



## Instructions for Completion of Pre-Development Informational Meeting Form (Revised 05/13)

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A Norman, OK 73069 - (405) 366-5433 Phone - (405) 366-5274 Fax

When making application to the City for:

- NORMAN 2025 Plan Amendment
- Rezoning any parcel larger than 40 acres
- any Special Use
- any Preliminary Plat or a Norman Rural Certificate of Survey greater than 40 acres (COS)
- new Commercial Communication Tower

the City of Norman requires (22:442.1) that a Pre-Development Information Meeting be held with nearby property owners. This meeting is the initial opportunity for you to share the proposed development concept, answer questions, and discuss any concerns that affected property owners may have. Through this meeting, it is expected that, to the maximum extent possible, these concerns can be addressed and solutions incorporated into the formal application when filed.

All of the following items must be submitted to the Planning Department before your proposal can be heard at that meeting:

- A copy of the **DEED** to the property involved or a **LEGAL DESCRIPTION** of the tract (either should represent the entire ownership of the owner) prepared by your surveyor or engineer. That instrument will be used by the GIS Staff to prepare a **RADIUS MAP**.
- Two (2) copies of a **CERTIFIED OWNERSHIP LIST** of all property owners within three hundred fifty (350) feet of the tract that is proposed for development as shown by the Radius Map provided by the City. The radius may be larger for certain rezoning requests. The ownership list must be cross-referenced with the radius map so as to identify the specific property shown on the ownership list. This list must be certified as current and accurate by a registered professional engineer, attorney, bonded abstractor, or registered land surveyor.
- A **COMPLETED APPLICATION** which identifies the property owner, the developer, the size of the tract, the proposed use(s), and the nature of the request (NORMAN 2025 plan change, zoning, platting).
- A **WRITTEN DESCRIPTION** of the proposed project that identifies the proposed use, number and type of buildings. Please describe your project with sufficient detail to outline your proposal, and any impacts, to nearby property owners.
- A **PRELIMINARY DEVELOPMENT MAP (PDM)** showing the anticipated development layout. This PDM must include, at a minimum, ownership and parcel boundaries, topography, flood plain/flood way areas, water bodies or courses, existing structures, any significant tree stands, and all known easements. The PDM should show the general location of all proposed streets, buildings and parking (including minimum setbacks from abutting property lines), pedestrian and/or bicycle ways, and all public or private open space. All drawings should be to scale, not less than 1 inch equals 50 feet or larger. The PDM does not have to be prepared by an engineer or other design professional.
- In addition, an 8-1/2 by 11 inch **REDUCTION OF THE PDM** must be submitted at the time of filing the application, to be mailed to each property owner on the ownership list.
- A **GREENBELT ENHANCEMENT STATEMENT** if required by Article XXI, Section 4-2027(a) of the Code of the City of Norman (NORMAN 2025 Plan Amendments, Preliminary Plats or Norman Rural Certificates of Survey).
- A **FILING FEE** of \$125 for each separate Pre-Development Meeting that is requested.

The Completed Application, with a notice prepared by staff and a site location map, will be sent to surrounding property owners and posted on our website. That communication will be an invitation to the Pre-Development Informational Meeting, which will be held in the Conference Room of Building A, 201-A West Gray Street at 5:30 p.m., according to the **ANNUAL CALENDAR**. At that meeting, you will need to bring one or more large scale Preliminary Development Maps and any additional sketches, drawings, building elevations, or handouts that you wish to use to explain your proposed project to those in attendance. The primary purpose of the meeting is for you to present information that describes your proposed development so that interested citizens can ask questions of you or your representatives. It is hoped that this meeting will identify neighborhood concerns, so that those concerns can be addressed in your subsequent formal submittal. City staff will be present at this meeting, but you will make the presentation as the developer. No other presentation will be permitted other than by an architect, engineer or other design professional actively involved in the project planning. Other professionals involved in the project (such as attorneys, lenders, etc.) can attend the meeting but should not be involved in the presentation. This meeting must be held **no more than six months** in advance of formal application to the City.



# Application for Pre-Development Informational Meeting

Case No. PD \_\_\_\_\_

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APPLICANT/LAND OWNER	ADDRESS
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EMAIL ADDRESS	NAME AND PHONE NUMBER OF CONTACT PERSON(S)  BEST TIME TO CALL:
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Concurrent Planning Commission review requested and application submitted with this application.

A proposal for development on a parcel of land, generally located \_\_\_\_\_

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and containing approximately \_\_\_\_\_ acres, will be brought forward to the Planning Commission and City Council for consideration within the next six months.

The Proposed Use(s) in this development will include (please describe specific land uses and approximate number of acres in each use):

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This proposed development will necessitate (check all that apply):

- 2025 Plan Amendment     Growth Boundary
- Land Use
- Transportation
- Rezoning to \_\_\_\_\_ District(s)
- Special Use for \_\_\_\_\_
- Preliminary Plat \_\_\_\_\_ (Plat Name)
- Norman Rural Certificate of Survey (COS)
- Commercial Communication Tower

Items submitted:

- Deed or Legal Description
- Radius Map
- Certified Ownership List
- Written description of project
- Preliminary Development Map
- Greenbelt Enhancement Statement
- Filing fee of \$125.00

Current Zoning: \_\_\_\_\_

Current Plan Designation: \_\_\_\_\_

Concurrent Planning Commission Review Requested: \_\_\_\_\_

Received on: \_\_\_\_\_

at \_\_\_\_\_ a.m./p.m.

by \_\_\_\_\_

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