

The Citizen's Guide to Planning and Zoning

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TMAPC
Tulsa Metropolitan Area
Planning Commission

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THE CITIZEN'S GUIDE TO PLANNING AND ZONING

I. INTRODUCTION

This guide is intended to be an easy-to-understand overview of planning and zoning within the City and County. Included in it are frequently-asked questions, definitions and illustrations of zoning terms and regulations, and information about the application and public hearing processes. It is meant to be a tool of general information for the public and should not be used as a substitute for the entire text when exact regulations and detailed information are necessary.

II. THE COMPREHENSIVE PLAN AND ZONING ORDINANCE

The Comprehensive Plan is public policy. It expresses the existing and projected development patterns of the community. The zoning ordinance and related land development regulations and codes implement the comprehensive plan. All are tools. Together they represent a guide for the public to direct land use away from incompatible or unsuitable locations and promote a viable and livable community. The goal of the Comprehensive Plan is to encourage development with high standards and quality-of-life expectations to protect the public from nuisance and potential harm.

The purpose of zoning and the Zoning Code, is to "promote the health, safety and public welfare; conserve the value of buildings and encourage the most appropriate use of land; and promote the development of the community in accordance with a comprehensive plan." Zoning is best defined as the division of a city into districts for the purpose of regulating land use. These districts are established by ordinances within the city limits and by resolution outside of the city limits, and are shown on a zoning map. The official zoning map for the City of Tulsa and the unincorporated areas of Tulsa County is maintained by INCOG. Each zoning district allows certain uses and requires that various conditions be met before a property can be developed.

The City of Tulsa first established zoning in 1923. Initially, Tulsa was divided into only three zoning districts: Residential, Commercial and Industrial. Today, 31 separate zoning districts govern land use development in the City, and 24 in the County (see Appendix D, page 31 for list and summary). It is clear that as development increased, a need arose for more sophisticated land use regulations. Zoning in the unincorporated area of Tulsa County first began in 1953 with the creation of the Tulsa Metropolitan Area Planning Commission (TMAPC). The TMAPC had

extraterritorial zoning powers that extended five miles beyond the Tulsa City limits, into the unincorporated portions of Tulsa and Osage Counties. At that time, the Tulsa City Commission made zoning decisions in that five-mile perimeter area. The State of Oklahoma repealed such extraterritorial zoning jurisdiction in 1980, and Tulsa County adopted a Zoning Code for the unincorporated areas of the County later that year. Today, the Tulsa County Board of Commissioners make zoning decisions for the unincorporated areas in Tulsa County.

III. TULSA'S ZONING CODE

Zoning districts were redefined in 1970. Currently, the City and County Zoning Codes establish:

City Code

- one agricultural district
- five single-family residential zoning districts
- one duplex district
- one townhouse district
- four multifamily residential districts
- one manufactured home district
- one parking district
- four office districts
- four commercial districts
- one corridor district
- one scientific research and development district
- three industrial districts, and
- two overlay or supplemental districts:
 - historic preservation and planned unit development
- one Form-Based Code District

- one Mixed-Use Institutional District

County Code

- two agricultural districts
- two single-family residential districts
- one duplex district
- one townhouse district
- three multifamily residential districts
- one mobile home district
- one parking district
- three office districts
- three commercial districts
- one corridor district
- four industrial districts
- one overlay or supplemental district:
planned unit development
- one floodway district

These districts differ from each other in height, density, intensity, bulk and area requirements and permitted uses.

The City and County of Tulsa both utilize the Use Unit concept to guide the appropriate development of land. This concept is based on groupings of individual uses having similar characteristics or function. For example, Use Unit 20, Intensive Commercial Recreation, groups drag strips, rodeo grounds and water slides together. By using this method of organization, the local planning body can systematically consider the location and regulation of various land uses by zoning district.

IV. HOW THE ZONING CODE IS APPLIED

If a property owner wants to develop a piece of property in a way that conforms to the restrictions of that particular zoning district, he may do so with a minimal amount of review. Such a use of the land is referred to as a "use by right". However, if the property owner wants to develop property not already zoned for the intended use, a rezoning process is necessary. Following is a discussion of the various public bodies involved in the implementation and enforcement of the Zoning Code. Section V of this guide discusses the various procedures.

Tulsa Metropolitan Area Planning Commission (TMAPC)

Ensuring development in conformance with the Comprehensive Plan is the responsibility of the **Tulsa Metropolitan Area Planning Commission (TMAPC)**. This Commission serves both the City of Tulsa and Tulsa County, and consists of eleven members, with the Tulsa Mayor (or designee) and County Commission Chair (or designee) serving in an ex officio capacity. Of the nine remaining members, six are City of Tulsa appointments and three are Tulsa County appointments. The TMAPC meets the first and third Wednesdays of each month in the Tulsa City Council Chambers, 175 East 2nd Street, 2nd Level, One Technology Center, at 1:30 p.m.

The TMAPC is responsible for approving the Comprehensive Plan for the metropolitan area, administration of the Zoning Code and adopting the subdivision regulations for the metropolitan area. The TMAPC makes recommendations on all rezoning cases. The recommendations are forwarded to either the City Council or County Commission, depending on jurisdiction, for final action. The TMAPC has the responsibility to approve all subdivision plats in the City of Tulsa and the unincorporated areas of Tulsa County.

Boards of Adjustment

Because a zoning code that fits all cases and conditions cannot be written, the **Boards of Adjustment (BOA, City of Tulsa and CBOA, Tulsa County)** were originally created by Oklahoma Statutes. The Statutes enable the cities and counties to administer their own zoning and remain as the basis for our codes today. However, effective May 8, 1990, the City of Tulsa BOA has been authorized under provisions of the City Charter. Whereas the TMAPC is a combined City and County planning commission, the City and County each have separate Boards of Adjustment to administer their

respective Zoning Codes. The BOAs are charged with hearing appeals from the decision of an administrative official, making interpretations of the zoning map and text, and granting variances and special exceptions.

The City BOA consists of five members who are nominated by the Mayor and confirmed by the City Council. The City BOA meets on the second and fourth Tuesday of each month in the Tulsa City Council Chambers, 175 East 2nd Street, 2nd Level, One Technology Center, at 1:00 p.m.

The Tulsa County BOA consists of five members appointed by the Board of County Commissioners, and meets on the third Tuesday of each month in Room 119, Administration Building, County Courthouse, 6th Street and Denver Avenue, at 1:30 p.m.

The following is a summary of the Boards of Adjustment, their functions and purposes.

Who are on the City and County Boards of Adjustment?

Five citizen members on each board.

Appointed by the Mayor or County Commission.

Three-year terms with unlimited reappointment.

Support or objection to reappointments may be made to your City Councilor or County Commissioner.

The City Board of Adjustment (BOA) hears cases within the city limits of Tulsa. The County Board of Adjustment (CBOA) hears cases in Tulsa County that are outside the corporate limits of any city. Most of the surrounding cities and towns have their own Boards of Adjustment.

The citizen board members are lay people with experience in many different areas including real estate, law, design and engineering professions, neighborhood advocacy and other civic service.

The City of Tulsa Charter, Article 1 Section 3.n, grants power to the City BOA, and State statutes, Title 19 Section 863.7, grants power to the CBOA, to hear appeals from the determinations of administrative officials in enforcing the Zoning Codes, to grant special exceptions, to grant variances and to make interpretations of the zoning map and text.

The Boards function as quasi-judicial bodies - meaning they consider evidence presented to them in a public hearing and make decisions about how zoning laws are to be applied the same as a court would do. Their decisions carry the weight of law and may be appealed to the District Court.

Who are the staff members involved?

One principal staff member to oversee application processing and advise on planning concerns.

One assistant city attorney or district attorney to advise on legal concerns.

One recording secretary to record the proceedings and prepare minutes.

Various staff to advise and assist preparing Board of Adjustment applications.

Neighborhood Inspectors and County Inspectors to enforce zoning compliance.

INCOG employs professional planning staff for both Boards of Adjustment. These staff members are available to help you complete and file your application. They prepare and deliver the public notice in accordance with the Open Meeting Act and local ordinance requirements. They research and prepare the staff reports and maintain all Board of Adjustment records. They attend the Board of Adjustment meetings to assist the Board members and the public during the hearings. They are available to help with zoning questions and BOA/CBOA procedures by phone, email, or in person.

What are the steps of the Board of Adjustment process?

