



## SPECIFIC USE APPLICATION

**Community Development**

**405-670-7314**

3701 SE 15th Street

Del City OK 73115

[www.cityofdelcity.com](http://www.cityofdelcity.com)

[permits@cityofdelcity.org](mailto:permits@cityofdelcity.org)

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### **GENERAL REQUIREMENTS**

*(Required of all Applicants)*

- \_\_\_ Cover Sheet
- \_\_\_ Cover Letter
- \_\_\_ Application Form
- \_\_\_ Application Fee
- \_\_\_ Ownership Certification
- \_\_\_ Certified Ownership List
- \_\_\_ Mailing Labels, Envelopes, Postage
- \_\_\_ Site Plan
- \_\_\_ Occupancy Application
- \_\_\_ Survey \*(must be sealed by a registered land surveyor or professional engineer)

### **ADDITIONAL REQUIREMENTS**

*(Required if checked)*

- \_\_\_ State/County Licenses
- \_\_\_ City License Applications
- \_\_\_ City Permit Applications
- \_\_\_ Floodplain Supplement
- \_\_\_ Pollution Control Plan
- \_\_\_ Drainage Plan
- \_\_\_ Construction Drawings
- \_\_\_ Agreed Restrictions
- \_\_\_ Traffic Study Preliminary
- \_\_\_ Inspection
- \_\_\_ Other \_\_\_\_\_



## SPECIFIC USE APPLICATION

### Overview

A specific Use Permit is required for certain uses that are more intense than would generally be allowed within a given zoning district. These uses, also called, "Uses Permitted By Review", are defined for each zoning district by the Del City Planning and Zoning Ordinance.

### APPLICATION INFORMATION

- Preliminary Meeting      Applicant must schedule a phone meeting with the City Planner to discuss the proposed use. Meeting can be scheduled by calling (405)670-7314.
  
- Application Completion      Applicant completes application forms, obtains all requested documentation, and submits entire packet to [permits@cityofdelcity.org](mailto:permits@cityofdelcity.org). At this time, the applicant remits the application fee. Incomplete applications will not be accepted.
  
- Application Fee      The application fee is three hundred (300) dollars. This fee becomes non-refundable once the application is processed and notice of the hearing is posted or mailed.
  
- Submission Deadline      The completed application and fee must be submitted thirty (30) days prior to the assigned tentative meeting date. If this deadline is not met, the application will be heard at the first regular meeting of the Planning Commission that falls days after the completed application is submitted, subject to scheduling availability.

Please note meeting dates are subject to change and will be posted on [www.cityofdelcity.org](http://www.cityofdelcity.org). Paperwork must be completed in its entirety to be eligible for the Planning Commission Meeting. Missing paperwork could delay placement on the agenda. Should additional planning and zoning be required additional delays may occur and will be communicated with you through the City Planner. You will receive written notification of your meeting date in advance of the meeting.

### Application

The following items are required of all applicants:

1. Cover Letter      Applicant must submit a cover letter, addressed to the Chairman of the Planning Commission, explaining the proposed use and detailing how any potential adverse impacts will be mitigated.
  
2. Certified Ownership List      Applicant must obtain a Certified Ownership List that includes all property owners within a three hundred (300) foot radius of the applicant property. This list can be obtained from the County Assessor, or may be compiled by an abstractor, surveyor, or professional engineer, so long as the list bears a professional seal.

3. Mailing Labels                      Applicant must furnish mailing labels for all property owners listed on the certified ownership list. Duplicate names may be omitted. Labels for the applicant and applicant property owner (if applicable) must also be submitted. Labels must be typewritten and standard address size, affixed to #10 envelopes with U.S. First Class postage with return address on envelope as shown below:
- City of Del City  
3701 SE 15th Street  
Del City, OK 73115
4. Site Plan                                Applicant must furnish a comprehensive site plan. This plan must show the location of the applicant property relative to the surrounding properties.
5. Occupancy Application              Applicant must complete an Occupancy Application. When a specific Use Permit is granted, a new occupancy permit is required so the newly authorized uses are reflected. The occupancy Application requires inspections by the Fire Marshal and Building Inspector, which will be scheduled after the Specific Use Permit is granted.

**Additional Requirements**

***The following items may be required depending on the specific issued raised in the application.***

1. State/County Licenses              Applicant must submit copies of all state and/or county licenses relating to the proposed use. These licenses must be issued and in good standing before the application will be considered complete.
2. City License Applications            Applicant must submit completed applications for any city licenses relating to the proposed uses. License fees are paid at the time of issuance.
3. Building Permit Applications       Applicant must submit completed applications for any city permits relating to the proposed use, including but not limited to building, remodel, fence, and sign permit. Permit fees are paid at the time of issuance.
4. Floodplain Supplement              Applicant must submit a Floodplain Supplement if the applicant property is located within the Special Flood Hazard Area (Zones A, AE, A1-30, A99, AO, AH) as designated by the City's adopted Flood Insurance Rate Map. This supplement may require submission of additional documentation, such as an Application for Floodplain Development Permit or an Elevation Certificate.
5. Pollution Control Plan               Applicant must submit a Pollution Control Plan if the proposed use has potential to generate hazardous waste. Depending on the circumstances, this plan may require an engineer's seal.
6. Drainage Plan                          Applicant must submit a Drainage Plan if the proposed use involves impact to stormwater drainage in the surrounding area, if the applicant property is located in an area with preexisting drainage concerns, or if one (1) acre or larger, this plan may require an engineer's seal.

