where can I find a list of City zoning districts?

The regulations regarding the City's zoning districts can be found in Chapter 22 of the City Code of Ordinances or online at: www.ci.norman.ok.us/planning/zoning-summary .

How long is the Rezoning, Special Use Permit and Norman 2025 Land Use and Transportation Plan Amendment process?

The process usually takes 65-75 days to complete. Zoning of property becomes effective 30 days following City Council approval.

What are the steps involved in rezoning my property, applying for a Special Use and/or amending the Norman 2025 Land Use and Transportation Plan?

The Rezoning, Special Use and Norman 2025 Land Use and Transportation Plan (i.e. Comprehensive Plan) amendments process consists of:

1) Greenbelt Commission meeting [*for Land Use & Transportation Plan change*]
2) Pre-development meeting with surrounding property owners
3) Consideration by the Norman Planning Commission
4) Final approval by the Norman City Council.

Land Use & Transportation Plan amendments and rezoning applications for the same property are allowed to be submitted and considered simultaneously. The process for applying for and requesting these changes is further outlined in this section.

Steps in the Rezoning, Special Use and Norman 2025 Land Use and Transportation Plan Amendment Process:

Step 1: Pre-Application Meeting (*optional*)

The Norman Planning and Community Development Department welcomes the opportunity to meet with you prior to the submission of your application to discuss your project and provide insight into the rezoning process. During this meeting, additional staff from the Fire, Utilities and Public Works Departments may be included in order to discuss additional elements of your project that each respective department will be involved in reviewing. These meetings provide a great opportunity for both you and the staff to outline the most efficient and successful path to completing your project.

Contact: ***Jane Hudson (405) 366-5344; jane.hudson@normanok.gov***
Terry Floyd (405) 366-5446; terry.floyd@normanok.gov

Step 2: Apply for/Attend a Pre-Development Meeting

The next step in the re-zoning and Norman 2025 Plan amendment process is completing a Pre-Development Informational Meeting. In order to properly process and prepare your application for a pre-development meeting, the following items will need to be submitted along with your pre-development meeting application:

- **Written Legal Description of the property**
- **A written description of the proposed project.** *Your description should provide details that can be mailed to adjacent property owners and adequately describe the nature of your project.*
- **A certified ownership list for all properties within a 350-foot radius of the exterior boundary of the property line.** *The Planning and Community Development Department can furnish the 350-foot radius map for certified ownership list. You can obtain a certified ownership list from a registered professional engineer, an attorney, a bonded abstractor, or a registered land surveyor.*
- **A 24" x 36" full-sized drawing and an 8 ½" x 11" copy of the project.** *Generally, a project drawing will show the lots, roads, topography, flood plains, existing easements and structures, open spaces, and physical features such ponds, creeks and large stands of trees.*
- **Site plan (or Plot Plan).** *Generally showing any proposed buildings, parking, driveways, landscaping areas and screening.*

- **$125 Filing Fee.** *The filing fee will be credited against any future preliminary plat application for the same property.*

The application and materials are due to the Planning and Community Development Department **17 days** before the regularly scheduled pre-development meeting (*see Development Deadline Calendars for dates*). During the pre-development meeting, many applicants find it helpful to bring any project site plans, architectural renderings or other materials that they may have that could help relay the nature of the development project. These meetings are meant to be an informal exchange of ideas that will give the applicant a better idea of the overall neighborhood feeling toward a project, and will give the neighborhood information regarding the newly proposed development near their properties. Once the pre-development meeting is complete, your development will then be ready for consideration by the City of Norman Planning Commission.

The Planning Department staff is always happy to answer any questions you may have regarding the application process and preparation for the meeting.

- ***If you are applying for a Norman 2025 Land Use and Transportation Plan Amendment, move to Step 3.***
- ***If you are applying for Rezoning or a Special Use, move to Step 4a.***

Contact: ***Rone Tromble (405) 366-5433; rone.tromble@normanok.gov***

Step 3: Greenbelt Commission Application/Meeting
(*Norman 2025 Land Use and Transportation Plan amendment only)*

All applications for a Land Use Plan Amendment must include a Greenbelt Enhancement Statement that is presented by the applicant (or applicant's representative) to the Greenbelt Commission for consideration and recommendation to the Planning Commission. A Greenbelt Enhancement Statement includes ways in which the applicant's goals and objectives meet the objectives of the Norman Greenways Master Plan.

The Greenbelt Commission is a nine member recommending board dedicated to advising both the Planning Commission and City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the green spaces, greenways and trail way systems in Norman. The board meets on the third Monday of each month at 7 pm.

Contact: ***Wayne Stenis (405) 366-5441; wayne.stenis@normanok.gov***

Step 4a: Submit an Application (*Rezoning, Norman 2025 Land Use and Transportation Plan Amendments and Preliminary Plat [if applicable]*)

You may find it helpful to contact the Planning and Community Development Department before submitting your application to check the current zoning of your property, the designation of the zone, and whether or not the request must be accompanied by an amendment of the Norman 2025 Land Use and Transportation Plan.

The Planning Staff will make sure your application is complete, and will calculate the filing fee according to the following schedule:

- Agricultural and Single Family (A-1, A-2, R-1, R-1-A, RE, and PL): $200.00 plus $6.00 per acre or increment thereof.
- Two-Family, Multi-Family, and Mobile Home (R-2, R-3, RM-2, RM-4, RM-6, RO): $250.00 plus $10.00 per acre or increment thereof.
- Commercial (O-1, CO, C-1, C-2, C-3, TC, and CR): $300.00 plus $10.00 per acre or increment thereof.
- Industrial (M-1, I-1, and I-2): $350.00 plus $10.00 per acre or increment thereof.
- Special Use with no change in zoning district: $400.00 plus $10.00 per acre.
- Planned Unit Developments: $500.00 plus $10.00 per acre or increment thereof.
- Historic District: $150.00 plus $5.00 per acre or increment thereof plus $5.00 per individual ownership within the notification area.
- Historic District: Certificate of Appropriateness: Applications for any building permit involving any exterior modifications for property located within a designated Historic District must first be granted a Certificate of Appropriateness by the Historic District commission. Applications before the Historic District Commission are $75.00 per application.
- Any proposed amendment of the NORMAN 2025 Land Use and Transportation Plan whether or not accompanied by a rezoning request: $150.00 flat fee.
- Pre-Development Informational Meeting: $125.00 for each separate meeting that is requested (*as described in Step 2*).

Your application, along with the filing fee, will need to be filed at the Planning Department (201-A West Gray) before 1:30 p.m., Monday, thirty-one (31) days prior to the next Planning Commission meeting. (*see Development Deadline Calendars for dates*)

After your application and required materials are filed, legal notice of the request will be published in the *Norman Transcript*, as required by Oklahoma state law. You will be responsible for the cost of publication. Also, at this time, every property owner within three hundred fifty (350) of the exterior boundaries of your rezoning request (excluding streets and alleys less than three hundred (300) feet in width) is notified by letter of your request. These owners, and any other citizen, may protest if they so desire. Should the owners of fifty percent (50%) of the land within the notice area protest your request, it will take an affirmative vote of seven (7) of the nine (9) members of the City Council to rezone your property.

Contact*: Rone Tromble (405) 366-5433; rone.tromble@normanok.gov*

Step 4b: Submit an Application (*Special Use Rezoning*)

In order to apply for special use, the following information will have to be submitted to the Planning Department:

- **Completed Application**

- **A list of the names and addresses of all property owners of record within three hundred (350) feet of the property boundary.** *This area is exclusive of streets and alleys which are less than three hundred (350) feet in width. That radius should be increased in one hundred (100) foot increments until fifteen (15) separate ownerships are notified, or 1,000 feet, whichever comes first. This list must be certified as current and accurate by a registered professional engineer, an attorney, a bonded abstractor, or a registered land surveyor. A map that delineates the three hundred (300) foot notice area will be furnished by the Planning Department to be used to complete the ownership list.*
- **Total land area certification** *(this must be computed and certified by a registered engineer, architect, or qualified surveyor and submitted with the application. This statement may be in the form of a letter attesting to the square feet or acres contained in the request.)*
- **A statement describing the nature and operating characteristics of the proposed Special Use**
- **For uses potentially generating high volumes of vehicular traffic, the Planning Director may require specific information relative to the anticipated peak loads and peak use periods, the ability of the use to meet performance standards, or substantiating the adequacy of proposed parking, loading, and circulation facilities.**
- **A complete site plan, drawn to scale, showing the location and dimensions of boundary lines with distances and bearings, easements, required yards and setbacks, and all existing and proposed buildings.**

In order to properly evaluate the proposed Special Use, the Planning Director ***may*** require the following additional information:

- *Location and intended use of existing and proposed buildings on the site, and the approximate location of existing buildings on abutting sites within 50 feet.*
- *Preliminary building elevations for all new or renovated structures, indicating height, bulk, and general appearance.*
- *Preliminary improvement plans for any alteration of existing water courses or drainage features, proposed streets and alleys, and the location of the 100 year floodplain.*
- *The location of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, landscaped areas, utility or service areas, fencing and screening, signs, and lighting.*
- *The number of existing and proposed off-street parking and loading spaces.*
- *The relationship of the site and the proposed use to surrounding uses, including pedestrian and vehicular circulation, current use of nearby parcels, and any proposed off-site improvements to be made.*

Contact: ***Rone Tromble*** ***(405) 366-5433; rone.tromble@normanok.gov***

Step 5: Pre-Development Meeting

This meeting is designed to allow applicants to meet with property owners in the surrounding area to outline the project and share information about the scope of the project. These 30-minute meetings are facilitated by City staff and take place the fourth Thursday of each month at the City offices. These meetings are meant to be an informal exchange of ideas that will give the

applicant a better idea of the overall neighborhood feeling toward a project, and give surrounding property owners information regarding the proposed project. Although not required for the meeting, many applicants find it helpful to bring project site plans, architectural renderings or other materials that may help relay the nature of the development project. You and/or your project representative must be present. Once complete, your zoning request will then be ready for consideration by the City of Norman Planning Commission. Staff can gladly answer any questions you may have about the process.

Contact: ***Rone Tromble (405) 366-5433; rone.tromble@normanok.gov***

Step 6: Review by Planning Staff

The staff will research and analyze your request and prepare a staff report with a recommendation, which will be sent to each Planning Commission member and you or your project representative.

Contact: ***Jane Hudson (405) 366-5344; jane.hudson@normanok.gov,***
Janay Greenlee (405) 366-5437; janay.greenlee@normanok.gov

Step 7: Planning Commission Meeting

Based on the date of your submittal, your request will be considered at a public hearing before the Planning Commission (second Thursday of each month). You will be sent notice of this meeting and you or your representative must be present. The Planning Staff will introduce your request, and you and any interested citizens will have the opportunity to speak to the Commission concerning your request. You and/or your project representative also have the option to make a presentation to the Planning Commission. At the conclusion of this public hearing the Planning Commission will make a recommendation that will be forwarded to City Council.

Contact: ***Rone Tromble (405) 366-5433; rone.tromble@normanok.gov***

Step 8: City Council Meeting

Approximately 3 weeks following Planning Commission action, your application will be sent to the City Council for First Reading to notify the public of the upcoming consideration of the rezoning at the following Council meeting. ***Your attendance at this City Council meeting is optional.*** At the following City Council meeting (two weeks later), the City Council will vote either to adopt or reject the proposed ordinance (zoning request). ***You and/or your representative must be present at this meeting to make a formal presentation to the City Council***. If the ordinance is approved by the City Council, it will become effective thirty (30) days from the date of its approval.