1. **File a BOA/CBOA application** at the INCOG office. An annual schedule sets the cutoff and hearing dates each year can be found at:
<http://www.tmapc.org/Documents/applications/>

When you file your application your hearing date will be assigned according to the schedule.

Minimum submittal requirements at the time of filing of application:

Site plan or plat or survey showing the nature of request

Legal description of the entire lot of record

Fees for application and notice

Review comments from zoning official or violation notice from inspector

2. Staff prepares public notification. It is published in a newspaper of general circulation and mailed to all property owners within 300 feet of the boundaries of the subject tract. For special exception uses only, a sign is posted on subject tract. The meeting agenda is posted at INCOG, City Hall, and on the Board of Adjustments websites www.cityoftulsa-boa.org or <http://www.countyoftulsa-boa.org/>.

3. Staff researches the case. They review the relationship of the site and proposal to the Comprehensive Plan, character of neighborhood, and relevant previous BOA or CBOA actions. Then they prepare a staff case report including this research data, suggested questions, and relevant planning issues for the Board's consideration. Finally they prepare the agenda packet for distribution to the Board members to use at the public hearing.

4. Applicant prepares to make a presentation at the public hearing. The Zoning Code, City ordinances enacted pursuant to adoption of the Charter and State enabling legislation describe certain standards or requirements that must be met before a Board of Adjustment may grant variances or special exceptions. Generally, the boards consider their role to be one of helping an applicant achieve his or her goals, but they must make the proper findings that will meet these tests. It's the applicant's job to provide information that will help the boards properly consider the request.

5. At the public hearing, the applicant makes a presentation. Next protestants or interested parties may speak for or against the proposal. The applicant will be given time for rebuttal. Finally, the Board of Adjustment closes the public comment portion, deliberates the case and makes a decision to approve or deny the application.

Anyone may appeal the Board's decision to District Court by filing a notice of appeal within ten calendar days of the board's decision. The exact procedure is detailed in the City or County Zoning Code. The staff at the BOA will help with your questions or concerns.

Neighborhood Investigations

The Neighborhood Investigations Section of the City of Tulsa's Working in Neighborhoods Department (WIN) is responsible for enforcing the City Zoning Code. The County Building Inspector is responsible for Tulsa County zoning code enforcement. Zoning violations include, among others, illegally operated businesses in single-family residential districts and building additions (without permits) that encroach into minimum yard requirements.

Once a complaint is received by the Mayor's Action Center a Neighborhood Investigation customer service representative will verify the complaint. If a violation has occurred, the property owner is given a chance for voluntary compliance. The property owner has ten days to comply with the Zoning Code requirements or apply to the BOA for a special exception, variance or appeal. If the BOA approves the property owner's request, Neighborhood Investigation staff will close the file. If not, the property owner may still appeal to the District Court by filing a Notice of Appeal with the Clerk of the BOA and the City Clerk within ten days. Protestants or interested parties may also appeal a decision of the BOA to District Court.

V. APPLICATION PROCEDURES

INCOG provides staff assistance to the TMAPC and BOAs for the City and County of Tulsa. Many of the following procedures require a pre-application conference with a TMAPC or BOA staff member. INCOG office is located at Two West 2nd Street, Suite 800, Tulsa, Oklahoma, 74103 (telephone 918/584-7526; fax 918/583-1024). The TMAPC website is www.tmapc.org. The BOA website is www.cityoftulsa-boa.org. The CBOA website is www.countyoftulsa-boa.org.

Requests for zoning and land division changes for Tulsa and unincorporated areas of Tulsa County are handled by the Land Development Services Division. The TMAPC staff reviews the zoning requests for conformance with the Comprehensive Plan, development guidelines, zoning codes and physical characteristics of the surrounding area. In order to process applications in a timely manner and satisfy notification requirements, cut-off dates are set for each public hearing. A TMAPC staff member can provide these dates upon request and are posted on the TMAPC website at www.tmapc.org/meetings.html.

How to Apply for a Rezoning

Rezoning is required when a property owner proposes to use the property in a manner not permitted by the existing zoning. A rezoning public hearing is required. Following is a step-by-step procedure.

1. Contact a TMAPC staff member. The applicant will be advised of the zoning process and cost.

2. File a completed application form and pay related fees. Filing fees are for processing the application and are nonrefundable, regardless of the outcome of the case.
3. The rezoning application is advertised for public hearing and property owners within a 300 foot radius of the subject property are notified by TMAPC staff. Signs of the pending action are posted on the property.
4. TMAPC staff will field check the subject property and surrounding area and prepare a recommendation to TMAPC based on the Comprehensive Plan, existing zoning patterns and other physical features in the area.
5. The public hearing is held approximately 30-50 days after the rezoning application is received. The applicant or his representative presents the application to TMAPC and protestants or interested parties are given an opportunity to comment. The TMAPC may grant a continuance of a scheduled public hearing or other business item at the request of the applicant, staff, or another interested party. Except for requests by staff, a request for a continuance should be made in writing and must contain the reasons for the request. In considering the request, the TMAPC may consider the timeliness of the request, the reasons given for the request, and the inconvenience created.
6. At the public hearing, after all comments are received, the TMAPC recommends to the City Council or County Commission, depending upon jurisdiction, one of the following: approval, approval with modifications, denial or no recommendation in the event of a tie vote.
7. TMAPC staff will prepare minutes of the public hearing, which are transmitted to the City Council or County Commission within 15 days for their action. If the application was denied by the TMAPC, it will not be considered further unless an appeal is filed with the City or County Clerk, depending upon jurisdiction, within 15 days after the TMAPC action. In case of a tie vote, the application is transmitted to the appropriate body, noting the tie vote and without a recommendation.
8. The City Council or County Commission hears the request approximately two to three weeks after the TMAPC public hearing and about 60-90 days after the rezoning application was first filed. Before either body will hear the application, the applicant must pay a fee to cover the costs of publication of ordinances or resolutions. The applicant or his representative presents the application, and protestants or interested parties who appeared at the TMAPC hearing are given notice and have another opportunity to comment.

9. The City Council or County Commission will approve, approve with modifications, deny or refer the application back to TMAPC. If approved, an ordinance or resolution is published changing the property's zoning. If denied, no further action occurs unless an appeal is filed with the District Court.

How to Apply to the Board of Adjustment

Any person seeking relief from any portion of the Zoning Code may apply to the City or County BOA. One or more of the following may be requested.

Special Exception - Certain land uses, while not prohibited, must be reviewed on a case-by-case basis by the BOA to assure compatibility with surrounding development; for example, a request for a church in a residential district. The BOA will frequently approve such a request after it has been reviewed and conditions imposed which will help make the church use and activities compatible with the surrounding residences.

Special exceptions are those uses specifically set forth in the Zoning Code. Before the BOA can approve any special exception, it must find the proposed development to be "in harmony with the spirit and intent of the Code and not injurious to the neighborhood or otherwise detrimental to the public welfare".

Variance - In certain cases, the literal enforcement of a zoning regulation causes unnecessary or unusual hardship to the property owner. For instance, an exceptionally narrow or shallow lot may make compliance with minimum yard requirements impossible. The BOA has the power to vary or modify that regulation if an unnecessary hardship is demonstrated and if the request can be found to be "in harmony with the spirit and intent of the Zoning Code and not injurious to the neighborhood or otherwise detrimental to the public welfare".

The County BOA has authority to grant use variances, which allow uses other than those permitted in the given zoning district. When a use is not permitted as a matter of right or as a use by exception, this avenue of relief is only available in the unincorporated areas of Tulsa County. The City BOA only has authority to grant bulk and area, height, setback and intensity variances, not use variances.

Appeal from a Decision of the Building Inspector or Administrative Official - The Building Inspector (County) or Administrative Official (City) is responsible for enforcing the provisions of the Zoning Code. Any zoning-related decision of either may be appealed to the BOA. Appeals must be filed within ten days of the administrative official's action by notifying the BOA Secretary and the Administrative Official (City) or Building Inspector (County).

To initiate action on any of the above:

1. Pay application and related fees. BOA Staff will provide the names and addresses of property owners within 300 feet of the property. Filing fees are for processing the application and are nonrefundable regardless of the outcome of the case.
2. The application/appeal is advertised for public hearing and property owners within 300 feet of the subject property are notified. Signs are posted on the property for Special Exception uses only.
3. If needed, BOA staff will field check the subject property and surrounding area and prepare a staff evaluation to the BOA based on the Comprehensive Plan and other physical features.
5. The public hearing is held approximately 30-50 days after the request is received. The applicant or his representative presents the request to the BOA and protestants or interested parties are given an opportunity to comment.
6. The BOA will make a decision on the application (special exception or variance) or decide to uphold or overturn any appeal of the official's decision.
7. If either the applicant or protestants are dissatisfied with the BOA's determination, either party has the right of appeal to District Court and must file a Notice of Appeal with the City Clerk and the Clerk of the Board within ten days of the time of the BOA's decision.

