

# TULSA METROPOLITAN AREA PLANNING COMMISSION

INCOG - 2 West 2<sup>nd</sup> Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526 - FAX (918) 583-1024

[www.tmapc.org](http://www.tmapc.org)

## MINOR AMENDMENT

### CASE TYPE

MPD  CO  PUD  ODP

### APPLICATION INFORMATION

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ TMAPC DATE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

NEIGHBORHOOD ASSOCIATIONS: \_\_\_\_\_ Related Case No.: \_\_\_\_\_

FINAL PLAT HAS BEEN RECORDED OR PLAT WAIVER APPROVED -  N  Y - PLAT NUMBER \_\_\_\_\_ WAIVER DATE: \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION: (email to [esubmit@incog.org](mailto:esubmit@incog.org)) \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ T-R-S \_\_\_\_\_ CD \_\_\_\_\_ CCD \_\_\_\_\_

### INFORMATION ABOUT YOUR PROPOSAL

DEVELOPMENT AREAS AFFECTED (If applicable): \_\_\_\_\_ DESCRIPTION OF PROPOSAL: \_\_\_\_\_

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL

**I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.**

SIGNATURE & DATE: \_\_\_\_\_

DOES OWNER CONSENT TO THIS APPLICATION  Y  N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

APPLICATION FEES (Make checks payable to INCOG)			
BASE MINOR AMENDMENT FEE	Residential \$250/ Non Residential \$500 for 1 <sup>st</sup> amendment		\$
ADDITIONAL AMENDMENTS	\$100 x _____		\$
300' PROPERTY OWNERS MAILING & POSTAGE	No. owners _____ \$45 + \$ _____ =	NOTICE SUBTOTAL	\$
RECEIPT NUMBER:		<b>TOTAL AMOUNT DUE</b>	\$

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

### DISPOSITION

STAFF RECOMMENDATION / ACTION: \_\_\_\_\_

DATE: \_\_\_\_\_

TMAPC ACTION: (APPLICABLE ON MINOR AMENDMENT REQUESTS ONLY, OR WHEN STAFF DECISION IS APPEALED)

DATE/VOTE: \_\_\_\_\_

**AUTHORIZATION FOR INCOG TO OBTAIN NAMES AND MAILING ADDRESSES  
OF OWNERS OF PROPERTY WITHIN 300 FEET LOCATED IN  
TULSA AND OSAGE COUNTY ONLY\***

**AUTHORIZATION AND RELEASE**

I authorize the INCOG Staff to obtain property owner's names and addresses as required for application number \_\_\_\_\_. I understand that INCOG Staff will use the Tulsa and Osage County Assessor's computer database to ascertain the names and addresses of the property owners. That database may not reflect recent ownership changes. I understand that I remain responsible for providing INCOG with the names and addresses of property owners within 300 feet of the property that is the subject of this application. I agree to provide any updates or corrections to INCOG at least 25 days prior to the public hearing on this application.

For valuable consideration duly received and acknowledged, I hereby release and forever discharge INCOG, its agents and successors from any actual or potential cause of action, suit or proceeding brought by me, my agents or assigns, based on the names and addresses obtained by INCOG as required in this application.

\* I understand and accept that the applicant is responsible for providing INCOG the names and mailing addresses of the owners of those properties that are within the required notice area but are not in Tulsa or Osage Counties.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

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**Tulsa Metropolitan Area Planning Commission (TMAPC) Case Number:** \_\_\_\_\_

**Hearing Date: Wednesday,** \_\_\_\_\_ **1:30 p.m.**

**Tulsa City Council Room, 2<sup>nd</sup> Level, One Technology Center, 175 East 2<sup>nd</sup> Street**

**A person knowledgeable of the application and the property must attend the meeting to represent the application.**

Site Plans and development proposals should be submitted at the time of application. Photos or renderings may be presented at the hearing.

**If your application is approved, you will need additional permits.**

Contact the Permit Center at 596-9601 if your tract is in the City of Tulsa or

Tulsa County Building Inspector's Office at 596-5296 if in unincorporated Tulsa County.

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