Contact: ***Ellen Usry (405) 366-5407; ellen.usry@normanok.gov***

PLANNED UNIT DEVELOPMENTS (PUD)

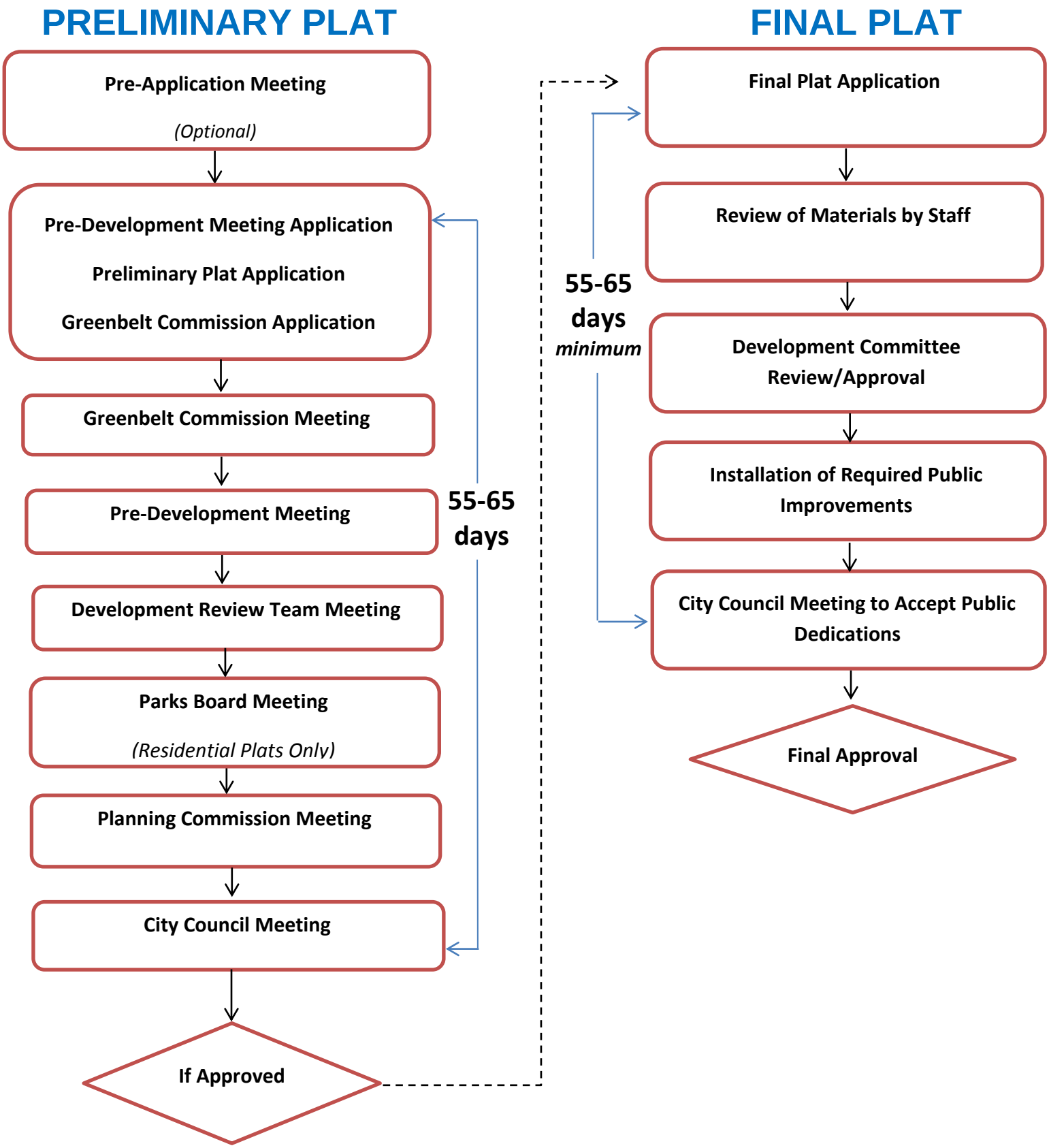
A Planned Unit Development (PUD) is a land development project that is comprehensively planned and utilizes a site development plan which permits flexibility in building siting, mixtures of all types of attached and detached housing, usable open spaces, and the preservation of significant natural features. PUD regulations are designed to provide for small and large scale developments, incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. These may consist of individual lots, or it may have common building sites. A PUD is a separate zoning district with a distinct character that respects and harmonizes with surrounding development.

A PUD process is often utilized to encourage developments with a superior built environment that can be brought about through unified development that provides for the application of design ingenuity in developments, while protecting existing and future surrounding areas in achieving the goals of the NORMAN 2025 Land Use and Transportation Plan. PUD districts are intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space that would not otherwise be possible through the strict application of other zoning regulations. By permitting and encouraging the use of these PUD requirements, the Planning Commission and City Council can often make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Before submitting an application for any PUD, you and/or your project representative will need to meet with City Staff in order to become familiar with the PUD Review Process. City staff will inform you of any perceived potential problems that might arise with your project. The pre-application conference also ensures that you have, or will be able to submit, the necessary information for filing the application. The intent of this conference is to provide guidance prior to incurring substantial expense in the preparation of detailed plans, surveys and other data required in a preliminary development plan. At the pre-application conference, a site plan and other narrative or other graphic information is beneficial in helping the staff review and evaluate the potential of your proposed PUD.

The PUD application procedure consists of the same process as Rezoning, Special Use and Norman 2025 Land Use and Transportation Plan amendments. Please see Chapter 22, City Code of Ordinances to further review PUD requirements.

Contact: ***Jane Hudson*** ***(405) 366-5344;*** ***jane.hudson@normanok.gov***



Updated: 8/2016

PLATTING PROCESS

In order to subdivide a parcel into two or more lots of less than forty (40) acres within the City of Norman, platting is required. Platting is also required when re-dividing land that has been previously platted. (Please refer to Chapter 19, Sec. 19-103 of the City Code of Ordinances for additional information). Properties zoned A-1 and A-2 are not required to plat when subdividing for residential purposes, but instead, go through a Norman Rural Certificate of Survey (COS) process for residential subdivision. Information regarding this process can be found on page 23.

The subdivision of land is generally the first step in the development process. The platting process essentially creates a contract between the land owner (developer) and a governmental entity once it is approved by a governing body (i.e. City Council). Through regulation of the subdivision of land by platting, the city acts on behalf of the public and subsequent individual owners and/or tenants to ensure proper public improvement and land development quality. The regulations and standards for the subdivision and improvement of land are designed to ensure adequate light, air, open spaces, drainage, transportation, public utilities, and other needs, to insure the development and maintenance of a healthy, attractive and efficient community that provides for the conservation and protection of the public and an area's natural resources.

Platting is the process of mapping and recording a tract of land used for development. There are two types of plats that must be reviewed and approved before a property can be legally subdivided: 1) the ***preliminary plat*** and 2) the ***final plat***.

A ***preliminary plat*** is a map of a proposed subdivision or property showing the character and proposed layout of the tract in sufficient detail to indicate the relationship of the proposed development to topography, existing streets, drainage facilities, utilities, existing easements of record, the City Comprehensive Plan (i.e. Norman 2025 Plan), existing urban development, zoning and indicates the nature of the land planning design.

A ***final plat*** is a map of a land subdivision that is filed in the office of the County Clerk, along with the necessary affidavits, dedications, and acceptances that delineates the layout of a subdivision or property.

Outlined in the following section are some common questions regarding the platting process and the steps you will need to take in order to plat your property. Although the information below can be helpful in understanding the City of Norman's platting process, you are strongly encouraged to contact the Public Works Engineering staff to discuss your project and the platting requirements in further detail before incurring costs associated with developing your property. Platting and plan development guidelines are outlined in greater detail in the City of Norman Subdivision Regulations (Chapter 19 of the City Code of Ordinances), City of Norman Engineering Design Criteria and the City of Norman Standard Specifications for Construction Drawings.

See page 43 for additional information related to fees that may be associated with the platting process.

See page 41 for information related to variance and appeal procedures for the platting process.

Common Questions Regarding the Platting Process

Why do I need to plat my property?

In order for properties to be eligible for a building permit, they must be either 1) platted, 2) part of a rural certificate of survey or 3) have been included as part of the original town site (properties established before City platting requirements). Properties not falling into one of these categories will not be eligible for a City building permit before, during or after property sale.

How do I know if my property has been platted?

Public Works Engineering staff can check the platting of a property and can provide insight into its conformance with a proposed use and the Norman 2025 Land Use and Transportation Plan.

How long can a Preliminary Plat remain active?

Preliminary plats in the City of Norman are valid for five years from the date of City Council approval. In some circumstances, you may choose to preliminary plat a piece of property, but decide to delay final platting until a later time. If any portion of the plat is final platted within those five years, the preliminary plat will gain an additional two years of validity. After the validity period has expired, the preliminary plat must be reapproved through the entire process as outlined in Chapter 19 of the City Code to be eligible for a final plat.

The City of Norman does have an administrative process for a preliminary plat extension. This process allows an applicant to renew a preliminary plat for one additional five year term after initial approval. In the event the development of your property will take longer than the initial five-year preliminary plat approval period, you might find it beneficial to extend the life of your preliminary plat. Your preliminary plat is eligible for administrative renewal if it is identical to or contains only minor amendments to the original preliminary plat currently on file. The administrative renewal process involves submitting a $900 fee, application and letter requesting extension. Once the application for extension is received, the Development Review Committee, consisting of members of the Planning, Public Works and Utility staff, may administratively renew the preliminary plat for an additional five years. Preliminary plats with more than “minor” changes as outlined in the City’s Subdivision Regulations (Chapter 19, Section 19-307) will be required to go back through the standard preliminary plat approval process.

How long can a Final Plat remain active?

A final plat can remain active for two years. If the plat is not presented to the City Council for acceptance of dedications and the program of improvements to be completed within two years of approval by the Development Review Committee, the final plat will expire.

What public improvements may be required as part of the property development process?

Upon final platting of a property, you may be required to install or upgrade public improvements for your property. As the preliminary plat is reviewed and completed, determinations as to what public improvements will be needed for your property will be made.

These may include installation of public: 1) sidewalks, 2) streets, 3) water mains, 4) sewer lines, 5) fire hydrants, 6) storm sewers, 7) alleys, and/or other required improvements to your property.

How do I develop a plat for my property?

Most applicants find it helpful to utilize the services of an engineering firm and/or registered land surveyor to develop their plat. These firms utilize professional engineering services that are required to develop plats and public improvement plans for property owners that conform to the plat content requirements as outlined in the City of Norman Subdivision Regulations (Chapter 19 of the City Code of Ordinances), City of Norman Engineering Design Criteria and the City of Norman Standard Specifications for Construction Drawings.

What are the steps involved in platting a piece of property?

Platting a piece of property involves a preliminary and final platting process. Preliminary platting a piece of property in the City of Norman requires:

- Pre-application submittal meeting (*optional*),
- Completion of a Greenbelt Commission meeting
- Completion of a pre-development meeting
- Consideration at Parks Board meeting *(residential plats only)*
- Consideration by the Planning Commission
- Approval by the City Council.

Once a preliminary plat is approved by the City Council, it is then eligible to apply for final plat approval. Final platting requires:

- Approval by the City of Norman Development Committee (DC)
- Acceptance of public improvements by the Development Committee
- Final approval/acceptance of dedications by the City Council

How long does the preliminary platting process take?

Typically, the preliminary platting process takes between 55 and 65 calendar days.

How long does the final platting process take?