How to Process a Lot-Split/Lot Combination

A lot-split is the process of dividing a lot of record into two, three or four tracts of land, and is required for any division of land resulting in tracts of five acres or less. Any division of land into five or more lots, or any division of land involving the right-of-way or alignment of an existing or proposed street or highway, is considered a "subdivision" and may not be processed as a lot-split. Any further division of property within an approved subdivision, regardless of tract size, requires lot-split or resubdivision approval by the TMAPC.

Once an applicant files a **lot-split** application, staff will process it as one of the following.

Consent Agenda Approval - When resulting tracts of land meet all subdivision regulations and zoning requirements, and all proposed lots are adequately served by utilities, staff has authority to approve this type of lot-split, which TMAPC then ratifies at their next regularly-scheduled meeting.

Approval with modification of Subdivision Regulations— When a modification of subdivision regulations or rezoning is necessary due to the proposed creation of lots that do not meet the subdivision regulation, a TMAPC public hearing is necessary, as well as a BOA public hearing for a zoning variance.

An owner of two or more adjoining lots or parcels of land may apply for a **lot combination** to combine the lots into a single parcel of land.

The general process for lots-splits or lot combinations is summarized below.

1. Contact a TMAPC staff member. The applicant will be advised of the process and cost.
2. File a completed lot-split or lot combination application form and pay related fees. The cost to process a lot-split varies based on the type of lot-splits listed above.
3. A BOA application may also be necessary for various zoning-related items such as lot widths or lot areas (see page 6 of this Guide for a description of that process). The application will be advertised for public hearing and property owners within a 300-foot radius of the subject property will be notified. If the BOA approves the variance request, the lot-split application process continues. The Technical Advisory Committee, which is made up of representatives of various operating

departments in the City and County and representatives of public and private utilities, and the TMAPC will hear any requests for modifications or changes to the subdivision regulations, with notice sent to abutting property owners.

4. The staff may field check the subject property and surrounding area when preparing a recommendation to TMAPC based on requirements set forth in the subdivision regulations, the surrounding area and other physical features.
5. The public hearing for a lot-split consent agenda application or a lot combination application is held approximately 30 days after the application is received.
6. The public hearing for lot-splits with modification of Subdivision Regulations or Variance from the Board of Adjustment, is held approximately 30-50 days after the application is received. The applicant or representative is given the opportunity to address the request once staff has presented the application to TMAPC and protestants or interested parties are given an opportunity to comment.
7. If TMAPC approves the lot-split or lot combination, the process is completed through TMAPC staff. If TMAPC denies the lot-split, appeal is through District Court.

How to Apply for a Planned Unit Development (PUD)

A Planned Unit Development (PUD) is a supplemental zoning district that requires TMAPC and City Council or County Commission approval. This involves a detailed review and hearing process of the specific plan for development and requires extensive TMAPC and staff involvement. Contact a TMAPC staff member for further information.

The Technical Advisory Committee (TAC)

The TAC is made up of representatives of various operating departments in the City and County (such as Public Works, the Fire Department in the City, the County Engineer and the City-County Health Department) and representatives of public and private utilities such as AEP/PSO, telecommunications and ONG. The TAC reviews proposed subdivision plats and lot-splits with modifications of subdivision regulations with regard to such issues as streets, fire protection, water and sewer, designation of rights-of-way and easements and other development-related

factors. Their comments and concerns are transmitted to the TMAPC as part of the staff case report.

The Planning Review Committee PRC

The PRC is made up representatives of various entities in the community, as well as City and County departments (such as Planning, Development Services, Engineering Services, Transportation Planning and the City-County Health Department). The purpose of the PRC is to provide applicants with guidance and direction concerning the vision of the Comprehensive Plan, Zoning Code, and policies pertaining to PUDs, Corridor Development Plans, all related major amendments and Comprehensive Plan amendments. The PRC discussion is intended to guide recommendations to the Planning Commission regarding development proposals in context with the surrounding properties and the Tulsa Comprehensive Plan. These recommendations are transmitted to the TMAPC as part of the staff case report.

VI. FREQUENTLY ASKED QUESTIONS

Following are the most frequently asked questions staff receives. Each answer contains Zoning Code Section number references in parentheses for additional information. The Zoning Code may be accessed through the TMAPC website at www.tmapc.org.

Are home occupations allowed in residential areas?

A business in a home (home occupation) is permitted by right under certain circumstances, and by special exception from the BOA under others (Section 404, City Code; Section 440, County Code). The following occupations are permitted by right in the City (in the County, home occupations are permitted by special exception only).

Artists

Authors and composers

Catering/food service

Computer programming

Home cooking and preserving

Home crafts

Ironing

Sewing

Telephone answering and/or solicitation

Tutorial services, limited to one student at a time

These home occupations must comply with the following requirements.

1. Only members of the family residing in the dwelling shall participate in the home occupation.
2. Signs or displays, including signs exceeding two square feet on a vehicle, advertising the home occupation on the premises, which are visible from outside the lot, are prohibited.
3. The home occupation shall be conducted entirely within an enclosed principal residential structure.
4. Mechanical equipment that creates a noise, dust, odor or electrical disturbance is prohibited.
5. Exterior alterations of the structure that would detract from the residential character of the structure are prohibited.
6. Outside storage or display of materials or items associated with the home occupation is prohibited.
7. A maximum of 500 square feet of floor area shall be used in the home occupation.
8. Vehicles used in conjunction with the home occupation shall be parked off the street, on the lot containing the home occupation, and shall be of a type customarily found in a residential area.
9. The sale of merchandise on the premises is prohibited.
10. The pick-up of home craft or food items at the home occupation is prohibited.

Home occupations that are allowed with special exception approval from the BOA must operate under the above conditions as well as the following.

1. The home occupation must be accessory to the use of the dwelling as a residence.
2. The home occupation shall be conducted entirely within an enclosed principal building or customary accessory building.

Can I move a mobile home onto my property?

In the city limits, a mobile home is only permitted by right in the Residential Manufactured Home (RMH) zoning district. A mobile home may also be placed in Agriculture (AG) or Residential (R) districts with the approval of the BOA by a special exception (Section 401). Beyond the city limits in the unincorporated portions of Tulsa County, a mobile home is allowed by right in the Agriculture and Residential Mobile Home Park zoning districts, and by special exception in Agriculture-Residential and Residential districts (Section 410).

Where can a fence be placed on my lot and how tall can it be?

Fences, hedges, plant materials and walls may be located in any yard, provided that corner visibility is maintained in accordance with the City of Tulsa Nuisance Code, Title 24, Section 103. Fences and walls within side and rear yards shall not exceed a height of eight feet. Any fence or wall that projects into or encloses a required front yard shall not exceed a height of four feet. All heights are measured from existing ground elevations. The BOA may modify these limitations through a special exception (Section 212.c, City Code; Section 250.3, County Code).

How large can a detached storage building or garage be, and how close to the property line can it be?

In the R (Residential) districts, single-story detached accessory buildings may be located in a rear yard, provided all accessory buildings in total within the required rear yard do not cover more than 20% of this area. All detached accessory buildings, no matter where they are located, cannot exceed 750 square feet in area or 40% of the floor area of the principal structure, whichever is greater. Such buildings may be located a minimum of three feet from the side and rear property lines, except for corner lots. These requirements can only be modified with a variance from the BOA.

Where may a church be located?

A church is permitted by right in nine zoning districts (OM, OMH, OH, CS, CG, CH, CBD, FBC and MX-I). A church may also be located in the

Agriculture, Residential, Office Light and Industrial zoning districts by special exception from the BOA (Section 1608, City Code; Section 1680, County Code).

What is "livability space"?

Livability space is the unbuilt-upon open space on a lot. This space cannot be paved to be used for loading or parking, or be covered by a building. Further, it is a required component of residential uses.

Where are day care centers permitted?

Family day care homes, which permit care of seven or fewer children (related or unrelated), can be located as an accessory use in any Residential zoning district. The caregiver must be licensed by the State of Oklahoma Department of Human Services and have obtained a Zoning Clearance Permit from the Building Inspector. Further, no signs advertising the family day care home are permitted on the lot. For additional conditions, see Section 402 of the City Zoning Code.

