



# City of Coweta Development Outline

Case Number :

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Site Address:

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1. **Ownership:** Confirm ownership of the property and consent of owner, with documentation.  
 Confirm (a) owner name & contact info. (b) legal description and (c) address of property  
 A. Wagoner County Assessor's or Clerk's office or online records, OR  
 B. Copy of deed  
 C. Search for **City Liens** on the property
2. **Agent Contact Info:** Get Builder, Engineer, Architect Name and Contact Info.
3. **Use/Zoning:**  
 A. What is the Current Use? What is the Proposed Use?  
 B. Confirm Zoning allows the proposed use  
 C. Confirm that the Zoning and Use are consistent with the Comprehensive Plan
4. **Determine Adjacent Properties' Zoning / Use to ensure compatibility:**  
 (NOTE: Screening required for certain uses that abut AG, R, O, C or I districts. (See Zoning Code on Uses and Screening Wall or Fence).
5. **Determine whether platting is required.**  
**Platting is required in these circumstances:**  
 A. when subdividing land; **OR**  
 B. on any land where a private party is **applying for a rezoning; OR**  
 C. after creation of a **Planned Unit Development (PUD)** (Sub. Reg. 2.5) **OR**  
 D. **Alternatives: Plat Waiver:** in cases where platting is required, applicants may apply for a **Plat Waiver**, if the purposes of the Subdivision Regulations (i) have already been achieved by previous platting, or (ii) could not be achieved by a plat or replat. (Note : Plat waivers require City Council Approval.)(Plat or Plat Waiver is required prior to issuing a building permit.)  
 E. **Minor Subdivisions: (including lot splits)** Platting or plat waiver not required for minor subdivisions; follow Ch III subdivision Regulations instead, but note Chapter IV Subdivision Design Standards still apply.
6. **Address Assignment**
7. **Floodplain:** Check FEMA Flood Insurance Rate Map (FIRM) to determine whether area is in Special Flood Hazard Area ("Flood Zone"). If it is, then:  
 A. Comply with City Floodplain Ordinance; Floodplain Development Permit required.  
 B. New construction or substantial improvement: must elevate the lowest floor 1 foot above base flood elevation.
8. **Submit a Survey**, (subject to City discretion) that includes documentation of a **land title search** at the **County Clerk's office** for all **easements, rights of way, and other encumbrances filed on the property.** (Examples include a title commitment, title insurance policy, title report, or title opinion). Surveyor must draw these encumbrances on the survey. Survey must be **signed, stamped and certified** by an Oklahoma licensed surveyor.