The timeline of the final platting process is largely determined by the applicant and/or the applicant's representative's timeline for submitting any needed corrections to project plans and the installation of public improvements. Typically, the final plat and construction plans can be

approved by the Development Committee 30-45 days from the submittal of the corrected final plat materials. The recording of the final plat is subject to the completion of the program of public improvements.

If you are preliminary platting a property, move to Step 1 (below)
If you are final platting a property, move to Step 1a (pg. 19)

STEPS IN THE PRELIMINARY PLATTING PROCESS

Outlined below are the necessary steps in order to complete a preliminary plat. You and/or your representative are strongly encouraged to contact the Public Works Engineering staff to discuss your project and the platting requirements in further detail before beginning the project and incurring any costs associated with developing your property. Detailed platting and plan development requirements are outlined in the City of Norman Subdivision Regulations (Chapter 19 of the City Code of Ordinances), City of Norman Engineering Design Criteria and the City of Norman Standard Specifications for Construction

Step 1: Pre-Application Meeting (*optional*)

The Norman Planning and Community Development and Public Works Departments welcome the opportunity to meet with you prior to the submission of your application to discuss your project and provide insight into the platting process. During this meeting, additional staff from the Development Services Division, Utilities and Fire Department may be included in order to discuss additional elements of your project that each respective department will review. These meetings provide a great opportunity for both you and the staff to outline the most efficient and successful path to completing your project.

Contact: ***Terry Floyd (405) 366-5446; terry.floyd@normanok.gov***

Step 2: Greenbelt Commission Application/Meeting:

All applications for a preliminary plat must include a Greenbelt Enhancement Statement when submitted. A Greenbelt Enhancement Statement includes ways in which the applicant's goals and objectives meet the objectives of the Norman Greenbelt System. Once that is completed, you (or your representative) will then present your project to the Greenbelt Commission at the next scheduled Greenbelt Commission meeting for consideration. The Greenbelt Commission will then make a recommendation to the Planning Commission.

The Greenbelt Commission is a nine member recommending board dedicated to advising both the Planning Commission and City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the green spaces, greenways and trail way systems in Norman. The board meets on the third Monday of each month at 7 pm.

Contact: ***Wayne Stenis (405) 366-5441; wayne.stenis@normanok.gov***

Step 3: Pre-Development Meeting Application/Meeting:

The next step in the platting process is completing a Pre-Development meeting. These meetings are meant to be an informal exchange of ideas between you and/or your project engineer/representative and the surrounding property owners that will give you a better idea of the overall neighborhood feeling toward your project, and will give the neighborhood information regarding the proposed development near their properties.

During the pre-development meeting, many applicants find it helpful to bring any project site plans, architectural renderings or other materials that the may have that could help relay the nature of the development project.

The pre-development application and materials are due to the Planning and Community Development Department **17 days** before the regularly scheduled pre-development meeting (4th Thursday of each month at 5:30 pm). Once the pre-development meeting is complete, your development will then be ready for consideration by the City of Norman Planning Commission.

Contact: ***Rone Tromble (405) 366-5433; rone.tromble@normanok.gov***

Step 4: Submit a Preliminary Plat Application

Below are the items you will need to submit for your preliminary plat application. If possible, submitting any digital files in AutoCAD or Microstation can help staff accurately review plat, site plan and other engineering data that may be required.

This application can be submitted at the same time as a pre-development meeting application.

Items Needed for Plat Application:

- Two (2) copies of the completed application form
- Filing Fee *(see below)*
- Five (5) copies of the preliminary plat
- Any restrictive or protective covenants that are associated with the plat
- Five (5) copies of the site plan
- Rezoning Application, if needed for change of use (*see pg. 3 for rezoning information*)
- 5 copies of any required Plot Plan
- Legal description and area of request, certified by an architect, engineer, or surveyor
- Drainage Report/Erosion Control Report
- Sewer Impact Report, if required
- Traffic Impact Report, if required

For preliminary plats, the base filing fee is $150, plus $10 per acre.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov

Step 5: Review of Materials by City Staff

As part of the City's ongoing efforts to further improve the plat review and approval process, staff conducts monthly Development Review Team meetings with project applicants and/or their representatives. Meetings take place at 10 am on the third Monday of each month and are designed to allow the applicant and staff an opportunity to discuss potential changes, additions and corrections to the plat drawing and site plan before Planning Commission consideration.

During the meeting, staff from the Public Works, Planning and Community Development, Parks, Utilities and Fire Departments will discuss your plat and site plan content with you and/or your engineer(s) or other representatives to assist in making the necessary corrections for preliminary plat consideration by the Planning Commission. Notes outlining corrections and changes from the meeting are generally sent within two business days.

Applicants generally have two weeks to make and re-submit any corrections to the preliminary plat. Once the corrections to the preliminary plat and site plan items are resubmitted, the plat can then be considered by the Planning Commission.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov

Step 6: Parks Board Meeting (*residential plats only*)

Residentially platted properties that will have a unit density greater than one (1) unit per acre are obligated to make allowances for parkland. Typically three options are available for parkland allowances during the preliminary platting process, including:

- Dedication of land to be used for public park and recreational purposes
- Payment in lieu of land dedication *(for plats with a population less than 2,500)*
- Dedication of parkland to a property owners association (P.O. A.) for private recreation

As your preliminary plat is reviewed by Parks and Recreation staff, any required parkland dedication will be reviewed and options regarding these dedications will be discussed with you and/or your project representatives. Detailed requirements for parkland dedication are outlined further in City of Norman Subdivision Regulations (Chapter 19, Sec. 700; Code of Ordinances).

At the next available Board of Parks Commissioners meeting (the first Thursday of each month), the Board will make a recommendation to the City Council regarding parkland requirements for your plat. You will be sent notice of this meeting and ***you and/or your representative must be present***. The Parks and Recreation staff will introduce your request, and you and any interested citizens will have the opportunity to speak to the Board concerning your request. You or your project representatives will also have the option to make a presentation to the Board. The Board will then recommend approval or disapproval of the proposed parkland provision, which will be included as part of your preliminary plat item for City Council consideration.

Contact: ***James Briggs (405) 366-5480; james.briggs@normanok.gov***

Step 7: Planning Commission Meeting

At the next scheduled Planning Commission meeting (the second Thursday of each month), your request will be considered at a public hearing if corrections are received and accepted. You will be sent notice of this meeting and ***you and/or your representative must be present***. The Planning Staff will introduce your request, and you and any interested citizens will have the opportunity to speak to the Commission concerning your request. You or your project representative also have the option to make a presentation to the Planning Commission. At the conclusion of this public hearing, the Planning Commission will make a recommendation regarding the preliminary plat. The Planning Commission recommendation, along with your application and application materials, will be forwarded to the next available City Council meeting.

Contact: ***Rone Tromble (405) 366-5433; rone.tromble@normanok.gov***

Step 8: City Council Meeting

After Planning Commission action, your request will be considered by the City Council. You will be sent notice of this meeting and ***you or your representative must be present***. You or your representative will make a presentation to the City Council regarding your preliminary plat, and you and any interested citizens will have the opportunity to speak to the City Council concerning your request. At the conclusion of this public hearing, the City Council will recommend approval or disapproval of the preliminary plat. If the preliminary plat is approved by the City Council, it will then become eligible for final platting.

Contact: ***Ellen Usry (405) 366-5407; ellen.usry@normanok.gov***

STEPS IN THE FINAL PLATTING PROCESS

Once the preliminary plat for your property has been filed, the next step in the platting process is the completion of a final plat. Outlined below are the steps in order to complete a final plat. Again, you are strongly encouraged to contact the Public Works Engineering staff to discuss your project and the final platting requirements in further detail before incurring costs associated with developing your property. Detailed final platting and plan development guidelines are outlined in the City of Norman Subdivision Regulations (Chapter 19 of the City Code of Ordinances), City of Norman Engineering Design Criteria and the City of Norman Standard Specifications for Construction Drawings.

Step 1: Submit a Final Plat Application

The following items will need to be submitted to complete your final plat application. If possible, submitting any digital files in AutoCAD or Microstation can help staff accurately review plat, site plan and other engineering data that may be required.

Items Needed for Final Plat Application:

1. Two (2) copies of the completed application form
2. Filing Fee *(see below)*
3. Five (5) copies of the final plat
4. Any restrictive or protective covenants that are associated with the plat
5. Five (5) copies of the site plan
6. Legal description and area of request, certified by an architect, engineer, or surveyor
7. Drainage Report/Erosion Control Report
8. Public Improvement Construction Plans

For final plats, the base filing fee is $350, plus $10 per acre and $100 per lot for GIS services.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov

Step 2: Review of Materials by City Staff

As part of the City's ongoing efforts to further clarify and better the plat review and approval process, staff conducts monthly Development Review Team meetings with project applicants and/or their representatives. This meeting is designed to allow the applicant and City staff an opportunity to discuss potential changes, additions and corrections to the plat drawing and site plan before it is considered by the Development Committee and City Council.

During the meeting, staff from the City's Public Works, Planning and Community Development, Parks, Utilities and Fire Departments will discuss your final plat and site plan (if required) content with you and/or your engineer(s) or other project representative to assist in making the necessary corrections for final plat approval by the Development Committee and City Council. Notes outlining corrections and changes from the meeting are sent to you, your engineer and/or representative within two business days following the meeting.

The corrections to the final plat, site plan and public improvement construction plans will need to be made within two weeks, generally, and then re-submitted to the Public Works Engineering staff. Once the corrections to the final plat, site plan and public improvement construction plans are re-submitted and accepted, the final plat can be considered by the Development Committee.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov

Step 3: Development Committee Approval

After staff review and acceptance of the final plat materials, your final plat application will be considered at the next scheduled Development Committee meeting. The Development Committee is a committee of staff that includes the Director of Public Works, Director of Planning and Community Development, Director of Utilities, City Engineer, Principal Planner and the Subdivision Development Manager.

During this meeting, your final plat materials and public improvement plans will be reviewed. Once the final plat materials have been accepted by the Committee, the Public Works Department can then issue permits for construction of any required public improvements.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov

Step 4: Installation of Required Public Improvements

Upon receiving your permits for public improvement construction, you may now begin installation of public improvements on your property. Contractors are required to do most of the construction work on your property, and upon completion of the required public improvements, City staff will inspect the construction and recommend final acceptance of the public improvements to the Development Committee.

Once the Development Committee has formally accepted your public improvements and reviewed the "as built" construction drawings, your final plat will be forwarded to the City Council for final acceptance and public dedications.

In some cases, public improvements may be deferred until a later date. This generally occurs in circumstances where: 1) incompatible grades exist, 2) there are inadequate/lack of connecting facilities for water/sewer, 3) construction of the improvement would not immediately function for its intended use, 4) required drainage improvements outside the boundary of the property cannot be accomplished because the necessary easements and rights-of-way cannot be obtained, or 5) the improvement will be replaced by a planned future public project.