Can I park my car, truck, motor home or boat in my front or side yard?

You may park your car or truck, provided that the driveway to the parking area is surfaced with an all-weather material (paved surface). Gravel does not satisfy the all-weather surface requirement, unless the parking surface existed prior to July 1, 1970. The livability (open) space requirements for the lot must continue to be met (Section 403, City Code; Section 430, County Code). However, recreational vehicles and/or boats must meet stricter standards in the City (Section 402.7, City Code).

Are there limitations on business signs?

Yes. Due to the complexity of the sign code, contact either the City of Tulsa Sign Inspector (596-9456) or the County Building Inspector (596-5296) for additional information.

How long does the rezoning process take and how much does it cost?

A good rule of thumb is approximately 90-120 days from the time the application is made until the rezoning ordinance is published. A great deal of that time is consumed by legal requirements for public notice. If the rezoning public hearing is rescheduled to a date certain (also known as a "continuance"), the process can take longer. Cost depends on what type of zoning is requested and how much property is involved. The cost ranges generally from approximately \$1,000 and up (Section 1703, City Code;

Section 1730, County Code). Application fees are nonrefundable unless the case is withdrawn before any processing has taken place. The fees are remitted to the City and County depending upon jurisdiction involved in the requested action.

How long does the BOA process take and how much does it cost?

The process takes approximately 45 days from the time of application until the public hearing. Cost ranges from \$100 to \$900, depending on the nature of the request (Section 1603, City Code; Section 1630, County Code).

Whom do I contact about a Zoning Code violation?

For the City of Tulsa, it is the duty of the Neighborhood Investigations section of Working In Neighborhoods Department to enforce the Zoning Code. They can be reached at Mayor's Action Center at 596-2100 (Section 1500, City Code). Outside the city limits, contact the County Building Inspector at 596-5293 (Section 1500, County Code).

How can I take a more active part in the planning and zoning process?

Planning revolves around citizen participation; your input is valuable to the process. Several boards utilize citizen participation, and the public is urged to become involved. Neighborhood associations are encouraged to register through the Mayor's Office for Neighborhoods for information on pending planning and zoning actions. In addition, periodically review the INCOG webpage www.incog.org, TMAPC webpage www.tmapc.org, BOA webpage www.cityoftulsa-boa.org and CBOA webpage www.countyoftulsa-boa.org.

Can I build my house anywhere on my lot?

Certain bulk and area requirements (setback, height, livability, etc.) must be met depending on the zoning district in which the lot is located (Section 403, City Code; Section 430, County Code).

Are there building size limits in zoning districts other than Residential?

Yes; non-residential construction limits are based on floor area ratios (FAR). Floor area ratio is the total floor area of a building or buildings divided by the total lot area. See applicable zoning districts for specific requirements.

How do I calculate density?

Residential density is calculated by dividing the total lot area by the minimum land area per dwelling unit (Table 3, Section 403, City Code; Table 3, Section 430, County Code) permitted in a given zoning district.

For example, the minimum land area per dwelling unit in an RS-3 Residential zoning district is 8,400 square feet (SF). The number of allowable dwelling units for a five-acre development would be calculated by first converting the acreage into SF and multiplying the number of acres by 43,560 (the total number of SF in one acre), to arrive at 217,800 SF. Divide that number by the minimum land area (8,400 SF, in this case) to arrive at 25.9 dwelling units for a five-acre development. The actual number of single-family residential lots is determined by a subdivision plat of the five acres, which will also require internal public streets for access to each lot.

VII. REQUIREMENTS FOR ZONING MAP AMENDMENT FORMAL PROTESTS

Anyone may protest orally or in writing a rezoning application. However, interested persons should be aware that protests against a Zoning Map Amendment may be either formal or informal. In order for a formal protest to invoke a three-fourth (3/4) "super-majority" requirement for approval of a Zoning Map Amendment detailed in Title 42 Tulsa Revised Ordinances, Section 1703.E, a protest must meet certain requirements. The relevant portion of Section 1703.E provides that:

"In case of a protest against such zoning change filed at least three days prior to said public hearing by the owners of 20% or more of the area of the lots included in such proposed change, or by the owners of 50% or more of the area of the lots within a 300-foot radius of the exterior boundary of the territory included in a proposed change, such amendment shall not become effective except by the favorable vote of three-fourths of all the members of the City Council."

Formal protests must be filed with the City of Tulsa City Clerk and the TMAPC Recording Secretary at least 3 days prior to the public hearing conducted by the City Council. Because zoning cases often result in legal action, it is helpful to all concerned if formal protests against applications are uniform in their submittal. Owners of property located within 300' of the subject property wishing to submit a formal protest that would trigger the requirement of a $\frac{3}{4}$ vote of the Council are advised to comply with the following guidelines:

- Protest must be submitted three (3) days prior to the public hearing conducted by the City Council. The computation of this three (3) days does not include the day upon which the City Council holds the public hearing or days when the City of Tulsa offices are closed (Saturdays, Sundays and City holidays). Since the City Council usually meets on Thursday evenings at 6:00 p.m., a timely protest must be filed on or before 5:00 p.m. on the Monday prior to the Thursday City Council meeting.
- For purposes of a formal protest, an "owner" is considered to be one or more persons or legal entity having title to a property and the right to possess and use it to the exclusion of all others.
- Signers of the protest must be the owner of record of a property, at the time they sign a protest, which is within 300' of the property involved in the application for rezoning, or the owner of record of

a property, at the time they sign a protest, that is included in the application for rezoning.

- If property is jointly owned (for example, co-tenants or joint tenants with right of survivorship), all owners of record must sign.
- If a property is owned by a trust or by a trustee or trustees, the protest must be signed by the trustee(s) of record, indicating that they are signing "as trustee".
- If the owner is a partnership, corporation, limited liability company or some other legal entity, the person or persons signing must be those who are authorized by the legal entity to sell or convey title to the property, at the time they sign a protest.
- Persons signing the protest must be 18 years of age or older at the time of signing.
- Persons signing the protest must indicate the address(es) of the property or properties of which they are representing themselves as owners.
- Inclusion of a lots/blocks map indicating the addresses and locations of petition signers is greatly encouraged.
- Duplicate signatures (i.e., the same persons signing as representing the same properties) will not be counted. If multiple lots are owned by the same individual(s), those signatures will be counted for each owned piece of property.
- Signatures in cursive writing are preferred and should be accompanied by the protestant's name legibly printed or typed.
- If a protest is prepared prior to the TMAPC hearing on the zoning application, the party or parties assuming responsibility for circulating the protest may wish to submit the petition to the Recording Secretary of the TMAPC no later than one week prior to the public hearing conducted by TMAPC at which the case is to be heard.
- Once filed and the date for filing a timely protest has passed, a protest may not be amended, supplemented or corrected.

APPENDIX

A. Glossary

Chapter 18 of the Zoning Code provides detailed definitions of terms found in the text of the Code. Following are definitions of terms found in this Guide which may be unfamiliar to the lay person.

Accessory use or structure - A use or structure on the same lot with and of a nature customarily incidental and subordinate to the principal use or structure.

All-weather material - A hard surface, dust-free material capable during ordinary use of withstanding without substantial deterioration normal weather conditions. Gravel, rock or screenings alone, without use of a petroleum or cement binder, does not meet the definition of an all-weather, dust-free material.

Dwelling Unit (DU) - A residential structure, either as a separate and detached single-family unit or as an attached (apartment or townhouse) unit.

Floor area ratio (FAR) - The total floor area of a building or buildings divided by the total lot area. See applicable zoning districts for specific requirements.

Land area - The area of a lot plus one-half or 30 feet, whichever is less, of the right-of-way of any abutting street to which the lot has access,

Land coverage - The land area of a lot covered by a building or buildings, except structural parking.

Special Exception - Special exceptions are uses permitted in a particular zoning district with BOA approval. These uses are specified in the Zoning Code, and only those noted may be considered as special exceptions in a particular category.

The BOA will often impose conditions which must be met in order for a special exception to be approved. For example, a mobile home in an RS-3 Residential district is not allowed by right, but if the request is in harmony with the physical facts of the area, the use may be allowed by the BOA for a period of one year. The main difference between a variance and a special exception is that a variance requires that a "hardship" (other than an

economic or self-imposed one) be proven, and special exception are specifically designated in the Zoning Code.

