



175 E. 2nd Street, Ste 450
 Tulsa, OK 74103
 918-596-1865
 www.cityoftulsa.org

APPLICATION FOR PREDEVELOPMENT MEETING CODE COMPLIANCE PROCESS (CCP)

Please print or type. Incomplete applications will be rejected.

Predevelopment meetings are routinely scheduled for Wednesday afternoons at 1:30 p.m. in City Hall located at 2nd and Cincinnati. The meetings are usually in the Central Hub Conference room located on the 4th floor. The meeting is for the purpose of providing customers an opportunity to discuss the design code concepts to develop design guidelines for the project. Applicant will submit and distribute minutes of the meeting.

Project Name _____

Project Location _____

Project Description _____

Has project engaged in IDP? Yes No **IDP #:** _____ **IDP Date:** _____

If so, was there an IDP predevelopment conference held? Yes No

Architect/Design Firm _____ **Account Number** _____

Contact Person _____ **Phone** _____

E-Mail _____

Project Owner _____

Type of Legal Entity: [] Corporation [] Partnership [] LLC [] Other

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Contact Person _____ **Phone** _____

E-Mail _____

Name of Company/Person paying fees _____ **Account Number** _____

Contact Person _____ **Phone** _____

E-Mail _____

* Site plan must be provided at least 7 days prior to meeting.

PREDEVELOPMENT MEETINGS
CODE COMPLIANCE PROCESS
(CCP)

LOCATION:

- City Hall at One Technology Center, 175 E. 2nd Street
- Parking should be available at the lot on the SE corner of 2nd and Cincinnati for a minimal fee
- Enter through the revolving doors and check in with the guard. Take the elevators to the 4th floor and enter the Permit Center through the glass doors at the south end of the hall. Sign in at the desk and ask the receptionist for assistance in finding the Central Hub conference room.

ATTENDANCE:

- Project owner should plan to attend if possible.
- Architect should attend.
- Typically attended by representatives of Plans Review and the Fire Department. Development Services may provide comments on water, wastewater, stormwater, and transportation/circulation.
- Issues concerning site development and IDP **will not** be addressed. Associated issues may be discussed in brief.

PLANS:

- The site plans are needed at least seven days prior to the meeting.
- The plans should show, at a minimum (the more detail the better):
 - o the property's location with regard to streets
 - o north orientation
 - o graphic drawing scale
 - o proposed use of the property
 - o location of building(s)
 - o parking and access
 - o floor plan layout
 - o building description
- Please assure that all lettering is easily readable when printed on 11 x 17 sheets. The applicants should have looked at how the property is zoned and if it has ever been platted. Provide plat number, if available, or state that the property is unplatted.

FEES

- There will be a \$350 fee and a \$100 escrow account set-up associated with the CCP. When a building permit issued, this fee will be credited toward the permit fee.



**CODE COMPLIANCE PROCESS (CCP)
PRE-DEVELOPMENT MEETING**

CCP NUMBER: _____ FILE DATE: _____ MEETING DATE: _____

PROJECT NAME: _____

PROJECT SITE/ADDRESS: _____

PROJECT OWNER/DEVELOPER: _____

ARCHITECT: _____

ENGINEER:

Civil: _____

Structural: _____

MEP: _____

Fire Protection: _____

OWNER IDP FACILITATOR: _____