During review of your preliminary and final plat, staff will make a determination as to the feasibility of deferment of public improvements for your project. In the event deferral is recommended by the Director of Public Works, costs associated with the improvements, as estimated by an engineer, will be due before City Council acceptance of final plat and will be held in escrow for 10 years. If the funding is not used within 10 years, a request may be made to the City Council to release these funds. Staff will provide guidance into any public improvement deferral opportunities and possible concurrent construction opportunities as your final plat goes through the review and approval process.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov

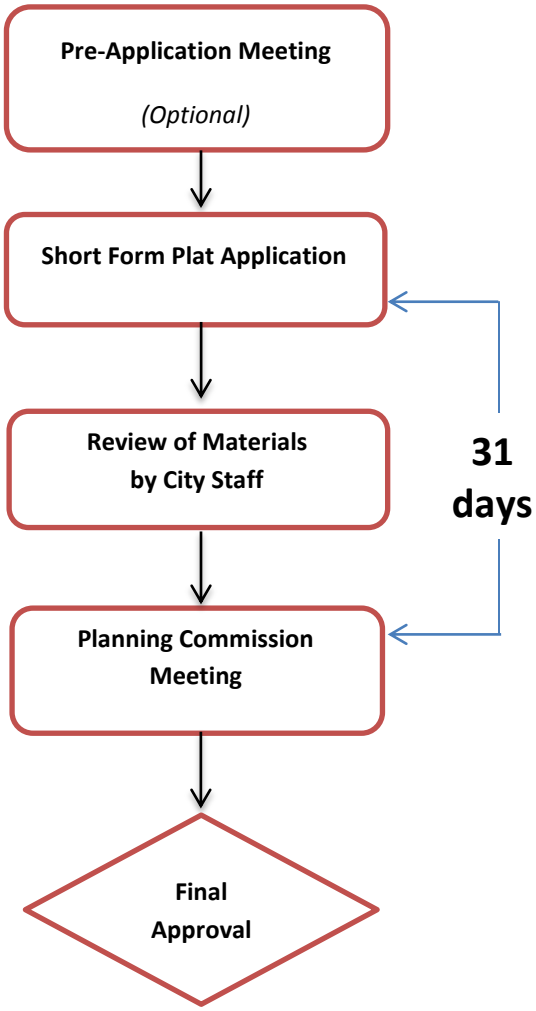
Step 5: City Council Meeting

Once the Development Committee has accepted your public improvements, your final plat materials will then be forwarded to the City Council. The City Council will vote to accept the final plat and public dedications. ***You or your representative should be present at this meeting to answer any questions that the Council may have regarding your development***. If the final plat and associated public dedications are accepted by the City Council, the final plat

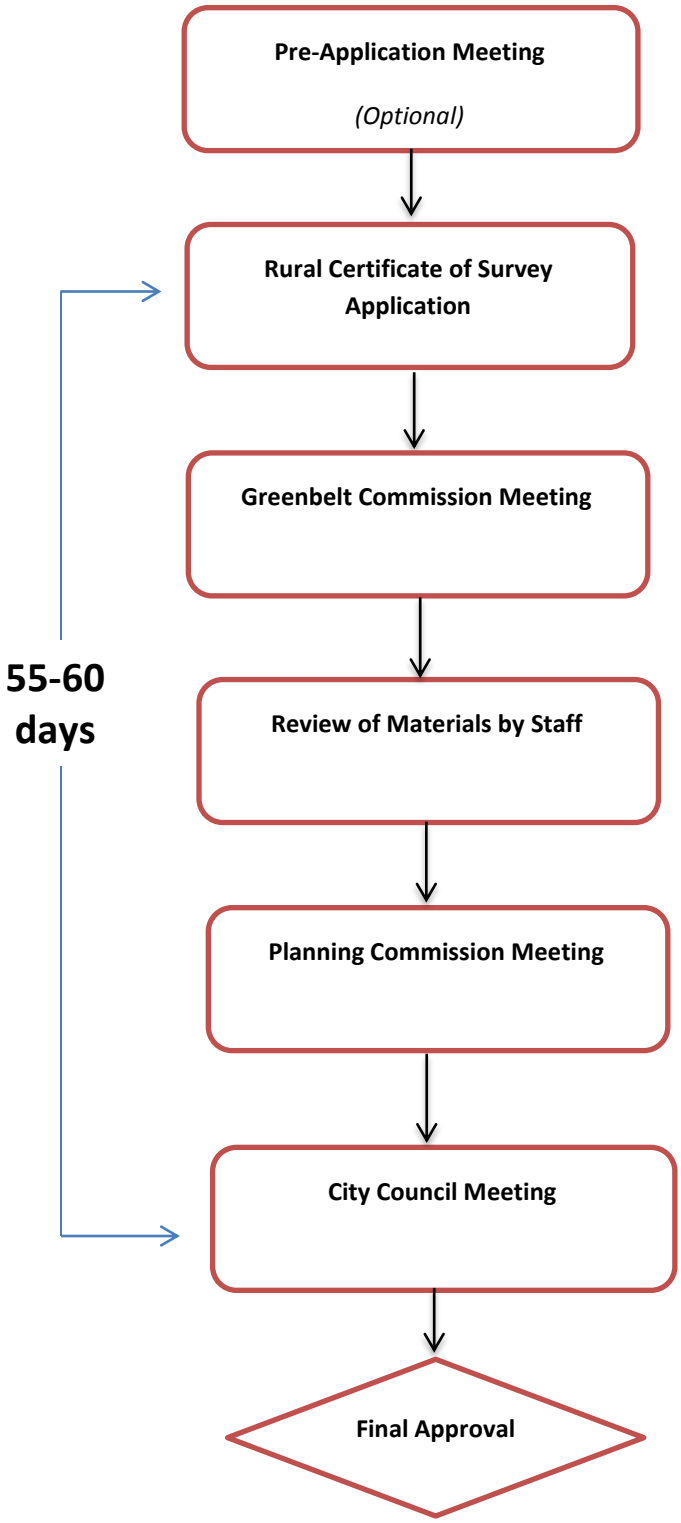
can then be filed of record at the Cleveland County Courthouse, subject to completion and acceptance of public improvements. Upon filing of the final plat, your project is now eligible for a building permit.

Contact: ***Ellen Usry*** ***(405) 366-5407; ellen.usry@normanok.gov***

Short Form Plat



Rural Certificate of Survey



Updated: 8/2016

SHORT FORM PLATS + CERTIFICATE OF SURVEYS

In certain circumstances, a full preliminary and final plat may not be needed for your development. Your property may be eligible to apply for a Short Form Plat or Rural Certificate of Survey (COS).

Outlined in the following section are some common questions regarding the short form platting and COS processes, along with the steps you will need to take in order to potentially utilize these options for your property. Although the information below can be helpful in understanding the City of Norman's short form platting and COS process, you are strongly encouraged to contact the Public Works Engineering staff to discuss your project and its requirements in further detail before incurring costs associated with developing your property. Short Form Platting and COS plan development guidelines are outlined in further detail in the City of Norman Subdivision Regulations (Chapter 19 of the City Code of Ordinances), City of Norman Engineering Design Criteria and the City of Norman Standard Specifications for Construction Drawings.

Please see page 43 for additional information related to fees that may be associated with the Certificate of Survey (COS) process.

Common Questions Regarding the Short Form Platting and COS Process

What is a Short Form Plat?

A Short Form Plat is a platting process that can be utilized if a tract of land contains less than three (3) acres and is under single ownership, which is proposed to be re-subdivided into three (3) or fewer lots. All required public improvements must be in place and accepted by the City prior to applying for a short form plat. This form of platting can only be utilized under certain circumstances and can expedite the development of a property and its eligibility for a building permit.

What is a Rural Certificate of Survey (COS)?

A Rural Certificate of Survey (COS) is a process that can be utilized if lots of ten (10) acres or more are being developed and sold adjacent to public or private roadways in the A-1 and A-2 Agricultural Zoning Districts. Any private roadways on the property should be constructed and maintained so that they can be utilized by public safety agencies. Normally, this process is utilized to help divide larger tracts of land that are not serviced by City utilities that are generally for residential development. This development option can be utilized under certain circumstances and can expedite the development of rural residential property and eligibility for a residential building permit.

How do I know if my property is eligible to apply for a Short Form Plat or COS?

Eligible properties must match the criteria outlined above regarding property size, zoning and presence of public improvements. Additionally, City Public Works Engineering staff can discuss the eligibility of your property for one of these options and can provide insight into which options for platting and COS are available to you.

What public improvements may be required as part of the Short Form Platting and COS process?

In order for properties to be eligible for a short form plat, the public improvements must be in place and dedicated to the City of Norman prior to the property applying for a short form plat.

Areas included for COS eligibility are normally not serviced by City utilities and may not require all public improvements in many circumstances. Specific requirements regarding which public improvements will be needed, will be determined by Public Works staff as part of the COS review process.

How do I develop a short form plat or COS for my property?

Most applicants find it helpful to utilize the services of an engineering firm and/or registered land surveyor to develop their short form plat or COS. These firms specialize in developing plats or Certificates of Survey for property owners that conform to requirements as outlined in the City of Norman Subdivision Regulations (Chapter 19 of the City Code of Ordinances), City of Norman Engineering Design Criteria and the City of Norman Standard Specifications for Construction Drawings.

What are the steps involved in short form platting a piece of property?

Short form platting a piece of property in the City of Norman requires

- Pre-application submittal meeting (*optional*)
- Consideration/Approval by the Planning Commission

What are the steps involved in receiving a COS for a piece of property?

Receiving a COS for a property requires:

- Pre-application submittal meeting (*optional*)
- Greenbelt Commission Meeting
- Consideration by the Planning Commission
- Approval by the City Council

How long does the Short Form Platting process take?

Typically, the short form platting process takes approximately 31 calendar days.

How long does the COS process take?

Typically, the COS process takes between 55-60 calendar days.

If you are short form platting a property, move to Step 1 (pg. 26)
If you are applying for Certificate of Survey (COS) for a property, move to Step 1a (pg.27)

STEPS IN THE SHORT FORM PLATTING PROCESS

Outlined below are the steps necessary to complete a short form plat. You and/or your representative(s) are strongly encouraged to contact the Public Works Engineering staff to discuss your project and any platting requirements in further detail before beginning the project and incurring any costs associated with developing your property. Detailed short form platting requirements are outlined in the City of Norman Subdivision Regulations (Chapter 19 of the City Code of Ordinances), City of Norman Engineering Design Criteria and the City of Norman Standard Specifications for Construction.

Step 1: Pre-Application Meeting (*optional*)

City staff welcomes the opportunity to meet with you prior to the submission of your application to discuss your project and provide additional insight into the short form platting process. During this meeting, staff from the Planning and Community Development, Public Works Engineering, Utilities and Fire Departments may be included in order to discuss additional elements of your project that each respective department will review. These meetings provide a great opportunity for both you and the staff to outline the most efficient and successful path to completing your project.

Contact: *Terry Floyd* *(405) 366-5446; terry.floyd@normanok.gov*

Step 2: Submit a Short Form Plat Application

Below are the items you will need to submit for your short form plat application. If possible, submitting any digital files in AutoCAD or Microstation can help staff accurately review plat, site plan and other engineering data that may be required.

Items Needed for Short Form Plat Application:

- Filing Fee *(see below)*
- Five (5) copies of the short form plat
- Five (5) copies of any required Plot Plan (Site Plan)
- Legal description and area of request, certified by an architect, engineer, or surveyor

For short form plats, the base filing fee is $150, plus $10 per acre. There is also an additional fee of $100 per lot for GIS implementation.

Contact: *Ken Danner* *(405) 366-5458; ken.danner@normanok.gov*
Drew Norlin* *(405) 366-5459; drew.norlin@normanok.gov

Step 3: Review of Materials by City Staff

As part of the City's ongoing efforts to further clarify and better the plat review and approval process, staff conducts monthly Development Review Team meetings with project applicants and/or their representatives. This meeting takes place at 10 am on the third Monday of each month and is designed to give you and/or your project representatives and City staff an opportunity to discuss potential changes, additions and corrections to the plat drawing and site plan before it is considered by Planning Commission.

During the meeting, staff from the City's Public Works, Planning and Community Development, Parks, Utilities and Fire Departments will discuss your plat and site plan content with you and/or your engineer(s) or other project representative to assist in making the necessary corrections for short form plat approval by the Planning Commission. Notes outlining corrections and changes from the meeting will be sent to you and/or your project representatives within two business days.

