



## NEW COMMERCIAL BUSINESS PLANNING 2012

Bea Aamodt – Public Works Director  
Jared Cottle – City Engineer  
Erik Enyart – City Planner  
Bill May – City Inspector  
Joey Weidel – Fire Marshal

This planning guide has been prepared to minimize the number of plan reviews by providing a list of information that must be provided for all submittals. The intent of this list is not to provide an exhaustive list of generally accepted practices, elements, or formats. The items included in the checklist identify and clarify key, recurring plan elements, that if addressed from the outset, will reduce repetitive comments.

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Project: \_\_\_\_\_

Owner: \_\_\_\_\_

Person of Contact; \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLANNING DEPARTMENT**

This checklist has been prepared by the City of Bixby's development review staff to assist you in identifying the informational needs for the review of your commercial / nonresidential development project. Prior to scheduling a pre-development meeting with staff, completion of this form will help identify areas where additional planning and preparation will be needed to ensure the most efficient, expedient review and approval process. While not required, use of this checklist is encouraged. When completed, please submit to the City Planner for internal distribution.

**General Project Information**

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

If not Applicant, does owner consent? \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Development Type: \_\_\_\_\_

Use Unit (if known): \_\_\_\_\_

Zoning (if known): \_\_\_\_\_

**City Planner's Checklist**

- Use Unit(s) determined? If Yes, what: \_\_\_\_\_
- Is Zoning approval required? If Yes, what kind: \_\_\_\_\_
- Should a PUD be requested?
- Is subdivision plat approval required?
- Is the property in a Regulatory Floodplain? If Yes, what kind: \_\_\_\_\_
- Is Planning Commission approval of a Detailed Site Plan required?
- What are the parking requirements?
- What are the standard landscaping requirements?
- What are the signage requirements?

**Public Works Director's Checklist**

- What building codes has the City adopted?
- Is project subject to PFPI requirements?
- What are the requirements to connect to City services
- What are the requirements for 2-inch water meters or larger?
- When is a double detector check vault required and what are the requirements?

### City Engineer's Checklist

- Engineering Design Manual obtained from City website?
- Standard Infrastructure Specifications and Details obtained from City website?
- What utilities are available for project's property?
- What public utility extensions are required?
- What are the requirements for Oklahoma Department of Environmental Quality?
- Is an Earth Change Permit required? If so, what are the requirements?
- What are the storm water drainage requirements?
- What are the erosion control and storm water pollution prevention plan requirements?
- What are the requirements for Oklahoma Department of Transportation?
- Number of required sets of submittals.

### Fire Code Enforcement Checklist

The Fire Code Enforcement office is currently under the International Code Council (ICC) 2006. ICC contains the International Building Code and International Fire Code 2006. The contents of the ICC are subject to change both through the code development cycles and the government body that enacts the code into law. For more information regarding the ICC codes contact the Fire Code Enforcement office.

- New construction, remodels, and additions shall be prepared by a registered design professional required by the statutes of the jurisdictions, unless otherwise determined by this office.
- Number of fire hydrants and locations
- Number of fire extinguishers and locations
- Use Group:
  - Occupancy Classification
  - Occupancy Loads
  - Occupancy Name
  - Address and type of construction
- Egress exit doors, exit, and emergency lighting
- Fire separation rating if required as per codes
- Sprinkler and alarm systems if required as per codes

## Overview of the Development Review Process

Visit with your local community planner to find out the development potential of the land.

The current zoning of the property controls the current use and type of development allowed.

The Comprehensive Plan future land use map shows the community's policy on future development uses and intensities.

Rezoning may be necessary and may be allowed if in accordance with the Comprehensive Plan.

The City Planner knows the community well and can help you identify properties ripe for development or redevelopment, or any difficulties inherent in a particular property (water and sewer availability, flood plains, etc.).

### Find your land planning professionals

Oklahoma Law: Subdivision plats must be prepared by a Professional Land Surveyor (P.L.S.) (11 O.S. § 41 et seq.)

Bixby Subdivision Regulations: Subdivision plats must be accompanied by engineering plans, and therefore must be also be co-prepared by a Professional Engineer (P.E.).

### Pre-Development Meetings

Early and regular communication with the development review agency is a key component of a timely and efficient review.

Rough draft conceptual plans are highly recommended.

Pre-development meetings can help identify any peculiarities of the parcel which may cause delay or difficulty for the development, and any mitigating or compensatory measures necessary. For example:

- ✓ Topography not conducive to sewer connection by gravity flow; lift-station needed
- ✓ Zoning not consistent with planned development; rezoning or special zoning approval required.
- ✓ Configuration of parcel would cause conflict with ordinances, such as lack of second necessary point of ingress / egress.
- ✓ Pending road construction or other capital improvement projects.
- ✓ Complimentary or incompatible development anticipated to occur on neighboring parcel

(Post Zoning) Pre-Development Meeting:

Conceptual plans should include:

- ✓ Layout of streets, lots, blocks, reserve areas, etc.
- ✓ Topography
- ✓ Utility line and pipeline locations
- ✓ Drainage features
- ✓ Soils
- ✓ Existing structures and land-cover (trees, water, etc.)

Planning and engineering staff can identify obvious necessary revisions prior to the submission of the plat or building permit.

Other considerations can be identified and addressed

Development Review Process – A Brief Overview

- ✓ Meet with your local community planner / find developable property
- ✓ Find your land planning professionals
- ✓ Pre-development meeting with developer, private professionals, community planning staff
- ✓ Rezoning / Zoning approval process (may involve TAC and/or neighborhood meetings)
- ✓ Submit Sketch Plat (as needed)
- ✓ TAC review of Sketch Plat (as needed)
- ✓ Sketch Plat approved (as needed)
- ✓ Submit Preliminary Plat and Preliminary Construction / Conceptual Improvement Plans
- ✓ TAC review of Preliminary Plat and Construction Plans
- ✓ City Engineer review and approval of Preliminary Construction / Conceptual Improvement Plans
- ✓ Preliminary Plat approval by Planning Commission and City Council
- ✓ Submit Final Construction Plans
- ✓ City Engineer review and approval of Final Construction Plans
- ✓ Final Plat approved by Planning Commission and approved accepted by City Council
- ✓ Collect approval signatures on, and record the Final Plat
- ✓ Construct project
- ✓ Submit As-Built / Record Construction Plans

- ✓ City Engineer's office review and approval of As-Builts / Record Construction Plans
- ✓ Approved infrastructure accepted by City Council

As the review process progresses, meetings and revisions may be expected.

#### General Comments:

The development review process is designed to be linear – one step cannot be taken without first completing the previous step. However, to expedite development review, Bixby has streamlined the process, such as encouraging concurrent reviews by all concerned departments.

On the other hand, skipping steps may cause problems to survive to the end of the review process, making remedial actions more time consuming and costly.

Coordination and communication between all parties involved is essential. The developer's private professionals must coordinate and communicate regularly.

Developer's should designate a project coordinator, who acts as the point of contact and liaison between the developer, involved private professionals, the community planning staff, and any other interested third parties to the project.

Neighborhood/community resistance and protest: Know your neighborhood and community and be willing to meet with them and make reasonable accommodations to address their concerns. Showing a good-faith effort goes a long way.