



*City Staff to complete this section*  
CASE NUMBER \_\_\_\_\_  
RELATED CASE NO: \_\_\_\_\_

**PETITION TO AMEND THE COMPREHENSIVE PLAN**

- Application fee: \$370.00, plus \$6.00 per property owner to be notified.
- The current property owner must sign the application or the City’s form authorizing the owner’s representative to sign the application on behalf of the owner.
- A pre-application meeting with City Staff is required prior to this application submittal.
- Written notes of this pre-application meeting shall be submitted with this application
- All drawings must be drawn to scale. Document submittal must consist of two paper copies and one electronic copy in PDF format. All documents larger than 8-1/2” x 11” must be folded to that size.

PRE-APPLICATION MEETING DATE: \_\_\_\_\_ MEETING NOTES ATTACHED:

PROJECT NAME: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_ Phone: \_\_\_\_\_  
Person/Firm (Please Print)

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
CITY/STATE

EMAIL: \_\_\_\_\_ FAX \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
(Please print)

OWNER’S ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
CITY/STATE

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

COUNTY: \_\_\_\_\_ QUARTER SECTION: \_\_\_\_\_ SECTION/TOWNSHIP/RANGE: \_\_\_\_\_

ACERAGE: \_\_\_\_\_ NO. OF LOTS: \_\_\_\_\_ PLAT/SUBDIVISION: \_\_\_\_\_

LEGAL DESCRIPTION (MAY BE ATTACHED): \_\_\_\_\_

ANY PRIVATE DEED/PLAT RESTRICTIONS ON THE PROPERTY?  YES  NO, IF YES, EXPLAIN:

\_\_\_\_\_  
\_\_\_\_\_

PROJECT ADDRESS OR GENERAL LOCATION: \_\_\_\_\_

PRESENT ZONING/USE: \_\_\_\_\_ PROPOSED ZONING/USE \_\_\_\_\_

RELATED CASE NUMBERS \_\_\_\_\_

100 YEAR FEMA FLOODPLAIN ON PROPERTY?  YES  NO

**WHAT HAS CHANGED SINCE THE COMPREHENSIVE PLAN WAS ADOPTED TO WARRANT THIS REQUEST?**

▪ GENERAL INFORMATION \_\_\_\_\_

▪ TRAFFIC COUNTS AND PATTERNS: \_\_\_\_\_

▪ UTILITY/INFRASTRUCTURE CHANGES: \_\_\_\_\_

▪ STATUS OF FLOODPLAIN/HYDROLOGY: \_\_\_\_\_

▪ ANY CHANGES IN SURROUNDING LAND USE: \_\_\_\_\_

IS THERE OTHER PROPERTY WITHIN A HALF-MILE RADIUS AVAILABLE FOR PROPOSED USE AND DEVELOPMENT? \_\_\_\_\_

DOES THE PROPOSED CHANGE FIT INTO THE EXISTING COMPREHENSIVE PLAN FUTURE DEVELOPMENT GUIDE MODEL? \_\_\_\_\_

DOES THE PROPOSED CHANGE INVOLVE A SINGLE USE/ONE LOT DEVELOPMENT? \_\_\_\_\_

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PETITION IS HEREBY MADE TO THE BROKEN ARROW PLANNING COMMISSION TO CONSIDER A RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BROKEN ARROW, OKLAHOMA, THAT THE COMPREHENSIVE FUTURE DEVELOPMENT GUIDE BE CHANGED FROM EXISTING LEVEL \_\_\_\_\_ TO PROPOSED LEVEL \_\_\_\_\_.