Generally, you will have two weeks to make and re-submit any corrections to the short form plat. As these revisions are being made, staff is available to answer any questions or clarify any items for correction. Once the corrections are resubmitted, City staff will then make a final review and discuss any further clarifications you may need.

Contact: *Drew Norlin* *(405) 366-5459; drew.norlin@normanok.gov*

Step 4: Planning Commission Meeting

Once the Short Form Plat is approved by the Development Review Team, it will be scheduled for the next available Planning Commission meeting (the second Thursday of each month), and your request will be considered at a public hearing. You will be sent notice of this meeting and ***you or your representative must be present***. The Planning Staff will introduce your request, and you and any interested citizens will have the opportunity to speak to the Commission concerning your request. At the conclusion of this public hearing, the Planning Commission will make a recommendation regarding the short form plat. Upon approval, the short form plat can be filed with Cleveland County and will become eligible for a building permit.

Contact: *Rone Tromble* *(405) 366-5433; rone.tromble@normanok.gov*

STEPS IN THE CERTIFICATE OF SURVEY (COS) PROCESS

Outlined below are the steps in order to complete a rural certificate of survey for your property. You are strongly encouraged to contact the Public Works Engineering staff to discuss your project and the COS requirements in further detail before incurring costs associated with developing your property. Detailed COS development guidelines are outlined in the City of Norman Subdivision Regulations (Chapter 19 of the City Code of Ordinances), City of Norman Engineering Design Criteria and the City of Norman Standard Specifications for Construction Drawings.

Step 1: Pre-Application Meeting (*optional*)

City staff welcomes the opportunity to meet with you prior to the submission of your application to discuss your project and provide additional insight into the COS process. During this meeting, staff from the Planning, Public Works Engineering, Development Services and Fire Departments may be included in order to discuss additional elements of your project that each respective department will review. These meetings provide a great opportunity for both you and the staff to outline the most efficient and successful path to completing your project.

Contact: *Terry Floyd* *(405) 366-5446; terry.floyd@normanok.gov*

Step 2: Submit a COS Application

Below are the items you will need to submit to complete your COS application. If possible, submitting any digital files in AutoCAD or Microstation can help staff accurately review plat, site plan and other engineering data that may be required.

Items Needed for COS Application:

- Filing Fee *(see below)*
- Five (5) copies of the COS
- Five (5) copies of any required Plot Plan (Site Plan)
- Rezoning Application, if needed for change of use
- Legal description and area of request, certified by an architect, engineer, or surveyor
- Drainage Report/Erosion Control Report

For a COS, the base filing fee is $150, plus $10 per acre. There is also an additional fee of $100 per lot for GIS implementation.

Contact: *Ken Danner* *(405) 366-5458; ken.danner@normanok.gov*
Drew Norlin* *(405) 366-5459; drew.norlin@normanok.gov

Step 3: Review of Materials by City Staff

As part of the City's ongoing efforts to further clarify and better the COS review and approval process, staff conducts monthly Development Review Team meetings with project applicants and/or their representatives. This meeting takes place at 10 am on the third Monday of each month and is designed to give you and/or your project representatives and City staff an opportunity to discuss potential changes, additions and corrections to the COS materials before it is considered by Planning Commission.

During the meeting, staff from the Public Works, Planning and Community Development, Utilities and Fire Departments will discuss your plat and site plan content with you and/or your engineer(s) or other representative to assist in making the necessary corrections for COS approval by the Planning Commission. Notes outlining corrections and changes from the meeting will be sent to you and/or your project representatives within two business days.

Generally, you will have two weeks to make and re-submit any corrections to the COS. As these revisions are being made, staff is available to answer any questions or clarify any items for correction. Once the corrections are resubmitted, City staff then will make a final review and discuss any further clarifications you may need.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov

Step 4: Greenbelt Commission Application/Meeting:

All applications for a COS must include a Greenbelt Enhancement Statement when submitted. A Greenbelt Enhancement Statement includes ways in which the applicant's goals and objectives meet the objectives of the Norman Greenbelt System. Once that is completed, you and/or your representative(s) will then present your project to the Greenbelt Commission at the next scheduled Greenbelt Commission meeting for consideration. The Greenbelt Commission will then make a recommendation to the Planning Commission.

The Greenbelt Commission is a nine member recommending board dedicated to advising both the Planning Commission and City Council on policies pertaining to the promotion, acquisition, maintenance and improvement of the green spaces, greenways and trail way systems in Norman. The board meets on the third Monday of each month at 7 pm.

Contact: ***Wayne Stenis (405) 366-5441; wayne.stenis@normanok.gov***

Step 5: Planning Commission Meeting

At the next scheduled Planning Commission meeting (the second Thursday of each month), your request will be considered at a public hearing. You will be sent notice of this meeting and ***you and/or your representative must be present***. The Planning staff will introduce your request, and you and any interested citizens will have the opportunity to speak to the Commission concerning your request. At the conclusion of this public hearing, the Planning Commission will vote to recommend approval or disapproval of your COS. The Planning Commission recommendation, along with your application and application materials, will be forwarded to the next available City Council meeting. The City Council meets on the second and fourth Tuesday of each month.

Contact: ***Rone Tromble (405) 366-5433; rone.tromble@normanok.gov***

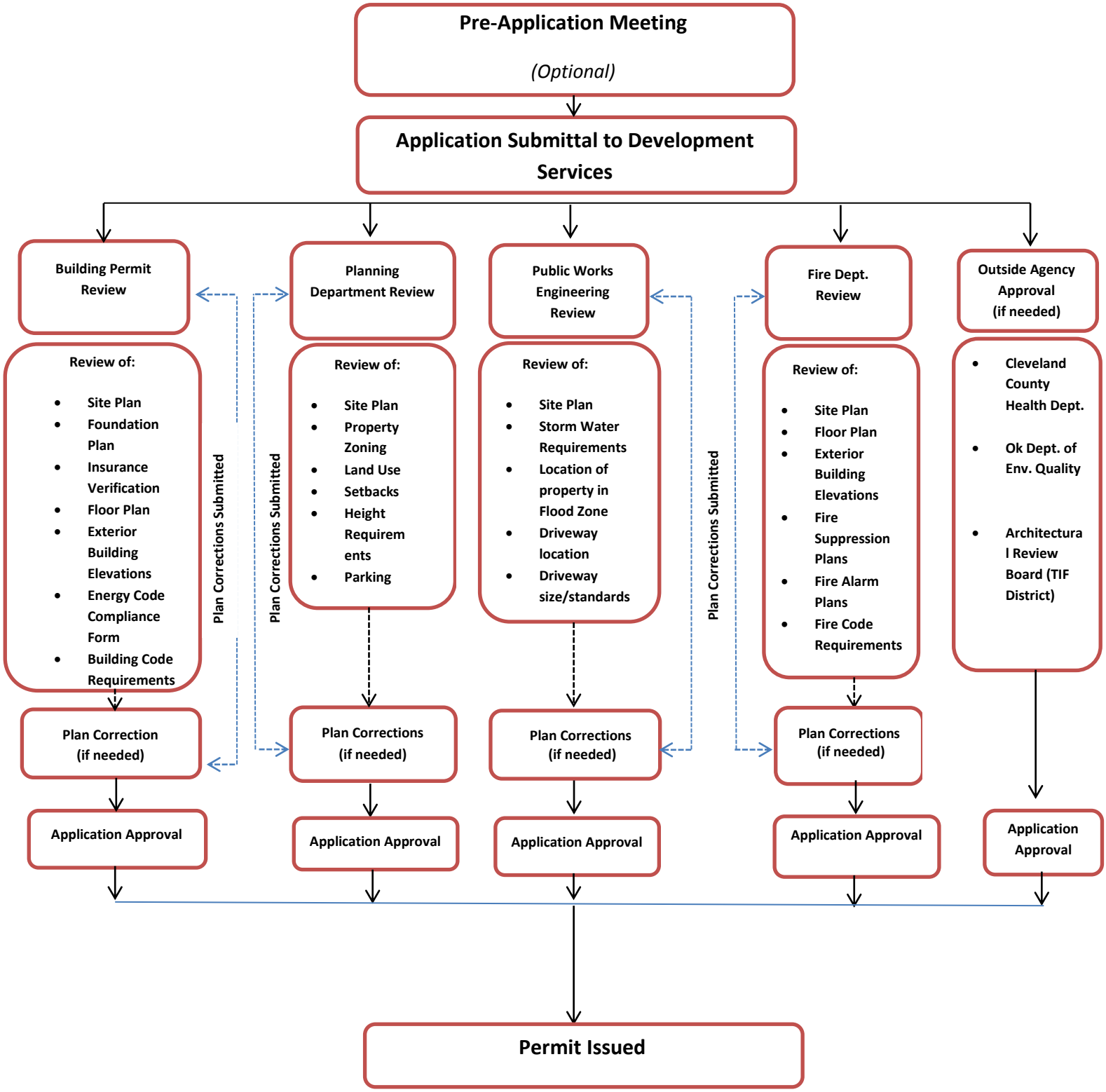
Step 5: City Council Meeting

After Planning Commission action, your request will be considered by the City Council. You will be sent notice of this meeting and ***you and/ or your representative must be present***. You and/or your representative will make a presentation to the City Council regarding your COS, and you and any interested citizens will have the opportunity to speak to the City Council concerning your request. At the conclusion of this public hearing, the City Council will vote to recommend

approval or disapproval of the COS. The City Council will have reviewed the Planning Commission minutes and recommendation. If the COS is approved by the City Council, it can then be filed with Cleveland County and will become eligible for a building permit, unless the project will include the installation of a private road. A private road will be required to be completed before final City Council action.

Contact: ***Ellen Usry*** ***(405) 366-5407; ellen.usry@normanok.gov***

BUILDING PERMIT PLAN REVIEW



Updated: 8/2016

COMMERCIAL+RESIDENTIAL PLAN REVIEW

Commercial and Residential plan review is the process by which construction documents and site plan details are reviewed by City staff. Additionally, the review and permitting process allows for the proper inspections to take place to finalize your building construction project. Plan review and permitting are generally associated with development in two areas: 1) residential construction projects, and 2) commercial construction projects.

Outlined in the following section are some common questions, along with details regarding commercial and residential plan review. Although the information below can be helpful in understanding the plan review process, you are strongly encouraged to contact the Development Services Division, Planning and Community Development, Public Works Engineering, Utilities and Fire Department staff to discuss your specific project elements and the items that may required as part of your commercial and/or residential plan review.

Common Questions Regarding Commercial/Residential Plan Review

When is a permit required?

A building permit is required before beginning new construction of, addition to, or alteration of a structure other than basic repairs. Basic repairs are nonstructural repairs such as carpet, paint, siding, shingles replacement or other work that does not enlarge or alter the basic structure.

All accessory (storage) buildings greater than 108 square feet and those accessory buildings less than 108 square feet that include a permanent foundation require a building permit. Storm shelters of any type and in-ground swimming pools also require a building permit.

Trade permits for electrical, plumbing, fuel gas and mechanical work are permits separate from the building permit. A contractor license issued by the City of Norman is required to obtain trade permits. A homeowner occupying their home may obtain a plumbing permit for work at their occupied home.

What may be required for a Residential Construction Permit?

Depending upon the nature and complexity of your project, some of the following items listed may not be needed for your permit application. Copies of the Residential Construction Permit Application and corresponding checklist will also provide additional information and insight into permit requirements. Please contact staff in the Development Services Division (405-366-5310) for questions regarding what items may be needed for your permit.

