APPLICATION FOR PREDEVELOPMENT MEETING CODE COMPLIANCE PROCESS **(CCP)**

[www.cityoftulsa.org](http://www.cityoftulsa.org/) Please print or type. Incomplete applications will be rejected.

Code Compliance Process (CCP) predevelopment meetings are routinely scheduled for Wednesday afternoons at 2:00 p.m. The meeting is held virtually and to provide customers an opportunity to discuss the design code concepts to develop design guidelines for the project.

### CCP SUBMITTAL MUST INCLUDE $400.00 FEE. PAYMENT OF FEE SECURES THE REQUESTED MEETING DATE.

### AT MINIMUM, A 50% SET OF PLANS MUST BE SUBMITTED 7 DAYS PRIOR TO VIRTUAL MEETING.

**Project Name**

**Project Location**

**Project Description**

**Has project engaged in IDP? Yes No IDP #: IDP Date:**

**◻**

**◻**

**If so, was there an IDP predevelopment conference held? Yes No**

**◻**

**◻**

**Architect/Design Firm Account Number**

**Contact Person Phone**

**E-Mail**

**Project Owner**

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

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**Address**

**City**

**State**

**Zip**

**Phone Fax**

**Contact Person Phone**

**E-Mail**

**Name of Company/Person paying fees Account Number**

**Contact Person Phone**

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PREDEVELOPMENT MEETINGS CODE COMPLIANCE PROCESS (CCP)

ATTENDANCE:

* + - Project owner should plan to attend if possible.
		- Architect should attend.
		- Typically attended by representatives of Plans Review, Fire Department and Zoning. Development Services may provide comments on water, wastewater, stormwater, and transportation/circulation.
		- Issues concerning site development and IDP **may not** be addressed. Associated issues may be discussed in brief.

PLANS:

* + - Submittal of a 50% set of plans is required at least seven days prior to the meeting.
		- The plans 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(s) of the property
			* location of building(s)
			* parking and access
			* floor plan layout(s)
			* building description
		- 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 plat number, if available, or state that the property is unplatted.

FEES

* + - There will be a $400.00 fee required at the time of CCP Application Submittal. PAYMENT OF FEE SECURES THE REQUESTED MEETING DATE.

**DEVELOPMENT SERVICES BUILDING PLANS REVIEW**

**CODE COMPLIANCE PROCESS (CCP)**

# PRE-DEVELOPMENT MEETING

## CCP NUMBER: FILE DATE: MEETING DATE:

PROJECT NAME:

PROJECT SITE/ADDRESS:

PROJECT OWNER/DEVELOPER:

ARCHITECT:

ENGINEER:

Civil: Structural: MEP:

Fire Protection:

OWNER IDP FACILITATOR: