



THE CITY OF TUTTLE

COMMUNITY DEVELOPMENT

EXPLANATION OF SPECIFIC USE PERMIT PROCESS

This is a quick explanation of the City of Tuttle Specific Use Permit (also referred to as Use on Review) procedures. Please read carefully.

The Community Development staff is available to assist you in determining the existing zoning district and whether or not your proposed use requires a Specific Use Permit. If there is a need to obtain a Specific Use Permit, you will need to submit the following documents to the Community Development Department to begin the process:

- A completed and signed Specific Use Permit Application
- A copy of the current deed to the property (staff only has electronic access to County Clerk records from about 1992 to today)
- Written property owner consent if the applicant is not the property owner
- A certified property ownership list of property owners that are within 300 feet of the property to be rezoned (this is usually obtained from a local abstract company for a fee). If 10 property owners are not located within a 300-foot radius of the property, then the radius will be increased by increments of 100 feet until 10 property owners are in the radius.
- A legal description of the property where the proposed use will occur (the legal description used by the abstract company will usually work for simple rezoning cases).
- A check addressed to the City of Tuttle in the amount of \$200.
- A site plan or plot plan of the property, drawn to scale, showing proposed and existing structures, driveways, parking areas, landscaping areas, fences, floodplains, utility lines, and other pertinent topographical features. Depending on the proposed use and location on the property, it may be necessary to include structures and features located on adjacent properties.
- A copy of any covenants on the land, if applicable.
- A written description of the proposed use, including the hours of operation, number of employees, number of guests/patrons, possible delivery times, and other pertinent information needed by the Planning Commission.
- Other documents that may assist the Planning Commission during the review of your request. Depending on the proposed use, this may include sketches, renderings, building plans, a copy of required permits and licenses from other regulating agencies, etc.

After these documents have been received by the Community Development Department, staff will begin reviewing them. The City of Tuttle is not responsible for the accuracy of submitted documents. Once the submitted application and required documents have been reviewed by staff, they will then assign a PC Petition # and will begin preparing your Specific Use Permit request for processing.

Title 11 of the Oklahoma Statutes primarily controls the process for granting Specific Use Permits. First, a public hearing must be conducted by the Planning Commission. The Planning Commission typically

meets on the 1st Monday of each month at 6:30 PM. 11 OS (2011) §43-106 requires notice to be mailed to all property owners within 300 feet of the proposed use (the entire property) to be notified by letter at least 20 days prior to a public hearing. For this reason, rezoning applications not received at least 28 days prior to the next Planning Commission will be placed on the agenda for the following meeting. 11 OS (2011) §43-104 also requires the public hearing to be published in the newspaper at least 15 days prior to the public hearing.

At the public hearing conducted by the Planning Commission, you will have an opportunity to address the Planning Commission, along with surrounding residents and any other interested party. It is highly recommended that you or someone else who is authorized to speak on your behalf and is knowledgeable about your request and future plans for the property be present. The Planning Commission may postpone making a decision if they are not comfortable they have all of the information they need to make an informed decision.

After the public hearing, the Planning Commission will then discuss and deliberate your request in open meeting. They will review and possibly amend the language of a draft resolution detailing the conditions of your requested land use. Afterwards, the Planning Commission will hold a public vote to approve or deny your Specific Use Permit along with the recommended conditions. Occasionally, the Planning Commission will postpone making a decision until the next meeting so more information can be gathered.

When the Planning Commission approves or denies your Specific Use Permit, it will then be forwarded on to the City Council for consideration at their next meeting. The City Council meets on the 2nd Monday of each month. The City Council is the final decision-making authority regarding Specific Use Permits. At this meeting, they will vote to either approve or deny the Specific Use Permit by resolution. If they have concerns or want more information, they may also either postpone making a decision or send the Specific Use Permit request back to the Planning Commission for more review.

After the Specific Use Permit has been approved by the City Council, you can then legally operate in accordance with the approved Specific Use Permit Resolution. Any deviation from the resolution will require an amendment to the Specific Use Permit, following these same procedures.

After you receive a Specific Use Permit, you are still required to apply for all required building permits and comply with all applicable building codes, rules, and regulations of the City of Tuttle and other regulating agencies.