

EFFECTIVE MARCH 25, 2016



CAPITOL – MEDICAL CENTER IMPROVEMENT AND ZONING COMMISSION

APPLICATION FOR SIGN PERMIT

Submittal Packet

Staff Contacts:

Ben Davis, Planning Director
405-522-1652

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Beverly Hicks, Administrative Coordinator
405-522-0440

beverly.hicks@omes.ok.gov

APPLICATION FOR SIGN PERMIT REVIEW PROCEDURES

BEFORE YOU START YOUR APPLICATION

Before submitting an application, you are encouraged to review the administrative rules for the Capitol-Medical Center Improvement and Zoning Commission, available online at https://www.ok.gov/DCS/Zoning_Commission/index.html, and to discuss your project with the commission's staff. Staff contacts are located on the cover sheet.

APPLICATION SUBMITTAL

- Submit the application and all required documentation, as described, to Beverly Hicks at 2401 N. Lincoln (Will Rogers Building), 2nd Floor, Oklahoma City. You are encouraged to call prior to arrival to ensure staff is available to meet with you. Visitor parking is located in the west parking lot.
 - Initial submittals may be made in person, by mail, or by emailing beverly.hicks@omes.ok.gov.
 - Currently, there are no fees associated with applying for a Sign Permit.
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PROPOSAL REVIEW

- Within five days of receipt of the submittal, staff will contact the applicant to request additional information, if necessary. Staff will inform the applicant of the deadline for submittal of the requested information.
 - If requested information is not provided by the deadline, it may result in delay of review and approval.
 - Applications must be submitted at least 35 days before a zoning commission meeting in order to be considered.
 - Submittal deadlines and hearing dates can be found at http://www.ok.gov/DCS/Zoning_Commission/Application_Deadlines.html.
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PUBLIC HEARING BY THE CITIZEN'S ADVISORY COMMITTEE

- Applicants, project representatives and/or property owners are encouraged to attend this public meeting in order to respond to questions that may affect approval of the proposed project.
 - This body comprised of citizens from the district will make a recommendation to the zoning commission as to whether they believe the proposal should be approved.
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PUBLIC HEARING BY THE CAPITOL-MEDICAL CENTER IMPROVEMENT AND ZONING COMMISSION

- Applicants, project representatives and/or property owners are encouraged to attend this public meeting in order to respond to questions that may affect approval of the proposed project.
 - If no representative is present to answer questions, the board may continue or deny the project.
 - The commission may request additional information in order to make a fully informed decision, in which case they may continue your application to a specific future hearing.
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POST-HEARING/DECISION

- A Sign Permit will be issued five business days after they are approved at the public hearing.
- Your project may require additional permits from the commission and/or from the City of Oklahoma City to begin using the property for its newly approved use. Please keep copies of your Sign Permit and attachments for your records.

PURPOSE

The purpose of the documentation is to illustrate what **permanent** signage currently exists on the property and what **permanent** signage is proposed. Please consult staff if you have questions about how to adequately document your proposed project.

SUPPORTING DOCUMENTS

Along with this application please submit the following documentation for **new installation** of signs:

- ✓ **Site Plan** (site plans drawn to scale with sufficient clarity showing the location of lot lines, property lines, dimensions of the building site, and the width of all public or private streets adjacent to the building site; existing or proposed streets or alleys; the size and location of all main and accessory buildings, structures, and signage; the amount and location of all off-street parking facilities and loading areas, including driveways and handicapped parking and accessibility; public easements adjacent to or passing through the site, and significant drainage features.)
- ✓ **Signage Plan** (with the dimensions, materials, and appearance of the proposed signage)
- ✓ **Landscape Plan** for monument/ground-based signs (plans identifying all existing landscaping and improvements drawn to scale with sufficient clarity to indicate the location, nature and extent of the work proposed)



**State of Oklahoma
Capitol-Medical Center Improvement
and Zoning Commission**

Application for Sign Permit

P O Box 53448
Oklahoma City, OK 73152-3448
Phone: 405-522-0440 Fax: 405-522-3861

http://ok.gov/DCS/Zoning_Commission/

APPLICATION

Read Rules: [OAC 120:10-15](#)

I (we) the undersigned being owners of the following described property respectfully make application to the Capitol-Medical Center Improvement and Zoning Commission to request the addition, demolition, or alteration of signage on the property described below. In support of the application the following facts are shown:

Nature of Signage Request

Installation Demolition Alteration Temporary

Location of Property (Address) and Legal Description:

Address	City	Zip Code
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Addition	Block	Lot(s)
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Legal Description (Unplatted Land Only): _____

Signage

#	Type	Size	Material(s)	Method of Installation
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Probable Date of Completion: _____ Estimated Cost : _____

If signs are temporary what will their dates of display be? _____

Will the signs be illuminated? _____ If so, how? _____

Applicant's Signature (Owner / Agent): _____		
Street Address	City	Zip Code
Phone number	Email	

Representative (If applicable):	
Phone Number	Email

PROPERTY DETAILS (OFFICIAL USE ONLY)

Adjacent Uses						
Lot Layout	Width:		Length:		Area:	
Building Lines	Front yard:		Side yard:		Rear yard:	
Primary Building	Type:		Square Feet:		Height:	
Auxiliary Building	Type:		Square Feet:		Height:	
Off-Street Parking	Total # of Spaces:		Coverage of Spaces:	%	Surface Type:	
	Landscaping:	%	ADA Spaces			
	Streets Serving the Property		Width	Easement Width	Surface Type	
1.						
2.						

- Staff Checklist (Official Use Only)
- Completed Application
 - Site Plan (If Applicable)
 - Signage Plan (If Applicable)
 - Landscape Plan (If Applicable)

COMMISSION ACTION

Permit No. _____

Effective Date Issued: _____

 Approved by Commission Chairman Date

 Approved by Commission Director Date