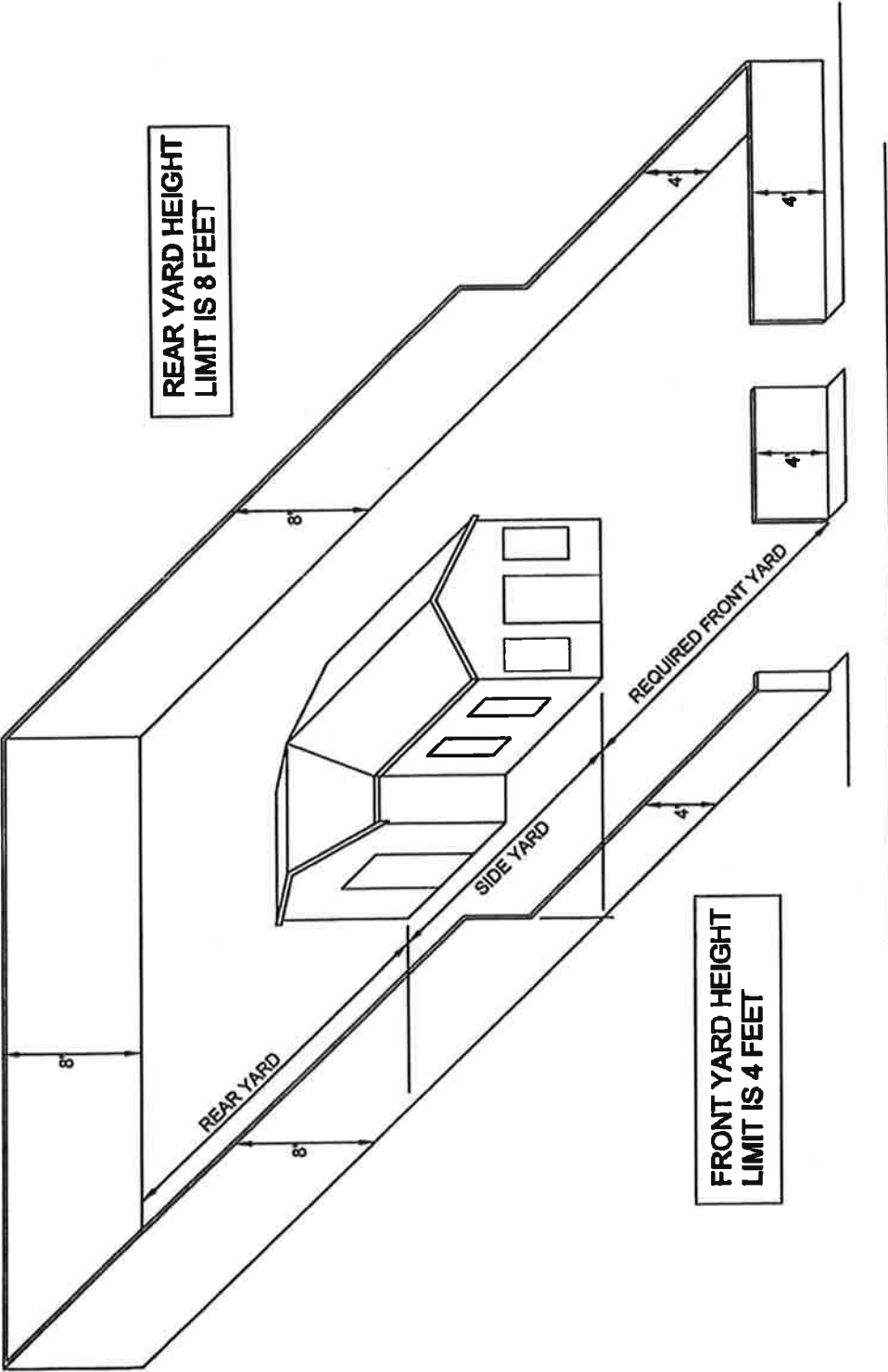
Variance - Variances affect bulk and area requirements of the Zoning Code, such as setbacks, height limitations and floor area ratio. For example, a property owner may want to build a carport that would encroach into the required front yard. The BOA must approve a variance in order for him to build. The County BOA can also approve use variances. This process permits special use of land without a change in zoning and is used only in special instances and circumstances. Further, this practice is prohibited in cities by Oklahoma Statutes.

Zoning Code - Official text adopted by the City Council (City of Tulsa) and the County Commission (Tulsa County) that serves as a development guide.

B. Graphics

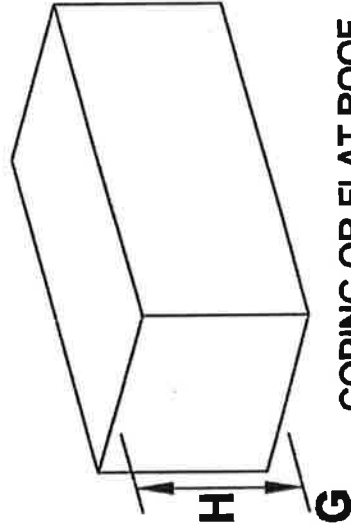
The following are some illustrations of a typical residential site plan and various yard areas. While these graphics provide easily-understood visual explanations, they are not intended to substitute for detailed instructions found in the Zoning Code.

ILLUSTRATION OF ALLOWABLE FENCE OR WALL HEIGHT

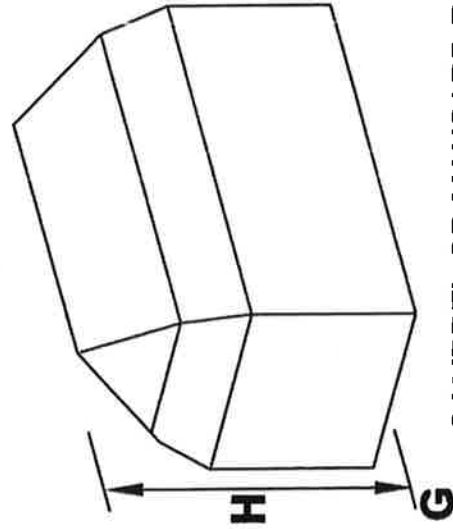


HOW TO MEASURE BUILDING HEIGHT

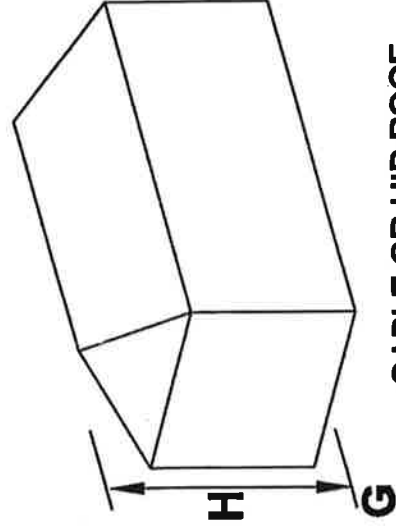
THE VERTICAL DISTANCE MEASURED FROM THE AVERAGE GROUND ELEVATION AT THE BUILDING WALL TO THE HIGHEST HORIZONTAL POINT OF THE STRUCTURE, PROVIDED THAT HEIGHT EXCEPTIONS LISTED UNDER SECTION 209.8 SHALL APPLY.