Staff Comments/ initials	City Official	Date
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<p><b>9. <u>Determine if Stormwater Drainage and Detention Pond, Swale or Other Measures are Required</u></b> (Stormwater Detention required for new major development greater than 2 acres, or at City Engineer's discretion).</p> <p>A. Hydrology and Hydraulic (H&amp;H) report possibly required (at City Engineer's discretion)</p>		Engineer	
<p><b>10. <u>Parking/Parking Plan requirements:</u></b> Requirements dependent upon the use and square footage of the property.</p>		Planner	
<p><b>11. <u>Erosion Control Plan (required if exposing earth to rain or other weather)</u></b></p>		Code Enforcement / Engineer	
<p><b>12. <u>Storm Water Pollution Prevention Plan ("SWP3") requirements:</u></b> Required if disturbing <b>one (1) acre or more of land:</b></p> <p>A. Submit a Storm Water Pollution Prevention Plan ("SWP3") to City</p> <p>B. Submit a Notice of Intent ("NOI") to Discharge Stormwater under the State General Permit, to ODEQ, for their approval and issuance of a state authorization number ("OKR10_____") at the top of the NOI.</p> <p>C. Provide two (2) sets of the ODEQ approval, SWP3, and the NOI with state authorization number, to City Building Inspector.</p>		Engineer	
<p><b>13. <u>Grading Plan and Earth Change Permit (required if changing topography of land)</u></b></p>		Engineer	
<p><b>14. <u>Remind Applicant</u></b> of Possible Property Owner Association/Home Owner Association Requirements/Approval, and Plat Covenants, Conditions and Restrictions.</p>		Planner	
<p><b>15. <u>Site Plan:</u></b> Up to five (5) sets, drawn to scale, full size<sup>[1]</sup> or half size<sup>[2]</sup>, (number and size at City's discretion) in <u>hard copy</u> and also in <u>.PDF or .DWG format</u> (for emailing to utility companies for their review)<sup>[3]</sup>, stamped and signed by an Oklahoma licensed, registered design professional (if commercial, or, if residential more than 2 stories), showing:</p> <p>A. <u>Property lines / lot lines</u></p> <p>B. <u>Names of bordering streets</u></p> <p>C. <u>Limits of Construction</u>, with dimensions shown</p> <p>D. <u>Dimensions</u> of the existing and proposed structure(s) and driveways</p> <p>E. <u>Architectural projections</u> (e.g., stairs, porches, balconies, etc.)</p> <p>F. <u>Setbacks</u> (front, back and sides) from the centerline of road right of way and from lot lines</p> <p>G. <u>Rights of Way / Transportation access / Ingress/Egress</u></p> <p>H. <u>Utilities, Easements, Public lines and Private Service Lines location, Meters, Amperage, Gas Btu load, Water and Sewer Line diameter</u></p> <ol style="list-style-type: none"> <li>1) Water</li> <li>2) Sewer or Septic (Septic requires ODEQ approval)</li> <li>3) Electricity</li> <li>4) Gas</li> <li>5) Telephone/Telecommunications</li> <li>6) Cable</li> </ol> <p>I. <u>Fire / Police Emergency Access</u>, Vehicle Circulation, and Fire Suppression System(s) (<i>Fire Hydrant(s), Sprinkler, Firewalls, Extinguishers, Gate Access</i> (e.g., "Knox Boxes" etc.))</p> <p>J. <u>Hazardous Materials: <b>If requested by Fire Department</b></u>, provide copies of Material Safety Data Sheets (MSDS) or, more recently, Globally Harmonized System of Classification and Labeling of Chemicals (GHS) sheets to determine any hazards.</p> <p><i>[1] Full Size = 22" x 34", or 24" x 36" or 28" x 42" or 30" x 42".</i></p> <p><i>[2] Half Size = 17" x 22" or 18" x 24" or 11"x17" ( if legible).</i></p> <p><i>[3] If file size exceeds 10 MB, please create 7 Compact Discs for mailing to the Utility members of our Development Review Committee ("DRC").</i></p>		Planner	

	Staff Comments	City Official	Date
<p><b>16. <u>Complete a Building Permit Application</u></b></p>		Building Inspector	
<p><b>17. <u>Construction Plans</u>:</b> Up to five (5) sets, drawn to scale, full size<sup>[1]</sup> or half size<sup>[2]</sup>, (number and size at City's discretion) in <u>hard copy</u> and also in .PDF or .DWG electronic formats. Plans should be stamped and signed by an Oklahoma licensed, registered design professional (if commercial, or, if residential more than 2 stories), showing:</p> <p>Construction plans must show, on <u>SEPARATE PAGES</u>, the following:</p> <ul style="list-style-type: none"> <li>A. Floor plans</li> <li>B. Elevations (north, south, east, west view)</li> <li>C. Foundation, including anchoring</li> <li>D. Framing Plan, indicating Type of Construction.</li> <li>E. Mechanical (HVAC &amp; Gas)</li> <li>F. Electrical</li> <li>G. Plumbing</li> <li>H. Fire protection</li> </ul>			
<p><b>18. <u>Preparation of Building Permit</u></b></p> <ul style="list-style-type: none"> <li>A. Determine floor area and cost of construction</li> <li>B. Calculate Permit fees</li> <li>C. Calculate Sewer &amp; Water Tap fees</li> <li>D. Calculate Park &amp; Recreation fees</li> <li>E. Calculate Oklahoma Universal Building Code Commission fees</li> <li>F. Check plans for Building Code compliance.</li> </ul>		Building Inspector	
<p><b>19. <u>Issue Building Permit</u></b></p> <ul style="list-style-type: none"> <li>A. Issue a building permit with or without conditions.</li> <li>B. Return to the applicant a copy of their plans stamped 'reviewed for code compliance', together with a copy of their building permit and receipt for payment of the permit fees.</li> <li>C. Provide Copies of the Building Permit to the City of Coweta Utilities Dept and to the Wagoner County Assessor.</li> </ul>		Building Inspector	
<p><b>20. <u>Landscaping Requirements/Landscape Plan</u></b></p>		Planner	
<p><b>21. <u>Sign Requirements</u></b></p>		Code Enforcement	
<p><b>22. <u>Additional information may be required during staff review.</u></b></p>			

The Coweta Zoning Code and Subdivision Regulations are on-line at:

<http://www.cityofcoweta-ok.gov/Departments/CommunityDevelopment/CityPlanner.aspx>

**Thank you for your interest in developing and building in the City of Coweta.**