Items that may be required for your Residential Construction permit:

- Completed Construction Permit Application Form: Includes square footage calculations for heated, unheated, covered exterior spaces, and paving.
- Site Plan: Drawn to engineering scale on maximum 11" x 17" paper, locating proposed and existing structures on the property, property lines, easements, setbacks, drainage arrows, site elevations, all paving and be fully dimensioned.
- Two (2) complete sets of drawings: Scaled, notated and dimensioned foundation plan, floorplan(s), and exterior elevations of all sides.
- Engineered Structural Drawings: Required for proposed steel framing, engineered wood products, or as specified by the Building Official.
- Engineered Foundation Plan: Required when fill dirt exceeds 12" anywhere on the pad, and/or if a pier and grade beam system is proposed.
- Legal description of property: Lot, block, and platted subdivision identification
- Warranty Deed: Required if the property **has not been platted**. Records can be obtained at the Cleveland County Courthouse, 201 S Jones, Norman, OK (405-366-0240.)
- Energy Compliance Worksheet or REScheck: *Please contact City plan review staff (405-366-5313) for additional information on which portions of the worksheet may be applicable to your project.*
- Soil Profile Report: Required for projects with private septic systems. Contact the Oklahoma Department of Environmental Quality (ODEQ) at (405)-527-8738 for details.
- Water Well Permit Application: Required for projects with private water systems.
- Off-site Construction Permit Application: Required for work performed in the right-of-way (i.e. curb cut, drive approach or sidewalk).
- Photos and/or Written Explanation: Required when drawings cannot adequately describe proposed work or when requested in lieu of drawings by a Plans Examiner.
- Certificate for Liability and Workers Compensation Insurance: Please contact the City of Norman plan review staff at 405-366-5339 regarding requirements for this item.

What may be required for a Commercial Construction building permit?

Depending upon the nature and complexity of your project, some of the following items listed may not be needed for your permit application. Copies of the Non-Residential Construction Permit Application and corresponding checklist will also provide additional information and insight into permit requirements. Please contact staff in the Development Services Division (405-366-5310) for further details regarding what items may be needed for your permit.

Items that may be required for your Commercial Construction permit:

- Completed Construction Permit Application Form: Includes square footage calculations for heated, unheated, covered exterior spaces, and paving.
- Site Plan: Drawn to engineering scale on maximum 11" x 17" paper, locating proposed and existing structures on the property, property lines, easements, setbacks, drainage arrows, site elevations, all paving and be fully dimensioned.
- Floor Plan: For both existing and proposed building (if applicable)
- Three (3) complete sets of drawings: Scaled, notated and dimensioned foundation plan, floorplan(s), and exterior elevations of all sides.
- Engineered Structural Drawings: Required for proposed steel framing, engineered wood products, or as specified by the Building Official.
- Engineered Foundation Plan: Required when fill dirt exceeds 12" anywhere on the pad, and/or if a pier and grade beam system is proposed.
- Legal description of property: Lot, block, and platted subdivision identification
- Warranty Deed: Required if the property **has not been platted**. Records can be obtained at the Cleveland County Courthouse, 201 S Jones, Norman, OK 405-366-0240.
- *Energy Compliance Worksheet or REScheck: Please contact City plan review staff (405-366-5313) for additional information on which portions of the worksheet may be applicable to your project.*
- Soil Profile: Required for projects with private septic systems. Contact Oklahoma Department of Environmental Quality (ODEQ) at 405-527-8738 for details.
- Water Well Permit Application: Required for projects with private water systems
- Off-site Construction Permit Application: Required for work performed in the right-of-way, i.e. curb cut, drive approach or sidewalk.
- Photos and/or Written Explanation: Required when drawings cannot adequately describe proposed work or when requested in lieu of drawings by a Plans Examiner.
- Certificate for Liability and Workers Compensation Insurance: Contact Development Services staff at 405-366-5339 if you need additional information regarding this item.
- Wastewater Excise Tax Form: For any new construction or building addition.
- Drainage Report: For projects adding additional pavement to or hard surface area.
- Site Grading Plan: Required for projects with any site grading required.
- Erosion Control Plan: For projects that will disturb more than 1 acre of land.
- Landscaping Plan: If landscaping is required for project.

- Irrigation Plan: If project will be required to have irrigation for landscaping.
- Fire Suppression Plan (Building Sprinkling): Required when project will have fire suppression (sprinkling).
- Fire Alarm Plan: Required when project will have fire alarm system.

What is the timeline for plan review?

Timelines for initial plan review and review of any plan corrections can vary based upon the nature and complexity of the project. Generally, initial construction plan/permit review takes 20 - 30 working days from plan/permit submittal for completion. Fire building plan review /site plan review generally takes 10 working days for initial review. Once any needed plan corrections are resubmitted, those corrections are anticipated to be reviewed within 5 working days.

Is a design professional required to create my plans and documents?

A design professional (architect, engineer) can offer valuable assistance in creative design, preparation of construction drawings, and navigating the permit and construction process.

Residential work under three stories does not require an architect. If an architect is used, their drawings are required to be sealed and signed by an architect licensed in the State of Oklahoma.

Commercial construction projects (commercial business, industrial business and multi-family housing projects) generally require design professionals drawing for buildings plans and other corresponding plans for site requirements.

Staff in each department involved in plan review can provide further insight into requirements for design professional drawings for elements of your construction permit. Department contacts and further details regarding required plans for construction permits are outlined further on page 37.

What inspections and approvals will be required to complete my permit?

Inspection and final approval and/or Certificate of Occupancy are required to complete construction permits. Depending upon the scope and nature of project, not all inspections may be required. All inspection requests called in before 8:15 am are typically done on the same day, if possible. All inspections called in after 8:15 am will generally be done on the next business day. Details regarding inspection requirements are outlined further on page 40.

Where do I submit my application and plans?

Permit applications and plans can be submitted to the Development Services Division and/or Public Works Engineering Department located in Building A at 201 W. Gray St. Plans for fire

suppression (sprinkling) and fire alarm systems will need to be submitted separately to the Fire Department, along with a self-addressed shipping tube (postage pre-paid) so that plan corrections can be returned to you or your project design profession via mail.

What building codes does the City of Norman utilize?

The current building codes of the City of Norman include:

- 2009 International Building Code & local amendments
- 2009 International Residential Code and local amendments
- 2009 International Mechanical Code & local amendments
- 2009 International Fuel Gas Code & local amendments
- 2009 International Plumbing Code & local amendments
- 2006 International Energy Conservation Code
- 2011 National Electrical Code (NFPA 70) & local amendments
- 2003 International Property Maintenance Code & local amendments
- 2009 International Existing Building Code
- 2009 International Fire Code

The current Fire Prevention Code and Life Safety Code for the City of Norman include:

- The most recent edition - Life Safety Code
- 1997 Edition of NFPA-1 Fire Prevention Code

Local code amendments and appendices at: www.ci.norman.ok.us/planning/building-codes

COMMERCIAL/RESIDENTIAL PLAN REVIEW PROCESS AND INSPECTIONS

The following pages outline in further detail the requirements for construction permits, plan review and the inspection process. Various departments are involved in these processes and will either review certain aspects of your construction permit and/or conduct any required inspections of completed work. Most permits and inspection requests are issued from the Development Services Division, although certain public improvement construction permits and other site-related permits and inspections are issued through the Public Works Engineering Department.

Outlined in the following section are some common details regarding commercial and residential plan review, as well as inspections that may be required from each department. Although the information below can be helpful in understanding the plan review and inspection process, you are strongly encouraged to contact the Development Services, Public Works Engineering, Utilities and Fire Department staff to discuss your specific project elements and the items that may be required as part of your commercial and/or residential plan review. Additionally, staff will be happy to meet with you in advance of your plan submittal. Please contact City of Norman Development Coordinator Terry Floyd at 405-366-5446 or terry.floyd@normanok.gov to set-up a meeting.

Development Services Division – Plan Requirements and Review

The Development Services Division will be involved in reviewing many portions of your residential and/or commercial construction permit. These include building plans; architectural plans; structural plans; mechanical, electrical and plumbing site plans; plumbing plans; mechanical plans; and electrical plans.

Contact: ***Landon Gum (405) 366-5313; landon.gum@normanok.gov***
Julia Yoon (405)366-5492; julia.yoon@normanok.gov
Bob Christian (405) 366-5387; bob.christian@normanok.gov

The Development Services Division will review the following items pertaining to your construction permit application:

Architectural Items

Including:

- Site plan
- Life safety plan
- Floor plan
- Reflected ceiling plan
- Roof plan
- Accessibility details
- Wall/partition types
- Door/window schedule
- Exterior elevations
- Fire resistant construction details
- General notes

Electrical

Including:

- Lighting
- Power
- Electrical service and grounding riser diagram
- Electrical panel schedules
- Electrical equipment schedules
- Electrical details
- General notes

Mechanical

Including:

- Mechanical floor plan
- Enlarged food service kitchen plan
- Mechanical equipment schedule(s)
- Mechanical details
- General notes

Plumbing

Including:

- Waste and vent plan
- Grease waste/kitchen plan
- Water piping plan
- Fuel gas piping plan
- Isometric plans
- Plumbing equipment schedule(s)
- Plumbing details
- General notes

Structural Items

Including:

- General notes
- Foundation
- Building frame
- Building roof details

Mechanical, electrical, plumbing site plan

Public Works Department – Plan Requirements and Review

The Public Works Department will be involved in reviewing portions of both your residential and/or commercial construction permit. These generally include civil site plans, driveway permits and work in the public right-of-way permits.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Todd McLellan (405) 217-7704; todd.mclellan@normanok.gov
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov

The Public Works Department will review the following items pertaining to your construction permit application:

Civil Site Plan

Including:

- Survey
- Site plan (including location of dumpster and fire protection water vault if required)
- * Utilities plan
- Erosion control plan
- Site grading plan
- General notes (including City of Norman standard details for dumpster enclosure and fire protection water vault if required)

* ***Utility plans (sewer, water, dumpster location) will be reviewed by the Utilities Engineering Department***.

Contact: ***Mark Daniels (405)366-5377; mark.daniels@normanok.gov***
Jim Speck (405)217-7778; jim.speck@normanok.gov

Planning Division – Plan Requirements and Review

The Planning Division will be involved in reviewing portions of both your residential and/or commercial construction permit. These generally include landscaping, irrigation, exterior lighting (parking lots), zoning and property setbacks.

The Planning Division will review the following items pertaining to your construction permit application:

Civil Plans

Including:

- Survey
- Site plan (including parking lot plans, setbacks)

Architectural plans

Landscape plan

Including

- proposed irrigation
- type of plants used
- location of landscaping
- number of landscape plantings

Site lighting plan

Including:

- statement of total exterior site lumens
- cut sheets
- light pole/exterior lighting location

Contact: ***Jane Hudson (405) 366-5344; jane.hudson@normanok.gov***
Janay Greenlee (405) 366-5437; janay.greenlee@normanok.gov

Fire Department – Plan Requirements and Review

The Fire Department will be involved in reviewing portions of both your residential and/or commercial construction permit. These generally include fire suppression plans, building plans, site plans and smoke alarm plans.

Plans for fire suppression (sprinkling) and fire alarm systems will need to be submitted separately to the Fire Department, along with a self-addressed shipping tube (postage pre-paid) so that plan corrections can be returned to you or your project design profession via mail.

