

APPLICATION FOR PRE-DEVELOPMENT MEETING FOR INFRASTRUCTURE DEVELOPMENT PROCESS (IDP)



Please print or type. **Incomplete applications will be rejected.**

Pre-Development 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.

Date: _____

IDP Name: _____

IDP Location: _____ Subdivision: _____

Size of Proposed Development: _____ acres Peak Sanitary Sewer Flow Rate at Connection: _____ MGD

Date of Previous Pre-Development Meeting(s): _____

Project Description: _____

Recent and/or Ongoing Lot Splits or Plats: _____

Areas of Concern: _____

Civil Engineering Firm: _____

Point of Contact Name: _____

Phone: _____ Email: _____

Architect Firm: _____

Point of Contact Name: _____

Phone: _____ Email: _____

Developer: _____ Account Number: _____

Type of Legal Entity: ☐ Corporation ☐ Partnership ☐ LLC ☐ Other

Address: _____ Phone: _____ Fax: _____

Point of Contact Name: _____

Phone: _____ Email: _____

Please provide your date and time preference below. **Site plan must be provided at least 10 days prior to meeting.**

First Choice:

Second Choice:

Date: _____ (Monday) Time: ☐ 1:30 p.m. ☐ 3:00 p.m.

Date: _____ (Monday) Time: ☐ 1:30 p.m. ☐ 3:00 p.m.

Name of Company/Person Paying Fees: _____

Phone: _____ Email: _____

DEVELOPMENT SERVICES

175 E. 2nd St., Ste.450, Tulsa, OK 74103 | (918) 596-2514 | IDPcoordinator@cityoftulsa.org



PRE-DEVELOPMENT MEETINGS

Location:

- City Hall at One Technology Center, 175 E. 2nd Street, Tulsa OK 74103.
- Parking should be available at the lot on the SE corner of 2nd and Cincinnati for a minimal fee.
- Enter through the main doors and check in with security. 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 10 days prior to the meeting.
- The site plan should show, at a minimum (the more detail the better)
 - the property's location with regard to streets
 - north orientation
 - graphic drawing scale
 - proposed use of the property
 - location of building(s)
 - parking and access
 - circulation
 - building description
 - existing water, sanitary sewer, and stormwater utilities
 - proposed water, sanitary sewer, and stormwater connections
- 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 a plat number, if available, or state that the property is unplatted.

Fees:

There will be a \$400 fee to hold a Pre-Development meeting. Upon the submittal of the first set of plans, fees will be credited toward the plan review fee.

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