



175 E. 2nd Street, Ste 450
Tulsa, OK 74103
918-596-2514

www.cityoftulsa.org

APPLICATION FOR PREDEVELOPMENT MEETING INFRASTRUCTURE DEVELOPMENT PROCESS (IDP)

Please print or type. Incomplete applications will be rejected.

Predevelopment meetings are routinely scheduled for Monday afternoons at 1:30 p.m. or 3:00 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.

IDP Name _____

IDP Location _____

Subdivision _____

Engineering Firm _____ **Account Number** _____

Point of Contact _____ **Phone** _____

E-Mail _____

Developer _____ **Account Number** _____

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

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

Phone _____ **FAX** _____

Point of Contact _____ **Phone** _____

E-Mail _____

Your meeting time preference:*

First Choice

Date _____ (Preferably Monday) Time [] 1:30 p.m. [] 3:00 p.m.

Second Choice

Date _____ (Preferably Monday) Time [] 1:30 p.m. [] 3:00 p.m.

Name of Company/Person paying fees _____

Point of Contact _____ **Phone** _____

E-Mail _____

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



PREDEVELOPMENT MEETINGS

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:

- Developer/owner should plan to attend if possible.
- Site engineer should attend.
- Typically attended by representatives of INCOG, the Fire Department, Traffic Engineering, Urban Development, Right-of-Way Permitting, and Development Services. Development Services provides comments on water, wastewater, stormwater, and transportation/circulation.
- Issues concerning building codes are usually **not** addressed unless specifically requested.

SITE PLAN:

- The meeting date will not be established until a digital site plan in PDF format has been received. The site plan is needed at least seven days prior to the meeting
- The site plan 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 circulation
 - 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.

FEEES

- There will be a \$350 fee to hold a predevelopment meeting. Upon the submittal of the first set of plans fees will be credited toward the plan review fee.