COPING OR FLAT ROOF

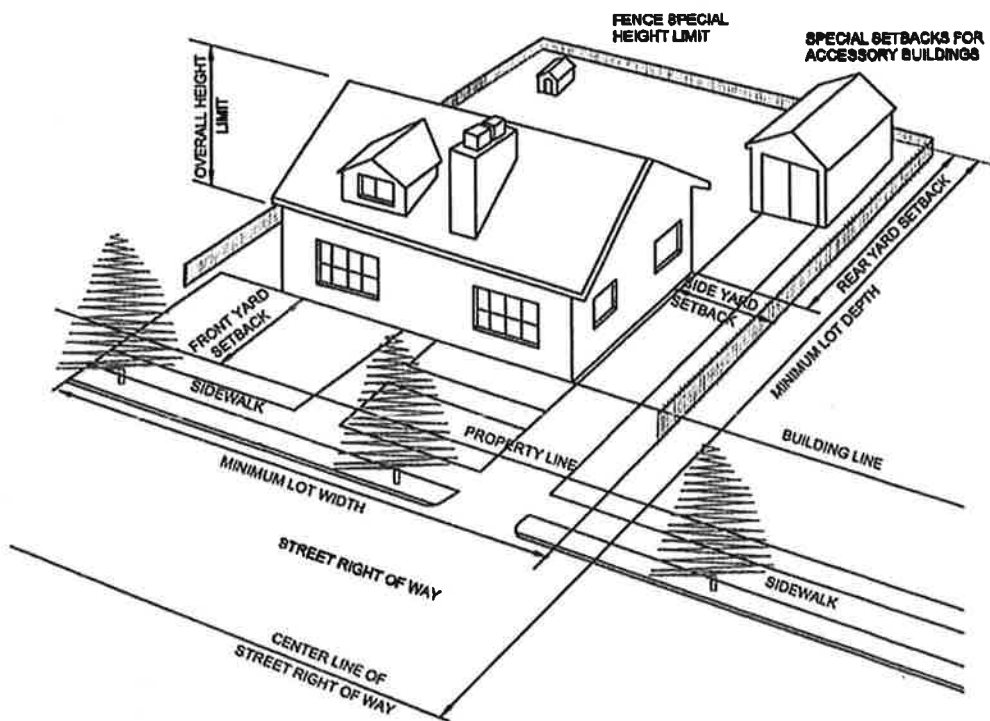


GAMBREL OR MANSARD ROOF



GABLE OR HIP ROOF

TYPICAL LOT REQUIREMENTS FOR RESIDENTIAL DISTRICTS



SAMPLE SITE PLAN

THE FOLLOWING ITEMS MUST BE CLEARLY INDICATED ON THE SITE PLAN WHEN SUBMITTING DRAWINGS FOR A BUILDING PERMIT:

1. PROPERTY LINES
2. DIMENSIONS OF PROPERTY
3. AREA OF EXISTING DWELLING
4. AREA OF PROPOSED ADDITION
5. FRONT YARD SETBACK
6. REAR YARD SETBACK
7. SIDE YARD SETBACK

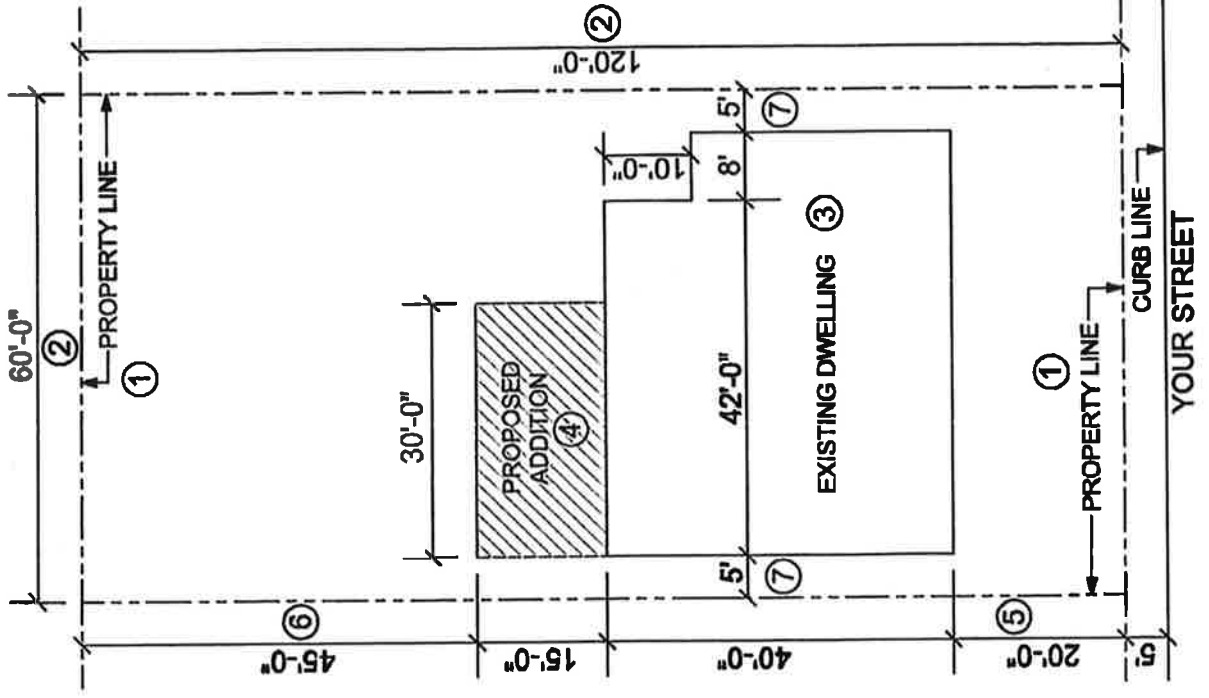
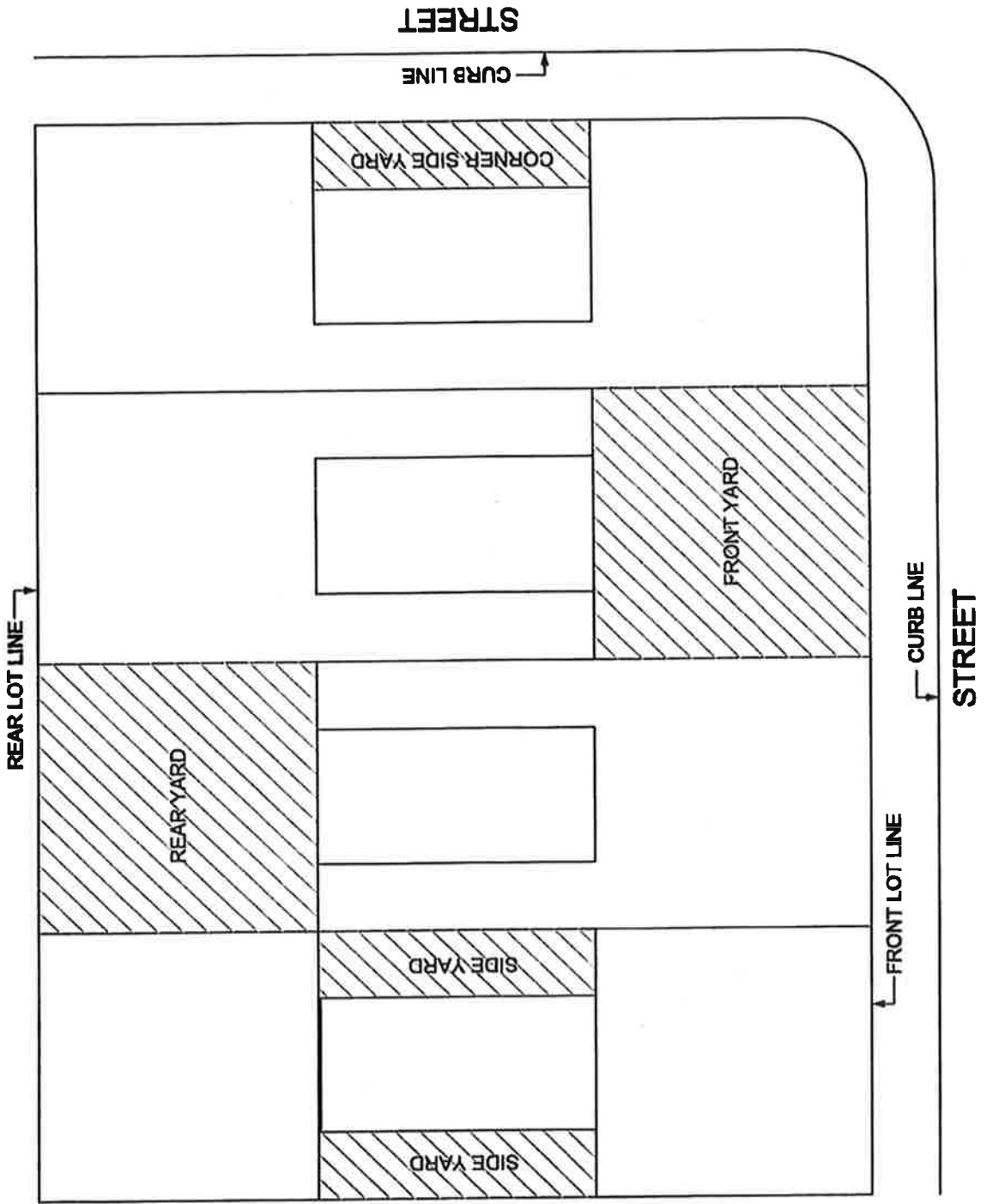