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**I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.**

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SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

(TYPE OR PRINT NAME OF APPLICANT SIGNING): \_\_\_\_\_

*CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM*

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

(PRINT NAME OF OWNER SIGNING) \_\_\_\_\_

CONTACT PERSON FOR THIS APPLICATION: \_\_\_\_\_  
(Please Print)

CONTACT PERSON'S PHONE NUMBER: \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

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REC'D BY: \_\_\_\_\_ FEE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

PLANNING COMMISSION DATE: \_\_\_\_\_

Received Date  
(Date Stamp Here)

**GENERAL GUIDELINES FOR AMENDING THE COMPREHENSIVE PLAN  
FUTURE DEVELOPMENT GUIDE  
CITY OF BROKEN ARROW, OKLAHOMA**

**SUBMITTAL:**

- ALL APPLICATIONS SHALL BE ACCOMPANIED BY A LEGAL DESCRIPTION OF THE AREA TO BE AMENDED.
- AMENDMENTS TO THE FUTURE DEVELOPMENT GUIDE MUST BE ACCOMPANIED BY A DETAILED EXPLANATION IN WRITING, DESCRIBING WHAT HAS CHANGED SINCE THE COMPREHENSIVE PLAN WAS ADOPTED TO WARRANT THIS REQUEST.
- THE APPLICANT MUST PROVIDE 1.) THE COMPLETED APPLICATION, 2.) A LEGAL DESCRIPTION. (IF SUBMITTED AS AN ATTACHMENT, THE LEGAL DESCRIPTION MUST BE SUBMITTED IN A SEPARATE PDF DOCUMENT, 3.) A LIST OF ALL OWNERS AND THEIR MAILING ADDRESSES OF PROPERTY LOCATED WITHIN A **300'** RADIUS OF THE EXTERIOR OF THE TRACT AND ADDRESSED ADHESIVE ENVELOPE LABELS, MUST ACCOMPANY ALL APPLICATIONS, EXCEPT FOR THOSE WHICH INCLUDE MULTI-FAMILY OR GROUP HOME ZONING, WHICH REQUIRES A RADIUS OF **1,320** FEET. THE LIST MUST BE OBTAINED FROM A REGISTERED, BONDED ABSTRACT COMPANY OR A LICENSED TITLE INSURANCE COMPANY. 4.) ADDRESSED ADHESIVE ENVELOPE LABELS WITH ALL ADDRESSES AS THEY APPEAR ON THE RADIUS REPORT.

**FEES:**

- THE TOTAL AMOUNT OF THE FEES SHALL ACCOMPANY THE APPLICATION.
- THE APPLICATION FEE FOR AN AMENDMENT TO THE COMPPREHENSIVE PLAN IS \$370.00. IN ADDITION TO THE APPLICATION FEE, A \$6.00 PER PROPERTY OWNER MAILING FEE WILL BE CHARGED.
- A LEGAL NOTICE WILL BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN BROKEN ARROW, NOT LESS THAN 20 DAYS, BUT NOT MORE THAN 30 DAYS PRIOR TO THE PUBLIC HEARING. ARRANGEMENTS FOR THIS PUBLICATION WILL MADE BY THE CITY AND THE APPLICANT IS RESPONSIBLE FOR THE PUBLICATION COST, WHICH WILL BE BILLED DIRECTLY TO THE APPLICANT, BY THE NEWSPAPER.
- POSTING OF SIGNS ON THE PROPERTY IS REQUIRED ON ALL PETITIONS FOR AMENDING THE FUTURE DEVELOPMENT GUIDE AT LEAST 20 DAYS PRIOR TO THE PUBLIC HEARING AND SHALL BE POSTED BY THE CITY OF BROKEN ARROW.
- IF THE PLANNING COMMISSION RECOMMENDS APPROVAL OF THE PETITION, IT WILL BE FORWARDED TO THE SECOND CITY COUNCIL MEETING AFTER THE PLANNING COMMISSION MEETING.
- IF THE PLANNING COMMISSION DENIES THE PETITION, THE APPLICANT MAY APPEAL THE COMMISSION'S DECISION TO THE CITY COUNCIL. TO APPEAL, THE APPLICANT MUST FILE A WRITTEN REQUEST WITH THE DEVELOPMENT SERVICES DEPARTMENT WITHIN 15 DAYS FROM THE DATE OF THE PLANNING COMMISSION'S ACTION. THE FILING FEE FOR AN APPEAL IS \$100.00

**FOR FURTHER INFORMATION, PLEASE CALL THE CITY OF BROKEN ARROW DEVELOPMENT SERVICES DEPARTMENT AT 918-259-8412. OR VISIT THE CITY'S WEB SITE AT WWW.BROKENARROWOK.GOV**