



City of Tuttle

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301 W. Main Street
PO Box 10
Tuttle, OK 73089
(405) 381-2335 Office (405) 381-3852 Fax

APPLICATION FOR USE ON REVIEW

Owner of Property: _____

Address: _____ Telephone No.: _____

Applicant or Designated Representative _____

Address: _____ Telephone No.: _____

General Location or Street Address: _____

Legal Description of Property: (May be Attached) _____

Current Zoning: _____

Current Property Use: _____

Proposed Property Use: _____

***** DOCUMENTS REQUIRED *****

- * State law requires at least **20 days notice** by mail to surrounding property owners for all Use on Review cases prior to the Planning Commission conducting a mandatory public hearing, along with publication in the Tuttle Times. For this reason, we need the completed application packet at least 28 days prior to the first Planning Commission meeting to give time for notification preparation by the City and the newspaper.
- 1. The applicant is responsible for providing a **Certified List** of the correct-property owners of record and their current addresses. This may be done at any Abstract/Title Company. The list will include all the property owners, within a 300-foot radius of the property lines of the land and the City will process the written notice. All paper work must be submitted in time for the proper notification process prior to the next available Council Meeting.

***** **Additional Documents*******

You may need to provide additional documents and information based upon the nature of your request and the unique circumstances that may impact the surrounding area.

1. A plot plan drawn to scale including but not limited to proposed and existing structures, driveways, parking areas, landscaping areas, and fences on the property. If other structures on adjacent are near the property line, then it may also be necessary to include them on the plot plan also.
2. A property executed easement when property abuts a section line or a major street of the proposed street plan and additional right-of-way is obviously needed.
3. A copy of all covenants restricting said property.
4. A written description of the proposed use, including hours of operation, number of employees, number of guests, possible delivery times, etc.
5. Other documentation and information necessary for proper review of your request.

Use on Review Fee: \$ 200.00
Plus Newspaper Publication Cost: \$ _____
Plus Cost of Notice Mailing: _____ x _____ \$ _____
Total Cost: \$ _____

Signature of Land Owner: _____

Date Received: _____

City Council Date: _____

City Clerk: _____