ILLUSTRATION OF VARIOUS YARD AREAS



APPENDIX A

USE UNIT -- SUMMARY ZONING DISTRICTS

Use Units	AG	RE	RS1	RS2	RS3	RS4	RD	RT	RMH	RMO	RM1	RM2	RM3	PK	OL	OM	OMH	OH	CS	CG	CH	CBD	CO	MX-I	SR	IL	IM	IH	
1. Area-Wide Uses By Right	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	S	X	X	X	X	X	
2. Area-Wide Exception Uses	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E#	E#	E#	E	E	E	E	S	E	E	E#	E	E	
3. Agriculture	X																									X	X	X	
4. Protection & Utilities	X	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	X	X	X	X	S	X	X	X	X	X	
5. Community Services & Similar Uses	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	X	X	X	X	X	X	X	S	X	E	E	E	E	
6. Single-Family Dwelling	X	X	X	X	X	X	X	X	E	X	X	X	X	X	X	X†	X†	X†	X*	X*	X*	X*	S	X					
7. Duplex Dwelling					E	E	X	X		X	X	X	X	X	X	X	E	E	X*	X*	X*	X*	S	X					
7a. Townhouse Dwelling								X		X	X	X	X	X	X	X	X	X	X	X	X	X	S	X					
8. Multifamily & Similar Uses	E*	E*	E*	E*	E*	E*	E*			X	X	X	X	X	E	X	X	X	X	X	X	X	S	X					
9. Manufactured Home Dwelling	E	E	E	E	E	E	E		X	E	E	E	E	E					E	E		S				E	E	E	
10. Off-Street Parking												E	E	X	X	X	X	X	X	X	X	X	S	X**	X	X	X	X	
11. Offices, Studios & Support Services	E*									E	E	E	E	E	X*	X	X	X	X	X	X	X	S	X	X	X	X	X	
12. Eating Establ. Other Than Drive-Ins																	X	X	X	X	X	S	X			X	X	X	
12a. Adult Entertainment Establishments																		X*	X*	X*	X*	S	X**			E	E	E	
13. Convenience Goods and Services															E*	E*	E*	E*	X	X	X	X	S	X		X	X	X	
14. Shopping Goods and Services																		X	X	X	X	S	X**			X	X	X	
15. Other Trades & Services																		E	X	X	X	S	E			X	X	X	
16. Mini-Storage										E	E	E	E	E	E	E	E	E	E	X	X	X	S				X	X	X
17. Automotive & Allied Activities																		E	X*	X*	X*	S				X	X	X	
18. Drive-In Restaurants																		E	X	X	X	S				X	X	X	
19. Hotel, Motel & Recreation																	E*	E*	X	X	X	X	S	E		E	E	E	
20. Commercial Recreation, Intensive	E																	E	E	E	E	S				E	X	X	
21. Signs & Outdoor Advertising																		X ¹	X ¹	X ¹	X ¹	S				X ¹	X ¹	X ¹	
22. Scientific Research & Development																		E	X	X	S	X	X			X	X	X	
23. Warehousing & Wholesaling																		E	X	X	S					X	X	X	
24. Mining & Mineral Processing	E																										E	E	
25. Light Manufacturing																		E	E	E						X	X	X	
26. Moderate Manufacturing																										E	X	X	
27. Heavy Manufacturing																											E	X	
28. Junk & Salvage Yards																												E	X

X = USE BY RIGHT E = USE BY EXCEPTION S = SITE PLAN APPROVAL REQUIRED * ONLY SELECTED USES †Must be within a mixed use building
 # = Residential Treatment and Transitional Living Centers are allowed by right in IL, OM, OMH, and OH Districts **See Chapter 7a – Section 751 Table 1 for conditions
 † = Use Unit 21 outdoor advertising signs shall only be permitted in a CS, CG, CH, CBD, IL, IM, or IH zoning district when located within a freeway sign corridor

C. Use Unit Matrix

The Use Unit Matrix provides land use information at a glance. Zoning districts are listed across the top of the page and use units are listed along the left side of the page. One can determine whether a certain type of land use is allowed in each of the zoning districts by reading across the page. If a space is blank under a specific zoning district, that particular use unit is not allowed. If an "X" is found, it is a use by right; if an "E" is found, it is a use by special exception. In the case of the CO-Corridor district, site plan approval is required for any and all uses that can be considered for approval.

USE UNITS (City of Tulsa Zoning Code)

- 1) Area-Wide Uses by Right
- 2) Area-Wide Uses by Special Exception
- 3) Agriculture
- 4) Public Protection and Utility Facilities
- 5) Community Services and Similar Uses
- 6) Single-Family Dwelling
- 7) Duplex Dwelling
- 7a) Townhouse Dwelling (City)
- 8) Multifamily Dwelling and Similar Uses
- 9) Manufactured Home Dwelling (City)
Mobile Home Dwelling (County)
- 10) Off-Street Parking Areas
- 11) Offices and Studios
- 12) Entertainment and Eating Establishments Other than Drive-Ins
- 12a) Adult Entertainment Establishments (City)
- 13) Convenience Goods and Services
- 14) Shopping Goods and Services
- 15) Other Trades and Services
- 16) Gasoline Service Stations (County)
Mini-Storage (City)
- 17) Automotive and Allied Activities
- 18) Drive-In Restaurants
- 19) Hotel, Motel and Recreation Facilities
- 19a) Selected Entertainment (Adult) Establishments (County)
- 20) Commercial Recreation: Intensive
- 21) Business Signs and Outdoor Advertising
- 22) Scientific Research and Development (City)
Industrial Research and Development (County)
- 23) Warehousing and Wholesaling
- 24) Mining and Mineral Processing

- 24a) Oil and Gas Extraction (County)
- 25) Light Manufacturing and Industry
- 26) Moderate Manufacturing and Industry
- 27) Heavy Manufacturing and Industry
- 28) Junk and Salvage Yards (City)

D. Zoning District List and Summary

Below are the zoning districts established in the City of Tulsa and Tulsa County Zoning Codes. If a particular district is used only in one or the other, it is indicated as such in parentheses. A summary of the purpose and intent of each zoning district follows this list.

1) Agriculture Districts

- AG
- AGR (Tulsa County only)

2) Residential Districts

- RE Residential Single-family Estate
- RS Residential Single-family (County only)
- RS-1 Residential Single-family Low Density (City only)
- RS-2 Residential Single-family Medium Density (City only)
- RS-3 Residential Single-family High Density (City only)
- RS-4 Residential Single-family High Density (City only)
- RD Residential Duplex
- RT Residential Townhouse (City only)
- RM-T Residential Multifamily Townhouse (County only)
- RM-0 Residential Multifamily Lowest Density
- RM-1 Residential Multifamily Low Density
- RM-2 Residential Multifamily Medium Density
- RM-3 Residential Multifamily High Density (City only)
- RMH Residential Mobile Home Park (County only)
- RMH Residential Manufactured Home (City only)

3) Parking Districts

- P Parking (County only)
- PK Parking (City only)

4) Office Districts

- OL Office Low Intensity
- OM Office Medium Intensity

OMH Office Medium-High Intensity
OH Office High Intensity (City only)

5) Commercial Districts

CS Commercial Shopping Center
CG Commercial General
CH Commercial High Intensity
CBD Central Business District (City only)

6) Corridor District

CO Corridor

7) Scientific Research and Development District

SR Scientific Research and Development (City only)

8) Industrial Districts

IR Industrial Research and Development (County only)
IL Industrial Light
IM Industrial Moderate
IH Industrial Heavy

9) Historic Preservation Supplemental District

HP Historic Preservation (City only)

10) Planned Unit Development Supplemental District

PUD Planned Unit Development

11) Floodway District

FD Floodway (County only)

12) Other

FBC Form-Based Code District (City only)
MX-I Mixed-Use Institutional District (City only)

ZONING DISTRICT SUMMARIES

Agriculture Districts

AG and AG-R Districts are designed to encourage and protect agricultural land until an orderly transition to urban development may be achieved. Wasteful scattering of development in rural areas is discouraged. The only uses by right in this district are single-family dwelling units, agriculture-related uses and those listed in Use Unit Four (Public Protection and Utility Facilities). Allowable number of dwelling units differ from district to district.