The Fire Department will review the following items pertaining to your construction permit application:

NFPA Code analysis

Architectural plans

Site plan *(including fire protection water vault if required)*

Fire Alarm System *(submitted separately to the Fire Protection Engineer)*

Fire Protection (sprinkler plans) *(submitted separately to the Fire Protection Engineer)*

Contact: ***Robert Betts (405) 292-9780; robert.betts@normanok.gov***

INSPECTIONS

Inspections for residential and commercial construction permits are required to obtain a Certificate of Occupancy (CO). A CO is required before a tenant can fully occupy a building. The process for obtaining a Temporary Certificate of Occupancy (TCO) is outlined later in this section. The corresponding department or agency will need to be contacted, depending upon which areas of your construction project need an inspection. An on-site inspection from each department may be required before the CO can be issued. Generally, the construction permit holder or trade contractor listed on the individual permit will schedule inspections as needed.

Inspections can be scheduled by contacting the Development Services offices during business hours, via the automated phone system (Interactive Voice Response – IVR) or online utilizing Click2Gov on the City's website. Both the IVR and Click2Gov are available 24 hours per day.

Inspection of Commercial Construction Permits

The following Building inspections may be required for your construction project:

- Electrical Final Inspection
- Mechanical Final Inspection
- Plumbing Final Inspection
- Building Final Inspection

Contact: ***Development Services Division*** ***(405) 366-5310***

The following Fire Marshal inspections may be required for your construction project:

- Emergency lights
- Exit lights
- Door accessibility
- Fire extinguishers

Contact: ***Robert Betts*** ***(405) 292-9780; robert.betts@normanok.gov***

The following Planning inspections may be required for your construction project:

- Landscaping (including submission of landscape maintenance bond)
- Parking lots (including lighting)
- Exterior lighting

Contact: ***Jane Hudson*** ***(405) 366-5344; jane.hudson@normanok.gov***
Janay Greenlee ***(405) 366-5437; janay.greenlee@normanok.gov***

The following Public Works inspections may be required for your construction project:

- Driveway approaches
- Sidewalks
- Drainage

- Vegetative cover (sod for erosion control)
- Erosion Control
- Dumpster enclosure
- Other public improvements

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***
Drew Norlin (405) 366-5459; drew.norlin@normanok.gov
Aaron Milligan (Erosion Control) (405)366-5435; aaron.milligan@normanok.gov

The following Food and Beverage inspections may be required for your Certificate of Occupancy (for businesses selling food or beverage items):

- Cleveland County Health Department inspection

Contact: ***Cleveland County Health Department (405) 579-2256***

- Application for City Food and Beverage License

Contact: ***Syndi Runyon (405)366-5386; syndi.runyon@normanok.gov***

Temporary Certificate of Occupancy

During the course of completing your permit, you may find it beneficial to request a Temporary Certificate of Occupancy (TCO). TCO's can be requested for both residential and commercial permits, once final inspections have been requested and work is completed to a level that is safe and satisfactory for occupancy. TCO's are administered for 30-day periods and can be extended upon consultation with staff and fee payment.

Requirements for Residential TCO:

All final inspections must be requested (including Building, Electrical, Mechanical, Plumbing and Engineering). The Building Inspector(s) will determine the conditions on-site and confirm there are no life-safety issues. The inspection results determine whether a TCO can be approved by the Building Official. Any outstanding re-inspection fees must be paid in advance of receiving a TCO.

Fee: $100 for each residential unit

Requirements for Commercial TCO:

All final inspections must be requested (including building, electrical, mechanical and plumbing). The Building Inspector(s) will determine the conditions on-site and confirm there are no life-safety issues. Additionally, Planning Department, Public Works Department and Fire

Department (Fire Marshal's Office) staff must also complete an on-site inspection to determine conditions. The Fire Marshal inspection will also confirm there are no life safety issues. The inspection results will determine whether a TCO can be approved by the Building Official, Planning Department Official, Public Works Department Official and Fire Marshal Official. Any outstanding re-inspection fees must be paid in advance of receiving a TCO.

Fee: $250.00 for non-residential permits

Contact: ***Development Services Division (405) 366-5310***

PERMIT + DEVELOPMENT FEES

Permit and development fees are fees that are charged in order to allow cities to recoup a portion of the costs associated with providing review services, inspections, public improvements and other administrative service. These fees are generally associated with development in two areas: 1) building permit fees, and 2) property development fees.

Outlined in the following section are some common questions, along with details regarding permit and development fees. Although the information below can be helpful in understanding what fees may be associated with your building permit or property development, you are strongly encouraged to contact the Development Services or Public Works Engineering staff to discuss your project and the fees that may be associated with permitting and/or development.

Common Questions Regarding Permit and Development Fees

What fees may be associated with my building permit?

The following fees may be applicable to your building permit. Depending upon the scope and type of work being completed as part of your building permit, certain fees and additional permits may be required for specific projects.

Fees that may apply to your building permit application:

- Permit Application Fee
- "Foundation Only" Permit Fee *(if requested by applicant)*
- Demolition Permit Fee *(if required as part of project)*
- Erosion Control Fee
- Temporary Certificate of Occupancy Fee *(if requested by applicant)*
- Water Connection Fee *(if water meter is needed for project)*
- Sewer Connection Fee *(if sewer meter is needed for project)*
- Waste Water New Development Excise Tax
- Public Improvement Recoupment Fees *(if required due to property location)*
- Park Fee *(for new apartment projects and other residential/multi-family occupancies)*
- Sign Permit Fee *(if exterior signage will be included as part of the project)*
- Landscape Maintenance and Replacement Bond *(if required as part of the project)*
- Driveway Entrance Application Permit Fee *(if required as part of the project)*
- Off-Site Improvement Application Permit Fee *(if required as part of the project)*

A more detailed description of these fees is outlined on pages 45-50.

Click here for a list of Non-Residential Building Permit Fees.

Click here for a list of 1 and 2 Family Building Permit Fees.

When do I pay my building permit fees?

A Plan Examination Fee will be due upon initial submittal of a building permit application. This fee is 20% of the Building Permit Fee. The remaining permit fees will be due once your building permit is issued.

What fees may be associated with my Preliminary Plat/Final Plat/Short-Form Plat and Certificate of Survey?

The following fees listed below may be applicable to your platting or property development project. Depending upon the scope and type of work being completed as part of your development project, certain fees and additional permits may be required for specific projects.

Fees that may apply to your property development application:

- Preliminary Plat Application Fee
- Final Plat/Short-Form Plat/Certificate of Survey Application Fee *(includes GIS Fee)*
- Pre-Development Meeting Application Fee
- Traffic Impact Fees *(if required as part of the project)*
- Park Fees *(if required as part of an "in lieu of" parkland portion of the project)*
- Off-Site Improvement Application Permit Fee *(if required as part of the project)*
- Public Improvement Deferral Fees *(if required as part of the project)*
- Bonds for Concurrent Construction *(if utilized as part of the project)*

A more detailed description of these fees is outlined on pages 49-50.

When do I pay my Preliminary Plat/Final Plat/Short-Form Plat and Certificate of Survey fees?

Fees associated with project applications are due when the application is filed. All other fees are due before the Preliminary Plat/Final Plat/Short-Form Plat and Certificate of Survey are approved and/or accepted by their appropriate public body.

Where do I pay my fees?

Fees associated with building permits will be paid at the Development Services Division. Fees associated with Preliminary Plat/Final Plat/Short-Form Plat and Certificate of Survey will be paid in the Public Works Engineering Department. Both are located in Building A at 201 W. Gray St.

PERMIT + DEVELOPMENT FEES DETAILS

Outlined in the following section are details regarding permit and development fees that may be associated with your project. Staff in the Development Services Division and Public Works Department can also assist you regarding details of what specific fees may be associated with your project.

Building Permit Fee Details

Building Permit Application

Building permit fees are calculated by Total Project Area at $0.14 per square foot. The Plan Review Fee, which is a component of the Building Permit Fee, is calculated at 20% of the Building Review Fee and is collected at the time of permit submittal and is non-refundable. The minimum Plan Fee is $54.00 and the maximum Plan Fee is $4,000.00.

Example: Permit fees on an 8,000 square foot project would be calculated as follows:

8,000 sq. ft. x $0.14 = ($1,120.00 x 20%) = $224.00 *(non-refundable)*

Foundation Only Permits

50% of the full Building Permit Fee or $1,000.00, whichever is less.

Demolition Permit Fees

This fee is collected if there will be any demolition associated with your project.

Fee: First Floor: $20.00; *Additional* Floors: $12.50

Erosion Control Fee

This fee is assessed with each building permit issued for the construction of any structure or addition to a structure which results in more than 500 square feet of new, additional impervious area; or the construction of any swimming pool, driveway, parking area or any other construction activity which results in greater than 500 square feet of new, additional impervious area. This fee does not apply to residential construction on 2 acres or more with new impervious area less than 5,000 square feet.

Fee: $80.00.

Temporary Certificate of Occupancy Fees

Although fees for Certificate of Occupancy (CO) are included as part of the Building Permit Fee and collected when the permit is issued, you may choose to pursue obtaining a Temporary Certificate of Occupancy (TCO) to fully utilize your property while minor portions of the project are being completed for final CO.

Fee: $100.00 for each residential unit; $250.00 for non-residential permits

Water and Sewer Connection Fee(s) and Water Meter Fee(s)

These are collected in conjunction with the Building Permit, if water meter sizes are indicated on the Building Permit application drawings. If no meter information is provided, then no water meter(s) will be provided until fees are determined and paid in full.

The following fees apply and are collected prior to issuance of the building permit:

Water Meter Size[1]	Water Meter Installation Fee[3]	Water/Sewer Connection Fee[5]	Water Only Connection Fee[6]
5/8-inch or 3/4-inch	$250.00	$1,000.00/$275.00	$1,000.00
1-inch short	$595.00	$1,667.00/$550.00	$1,667.00
1 inch long	$795.00	$1,667.00/$550.00	$1,667.00
1-1/2 inch short	$1,230.00	$3,333.00/$1,100.00	$3,333.00
1-1/2 inch long	$1,460.00	$3,333.00/$1,100.00	$3,333.00
2-inch short	$1,430.00	$6,667.00/$1,925.00	$6,667.00
2-inch long	$1,670.00	$6,667.00/$1,925.00	$6,667.00
3-inch short	Paid by owner [4]	$14,667.00/$4,625.00	$14,667.00
3-inch long	Paid by owner [4]	$14,667.00/$4,625.00	$14,667.00
4-inch short	Paid by owner [4]	$28,000.50/$7,987.50	$28,000.50
4-inch long	Paid by owner [4]	$28,000.50/$7,987.50	$28,000.50
6-inch short	Paid by owner [4]	$57,667.00/$18,381.00	$57,667.00
6-inch long	Paid by owner [4]	$57,667.00/$18,381.00	$57,667.00

Notes:

1. Water meter installation and water/sewer connection fees for larger meters will be determined on a case by case basis by the Utilities Department. “Short” meter sets indicate that the water meter is to be located on the same side of the street as the public water main. “Long” meter sets indicate that the water meter is to be located across the street or road from the public water main.
2. The water meter installation fee is reduced for residential developments with service lines already installed.
3. Water meter installation fees vary by the size of the meter. Fees include City purchase of the meter, meter box and installation by the City. Check with the Water Line Maintenance Supervisor for alternative water meter installation fees if completing meter installation yourself.
4. For meters larger than 2 inch, the property owner will purchase and install the City approved meter, meter box and associated appurtenances.
5. Water/sewer connection fees are based on the size of water meter requested and are in addition to the water meter installation fee. Water/sewer connection fees for multi-family structures are $1,275.00 per living unit.
6. Water only connection fees (for separate sprinkler/irrigation systems) are in addition to the water meter installation fee.

Public Improvement Recoupment Fees

Some areas in Norman will, upon development, be subject to payback or recoupment of water, sewer, and/or roadway improvements. Upon submittal of building application, staff will check to see if these properties will require any recoupment fees. Staff will also work with the applicant to specify the amount of these fees and work with you to outline costs.