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| 7. Construction Drawings   | Applicant must submit detailed architectural drawings of proposed improvements to the subject property, including system drawings as required. Depending on the circumstances, these drawings may require an architect's and/or engineer's seal. |
| 8. Agreed Restrictions     | Applicant must submit signed letter agreement regarding any restrictions and/or conditions that have been previously discussed. These conditions may be accepted, modified, or rejected by the Planning Commission or City Council.              |
| 10. Traffic Study          | Applicant must submit a traffic study detailing the anticipated impacts to traffic flow associated with the proposed use. Depending on the circumstances, this study may require an engineer's seal.   |
| 11. Preliminary Inspection | Applicant must schedule preliminary inspections by the Fire Marshal, Building Inspector, and/or other officials. These inspections must be completed before the application will be considered complete.   |
| 12. Pre-Plan Review        | Applicant must schedule a pre-plan review with the City Planner, Fire Marshal, Building Inspector, Public Works Director, and/or other officials. This review must be completed before the application will be considered complete.              |
| 13. Other                  | Applicant must submit any other documentation is required by the City Planner. This documentation must be completed before the application will be considered complete.  |

**Review Process**

- City Planner Review
Submitted applications are reviewed by the City Planner, in consultation with other City officials. If this review results in additional documentation needed, the applicant will be notified. If the application is determined to be completed, hearing dates are confirmed.
- Posting and Notification
Once hearing dates are confirmed, a notice of Public Hearing is published in a newspaper of general circulation for the county (generally the Journal-Record). This notice is required to be published at least fifteen (15) days prior to the first hearing. Notice of the hearing is also mailed to all the property owners within three hundred (300) feet of the applicant property. This notice is required to be mailed at least (20) days prior to the meetings, in accordance with the Open Meeting Act.

- Planning Commission Hearing

On the date of the first confirmed hearing date, the Del City Planning Commission will conduct a Public Hearing on the application. *The applicant, or a representative, must be present to explain the proposed use and address any questions or concerns. If a representative is not present the specific use permit will be denied and applicant will need to re-apply for the specific use permit.* Members of the public are given the opportunity to speak in support or opposition to the application. The City Planner will usually prepare a staff recommendation regarding the application. After the public hearing, the Planning Commission will discuss the application and make a recommendation to the City Council. The Commission can recommend approval, approval with conditions, or denial of the application. The Commission can also continue the item to another meeting, allowing for submission of further documentation or a more in-depth review. Applications recommended for denial by the Planning Commission continue to the City Council for hearing. Though the Planning Commission's action carries great weight, the final decision on the application rests with the City Council. In general, the Planning Commission meets on the fourth Thursday of each month.

- City Council Hearing

On the day of the second confirmed hearing date, the Del City Council will conduct a Public Hearing on the application. *The applicant, or a representative, must be present to explain the proposed use and address any questions or concerns. If a representative is not present the specific use permit will be denied and applicant will need to re-apply for the specific use permit.* Members of the public are given the opportunity to speak in support or opposition to the application. After the Public Hearing, the City Council will discuss and vote on the application. The City Council can vote to approve, approve with conditions, or deny the application. The Council can also continue the item to another meeting. In general, the City Council meets on the first and third Monday of each month. Specific Use Permit applications are usually heard on the third Monday.

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### Permit Issuance

After a Specific Use Permit is approved by the City Council, the City Planner will cause it to be issued. Before the Specific Use Permit becomes effective, all of the requirements detailed on the Occupancy Application must be fulfilled and a new Certificate of Occupancy must be issued. Once an SUP (Specific Use Permit) has been granted, the use shall not be enlarged, extended, increased in intensity or relocated without application. For a new Specific Use Permit - all previous Specific Use Permits expire by default.

If a permitted use is not established within twelve (12) months, or if a permitted use is discontinued for a period exceeding 12 months or is abandoned, the Specific Use Permit shall lapse.

### Appeals

The City Council is the final decision-making body for Specific Use Permit applications. In certain, very limited circumstances, it is possible to bring action to the Del City Board of Adjustment that would allow for a use that is prohibited or allowable only upon review. Such an action is initiated by requesting an Application for Special Exception from the City Planner.



# SPECIFIC USE PERMIT APPLICATION

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**Section 1: Applicant Information**

Date: \_\_\_\_\_

Name: First: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Section 2: Property Information**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Current Flood Zone: \_\_\_\_\_

Record Owner of Property: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone #: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_

Relationship of Applicant to Record Owner: \_\_\_\_\_

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**Section 3: Use Information**

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

**Section 4: Applicant Certification**

I hereby certify the information contained in this form, and in any attachments thereto, is complete, true, and accurate.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that (she/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

(seal)

\_\_\_\_\_  
Notary Public

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Section 5: Property Owner Certification**

I, \_\_\_\_\_, hereby certify and attest i am the current and legal owner of the aforescribed property located in the City of Del City, Oklahoma County, Oklahoma.

OR

I, \_\_\_\_\_, hereby certify and attest i am the current and legal owner of the aforescribed property located in the City of Del City, Oklahoma County, Oklahoma, and i have authorized \_\_\_\_\_ to file an application for a Specific Use Permit for the use of \_\_\_\_\_ to be conducted at this property. I understand, as current and legal owner of this property, i am responsible for any and all detrimental impacts that may be caused by this use.

AND

I further certify this legal description and street address accurately describe the property for which this application is made.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that (s)he/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

(seal)

\_\_\_\_\_  
Notary Public

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.