AG 0.5 dwelling units per acre

AG-R 0.9 dwelling units per acre

Residential Districts

RE, RS, RS-1, RS-2, RS-3 AND RS-4 Single-Family Districts represent a variety of detached single-family densities, with RE being the largest lot size and lowest density, and RS-4 being the smallest lot size and highest density. Requirements for lot width, lot area, height, livability space and front, rear and side yards differ substantially from district to district. Permitted uses by right (single-family dwellings and areawide uses) are the same for all five of these districts. Duplex uses may be permitted in RS, RS-3 and RS-4 Districts upon approval of a special exception from the BOA. Allowable number of units per acre differ from district to district.

RE 1.7 dwelling units per acre

RS* 5.2 dwelling units per acre

RS-1 2.7 dwelling units per acre

RS-2 4.0 dwelling units per acre

RS-3 5.2 dwelling units per acre

RS-4 6.5 dwelling units per acre

***County Zoning Designation**

RD Duplex District allows two attached units per lot (10.4 units per acre). Permitted uses by right are all those residential single-family district uses listed above and duplexes.

RT Townhouse District is single-family in character, does not allow units to be built above other units and units typically share a common wall. Each unit is located on a separate lot of record and permitted density is 10.4 units per acre. Permitted uses by right include all those residential district uses listed above as well as townhouses.

RM-0, RM-1 and RM-2 Multifamily Districts allow for the placement of apartments and serve as a buffer between single-family residential and commercial developments. Maximum allowable numbers of units vary according to intensity of the district.

	<u>County</u> <u>Max. DUs per Acre*</u>	<u>City</u> <u>Max. DUs per Acre</u>
RM-0	15.5	12.1
RM-1	25.6	19.8
RM-2	36.0	31.1

*Maximum density is based on one-bedroom dwelling units. Density reduces based on number of two- or more bedroom dwelling units to be constructed. Multifamily densities in the City of Tulsa may be increased if accompanied by the filing of a PUD.

RM-3 Multifamily District allows for the highest density with 87 dwelling units per acre in the City, but is not permitted in the County. This zoning district has no maximum height limitations, whereas other R districts have a maximum 35 feet height limit.

The RMH District is designed to accommodate manufactured/mobile homes in a residential manufactured/mobile home park or subdivision, while requiring that certain measures be taken to ensure a suitable living environment.

Regulations pertaining to permitted signs are also included in this chapter of the Zoning Code, as well as references to regulations for home occupations and related BOA special exception requirements.

Parking District

PK Parking District permits by right only public or private off-street parking lots. A minimum of 10% of the lot must be landscaped and six-foot screening walls or fences are required when these lots abut residential districts. The design of parking lots is further regulated by Chapter 13 of the Zoning Code.

Office Districts

OL Office Low Intensity District permits by right only one-story office buildings with a 0.30 floor area ratio. This district serves as a buffer between single-family residential and commercial developments.

OM Office Medium Intensity District and OMH Office Medium-High Intensity District permit by right only office uses; however, accessory commercial uses may be permitted if the principal office building contains a minimum of 50,000 SF of floor area.

OH Office High Intensity District permits by right high-rise office buildings. This district allows the highest ratio of office floor area to land area.

Business signs in office districts must follow certain guidelines. See Section 620 in the County Zoning Code and Section 602 in the City Zoning Code for more specific information.

Commercial Districts

CS Commercial Shopping Center District is the lowest intensity and most restrictive commercial district, which permits by right primarily retail services. An example would be a neighborhood strip shopping center or a regional shopping center. Either of these are generally located at the intersection of major streets and contain convenience goods and services or neighborhood goods and services.

CG Commercial General District allows all of the above commercial uses but also allows automotive and related activities such as car lots. Certain light industrial uses are allowed by special exception from the BOA.

CH Commercial High Intensity District allows all of the above commercial uses, allows unlimited floor area potential, no building setback requirements (other than from major streets), and permits by right or special exception certain industrial uses. This district is generally located in older areas of the city along major streets and former designated highways, and permits higher intensity uses.

CBD Central Business District allows the same uses and floor area ratios as the CH District without regulation of building height, floor area, land coverage or parking space requirements. This district is limited to those properties inside the Inner Dispersal Loop (downtown core district). With the exception of manufactured homes, the same uses are permitted by right and special exception in the CBD and CH Districts. By definition, CBD zoning is limited to the City of Tulsa.

Corridor District

CO Corridor District allows and encourages a mixture of land uses subject to detail site plan review and approval requirements by the Planning

Commission and City Council. No use is permitted by right. To be eligible for CO zoning, the property must meet location and transportation criteria set forth in the Metropolitan Development Guidelines and be designated as a Corridor on the Comprehensive Plan Map.

Scientific Research and Development District

SR Scientific Research and Development District (IR Industrial Research in the County) permits by right only scientific and technical research facilities and institutions. Typically, development occurs on large, landscaped tracts of land, and uses on the site have no objectionable environmental effects.

Industrial Districts

IL Industrial Light District permits by right light industrial zoning uses. It is typified by warehousing, wholesaling or industrial park development that has no objectionable environmental influences. This district is generally located on urban fringes and may contain industrial park development.

IM Industrial Moderate District permits by right the same uses as IL as well as uses that may produce moderately objectionable environmental effects. Auto salvage and certain heavy industrial uses may be permitted in the IM District with approval of a special exception from the BOA.

IH Industrial Heavy District permits by right the same uses as IL and IM as well as uses that may create substantial environmental impacts or hazards. The IH District permits those manufacturing and industrial uses not classified in other zoning districts. This district is generally located outside the urban area and may contain high intensity uses such as auto salvage yards, chemical manufacturing and smelting.

Historic Preservation District

HP Historic Preservation District is a supplemental or "overlay" district that can "cover" any existing underlying zoning designation for those areas that meet certain criteria of historically significant properties. This district provides for creation of the Tulsa Preservation Commission and establishes guidelines for improvements once a building or area is designated as a historic resource and zoned in a Historic Preservation District.

Districts in Which Churches Are Allowed: OM, OMH, OH, CS, CG, CH and CBD.

PUD Planned Unit Development District (PUD)

PUD Planned Unit Development District is also a supplemental or “overlay” district that can “cover” any existing underlying zoning designation. It allows the developer design flexibility within a unified development project. Permitted uses may be reallocated within the development, irrespective of the general zoning district categories.

The PUD takes advantage of physically unique land traits and requires that meaningful open space be provided and preserved. This district also requires an approved detail site plan prior to development.

Floodway Zoning District

FD Floodway District is included in the Tulsa County Zoning Code and was created to restrict or prohibit uses that contribute to flooding and are, as a result, dangerous to health, safety and property. The City of Tulsa has a separate City Ordinance that regulates development within flood areas.

Form-Based Code District

The **Form-Based Code** District in the City of Tulsa Zoning Code regulates the form and scale of buildings and their placement along and within public spaces. The Form-Based Code District differs from other zoning districts in that it allows for flexibility in uses as long as a certain form is achieved. Goals of the Form-Based Code District include mixing uses, curbing urban sprawl, promoting pedestrian safety, and preserving historic fabric.

Mixed-Use Institutional District

MX-I Mixed Use Institutional District is the newest zoning district adopted into the City of Tulsa Zoning Code in 2014. This district was designed to support institutional uses (educational and medical) and foster development of uses customarily located near such institutions. The district includes regulations that establish transitional building height requirements between large campus/institutional uses and existing residential neighborhoods, and encourage a walkable environment through establishment of build-to zones, transparency of building facades, landscaping, signage and screening.

E. Resource Contacts

Tulsa Metropolitan Area Planning Commission (TMAPC) –
website: www.tmapc.org, email: esubmit@incog.org

Boards of Adjustment (BOA)

City of Tulsa BOA – website: www.cityoftulsa-boa.org,
email: boa@incog.org

Tulsa County BOA – website: www.countyoftulsa-boa.org,
email: boa@incog.org

INCOG/TMAPC & BOA staff

Two West 2nd Street, Suite 800
Tulsa, OK 74103
(918) 584-7526
(918) 583-1024 (FAX)
e-mail site: <mailto:incog@incog.org>
website: www.incog.org

City of Tulsa, City Clerk's Office

175 East 2nd Street, suite 260
Tulsa, OK 74103
(918) 596-7513

City of Tulsa, Working in Neighborhoods Department Neighborhood Investigations Section, Mayor's Action Center

175 East 2nd Street
Tulsa, OK 74103
(918) 596-2100

City of Tulsa, Planning and Development Department

175 East 2nd Street, 4th & 5th Floors
Tulsa, OK 74103
(918) 596-5682

Tulsa County Building Inspector

633 W. 3rd Street
Tulsa, OK 74127
(918) 596-5293