Park Fees

These fees may be required residential occupancies. Park Fees are assessed at $75.00 per dwelling unit for the neighborhood and community parks.

Sign Permit Fee

Sign permits are separate permits from the building permit and are required for any external signage on your project.

Fee:

- Bench or bus shelter signs -$10/per yr.
- Temporary signs (31-90 days) - $25
- Temporary signs (1-30 days) -$15
- Temporary window signs (as outlined in section 18-201); no permit
- Permanent ground signs, on-premise - $35
- Permanent signs other than ground signs, on-premise - $25
- Permanent signs, off-premise - $50
  Renewal - $25/per year
- Electronic digital sign, new construction or conversion (one-time fee):
  on-premise sign - $250; off-premise sign - $500
- Grand Opening (10 days) - $25
- Balloons/flags/pennants as wind signs - $50.00 (annual fee)
- Balloons/Pennants(as 30 day wind signs) - $25

Landscape Maintenance and Replacement Bond

As a part of City ordinances, landscaping that is required to be installed as part of building project, will require a Landscape Maintenance and Replacement Bond. This bond is due before the final Certificate of Occupancy is given for the building. This bond will be in an amount equal to 50% of the total cost of the installation of all plant materials (as outlined in the Landscaping Plan) and can be given in the form of a bond, cashier's check, certificate of deposit or letter of credit.

This bond is required to ensure that all landscaping materials that are installed are maintained in a growing and healthy condition, and that any dead or diseased plants will be replaced in a three-year period. The Landscaping Maintenance and Replacement Bond will be released in three-years, if the landscaping materials are determined to be in an acceptable condition upon final inspection. The City may call the bond in order to maintain or replace landscaping as necessary at the three year term.

Driveway Entrance Application Permit Fee

Installation of a new sidewalk and drive entrance - $15.00

Off-site Improvement Permit Fee

This permit is required for any project that will require construction in the public right- of- way. This may include public sidewalk construction, drainage, alley ways, curbs, driveways, waterlines, sewer lines and streets. There will be no charge when the cause of the driveway or sidewalk replacement is due to a water or sewer line repair. The minimum charge is $15.00.

Cost of Construction		Fee	Maximum
Up to $2,000	($2,001 to $5,000)	4.24%	$84.80
Next $3,000	($2,001 to $5,000)	3.60%	$108.00
Next $5,000	($5,001 to $10,000)	3.03%	$151.50
Next $15,000	($10,001 to $25,000)	2.42%	$363.00
Next $25,000	($25,001 to $50,000)	1.82%	$455.00
Over $50,000		1.21%	-

Waste Water New Development Excise Tax

This fee is calculated based on the expected wastewater flow from the new development.

Residential Development:

- New residential construction will pay $850.00 for structures up to and including 1,200 square feet of living space. For every square foot of living space over 1,200, an additional $2.00 per square foot will be charged. The calculations for living space will include all climate-controlled areas within the structure and will include bonus rooms, whether finished or not.

- Additions or alterations to residential structures, which include installation of additional plumbing fixtures, will be charged $1.00 per square foot for each additional square foot added to the living space of the structure.

Commercial Development:

- Fees are based upon the proposed use of the facility. The fee is calculated from the number of new employees to be located in the new facility. Additionally, a wastewater fee is charged for projected process water usage. The fee is $115.00 per employee plus $4.00 per gallon per day (gpd) of additional flow if the estimated wastewater flow is greater than 30 gpd per employee.

**Water use records for existing facilities are often used to estimate future wastewater flow. In most cases, a 12-month average water use is established and the wastewater flow is assumed to be 80% of the water usage.*

Example:

Assume a new business is to be built; the fee might be calculated as follows:

New employee fee: 10 x $115.00 = $1,150.00

Estimated water use = 500 gpd

Estimated sewage flow = 0.80 x 500 gpd = 400 gpd

Estimated sewage flow from employees = 10 employees x 30 gpd = 300 gpd

Additional wastewater fee = 400 - 300 = 100 gpd x $4.00 = $400.00

Total fee = $1,150.00+ $400.00 = $1,550.00

Preliminary Plat/Final Plat/Short-Form Plat and Certificate of Survey Fee Details

Preliminary Plat Application Fee

The fee for filing a preliminary plat application is $150.00, plus $10 for each additional acre.

Final Plat/Short-Form Plat/Certificate of Survey Application Fee *(includes GIS Fee)*

- Final Plat - $350.00 (plus $10,00 for each additional acre); $100 per lot GIS Fee
- Short-Form Plat & Certificate of Survey - $150.00 (plus $10,00 for each additional acre); $100 per lot GIS Fee

Pre-Development Meeting Application Fee

The fee for filing a pre-development meeting application is $125.00.

Traffic Impact Fees

Traffic impact fees are generally assessed during the platting process. If a development has a significant impact on the traffic pattern (100 vehicles per hour or more), a traffic impact analysis for the development will be required. In lieu of providing additional traffic lanes, right-of-way widths to the street or other improvements to mitigate the impact of the development, the Public Works Department may determine that paying traffic impact fees to provide for future improvements to the roadway will be the most beneficial to both the developer and City. The City Traffic Engineer and Public Works staff can provide further insight into the requirement for traffic improvements and/or any associated impact fees.

Park Fees

In the event that a park "fee in lieu of" land decision is made by the Parks Board, park fees may apply to a residential development. Commercial and Industrial developments do not have park dedication requirements.

Fees for park "fee in lieu of" payments are calculated as follows:

Fair market value dedication of land per acre	X	Amount of land required to be dedicated as outlined in (Sec. 19-704 of Sub-division Regs.)	=	Fee in lieu of land

Public Improvement Deferral Fees

In the event that your project will be eligible for deferral of public improvements, the following payments will be due as part of your project.

- An initial payment based on the engineer's estimate of the cost of construction as approved by the Director of Public Works plus the estimated costs of right-of-way acquisition and competitive bidding. The Initial Payment shall be in cash or certificate of deposit and shall be made within ten (10) days of City Council acceptance of the final plat.

- A Final Payment based on the actual cost of construction, right-of-way acquisition, and competitive bidding minus the Initial Payment. If the Initial Payment is greater than the actual cost, the difference will be returned to the applicant upon action of the Council upon request from the applicant. The Final Payment shall be in cash.

Bonds for Concurrent Construction

In the event that you will utilize Concurrent Construction as part of your project, sureties for the construction of public street, sanitary sewer and surface drainage improvements not installed prior to issuance of building permits will be required. These sureties will be 125% of a certified engineers estimate.

APPEALS + VARIANCES

From time to time during the development process, an appeal or variance of particular aspects of the City Codes may be needed to accomplish construction or development. These variances or appeals may be needed in a variety of areas, which may include: 1) Zoning regulations, 2) Flood Plain Permit requirements, 3) Building Codes, 4) Subdivision regulation, and 4) engineering requirements.

Each of these areas may have certain public bodies or administrative personnel that can decide the factors and grant variances under certain, specific circumstances. It is important to note that appeals and variances can only be granted in specific circumstances in which specific criteria apply to the situation. There must be solid justification as to why the appeal and/or variance should be granted.

Outlined in the following section are details regarding appeal and variance procedures in certain areas of property development and construction. Although the information below can be helpful in understanding the appeal and variance process, you are strongly encouraged to contact the Planning and Community Development Department and Public Works Department staff to discuss your specific circumstance and the items that may be required as part of your appeal or variance.

Types of Variances and Appeals

Variance to Zoning Ordinance Regulations

Appeals and variances related to specific elements of the Zoning Ordinance and Sign Ordinance are considered by the Board of Adjustment.

The Board of Adjustment will consider the following related to the Zoning Ordinance:

- Decide appeals where it is alleged that an administrative official has made an error in the enforcement of the Zoning Ordinance
- Hear and decide special exceptions as provided in the Zoning Ordinance and Sign Code for the extension of a zoning district boundary, interpret the provisions of the ordinance where the maps of an area do not agree with the actual street layout, grant certain exceptions to off-street parking requirements, and grant special exceptions to the sign code.
- Permit the reconstruction of a nonconforming building that has been destroyed by fire or an act of God.

Variance to Flood Plain Permit Requirements

Appeals and variances related to specific elements of the Flood Plain Permit regulations are considered by the Board of Adjustment.

The Board of Adjustment considers the following related to the Flood Plain Permit regulations:

- Permit new structures to be built in the designated floodway of the Flood Hazard District on lots which are surrounded by lots with existing structures below the base flood level (*Flood Plain Permit will also be required*).

Variance to Building Code Requirements

The Board of Appeals considers appeals and variances related to specific elements of the Building Code.

The Board of Appeals will consider the following related to Building Code regulations:

- Decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the adopted building and related City codes.

Variance to Subdivision Regulations

Variances related to specific elements of the Subdivision Regulations can be granted directly by the City Council. These variances can be related to design, but not to procedure or public improvements, so that there is an opportunity to develop property in a reasonable manner.

Variance to Engineering Requirements

Modifications of engineering requirements outlined in the City's Engineering Design Criteria may be granted by the City Engineer, when necessary to allow private and pubic construction which is compatible with surrounding in-place improvements.

Process for Application to Board of Adjustment

Applications can be made through the Planning and Community Development Department and will require:

- a completed application form,
- copy of the deed to the land or executed Certificate of Ownership
- site plan
- Certified Ownership List containing names and addresses of all property owners of record within 300 ft. of the property
- Filing fee (*$150 for appeals; $200 for special exceptions and variances*)

Please contact the Planning and Community Development Department to discuss the details of your Board of Adjustment application before submittal.

Contact: *Rone Tromble* (405) 366-5433; *rone.tromble@normanok.gov*

Process for Application to Board of Appeals

The Board of Appeals provides an appeals process to a citizen when they disagree with a building code decision made by the Building Official. Meetings are scheduled as needed, generally within seven to ten days of receipt of an application. Application can made through the Building Official and will require: 1) a completed application form, 2) a legal description of the property, and 3) $50 filing fee.

Please contact the Building Official to discuss the details of your Board of Appeals application before submittal.

Contact: ***Brenda Wolf (405) 366-5415; brenda.wolf@normanok.gov***

Process for Variance to Subdivision Regulations

Occasionally the tract to be subdivided is of such unusual size or shape or is surrounded by such development or unusual conditions that the strict application of the requirements contained in the subdivision regulations would result in substantial hardship or inequity. The City Council may vary or modify, except as otherwise indicated in the subdivision regulations, such requirements of design, but not of procedure or public improvements, so that the subdivider may develop the subject property in a reasonable manner.

These modifications may be granted upon written request of the subdivider or the subdivider's engineer, stating the reason for each modification, and may be approved by vote of the regular membership of the City Council, with the recommendation of the Planning Commission, subject to the acceptance of the plat and the dedications thereon by the City Council; provided, however, that a variation based on unique condition(s) will not be granted when the unique condition(s) was created or contributed to by the subdivider.

Contact: ***Ken Danner (405) 366-5458; ken.danner@normanok.gov***

Process for Variance to Engineering Requirements

These requests can be made directly by contacting the City Engineer to discuss the details regarding the variance.

Contact: ***Scott Sturtz (405) 366-5350; scott.sturtz@normanok.gov***

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Syndi Runyon
City Clerk's Office *(Food & Beverage Permit)*
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Email: syndi.runyon@normanok.gov

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Terry Floyd
Development Coordinator -City Manager's Office
Office Phone: 405-366-5446
Email: terry.floyd@normanok.gov

Outside Agencies

Cleveland County Health Department – Food Service
Office Phone: 405-579-2256

Oklahoma Department of Environmental Quality
Phone: 405-527-8738