

What is a Planned Unit Development (PUD)?

A planned unit development, also known as a PUD, is a development concept that allows for greater creativity and flexibility than typically allowed under traditional zoning and planning practices. For example, PUDs may allow developers to place different zonings and land uses in closer proximity to each other than may be typically allowed by the [Owasso Zoning Code](#), [Subdivision Regulations](#), and the [GrOwasso 2030 Land Use Master Plan](#). Developers may also have more flexibility in certain aspects of development, such as building setback requirements and building height limitations, which can be more restrictive in standard zoning districts. For a map of existing PUDs within Owasso City limits, please refer to [this GIS mapping tool](#).

A PUD should not be considered a tool to circumvent the City's Zoning Code and Subdivision Regulations. PUDs are carefully examined by City staff against the Owasso Zoning Code, Subdivision Regulations, Land Use Master Plan, and [Engineering Criteria](#). All aspects of the PUD are subject to review and approval from the [Community Development Department](#), the Owasso Technical Advisory Committee (TAC), the [Owasso Planning Commission](#), and the [Owasso City Council](#).

For more information on PUD requirements, please see Chapter 9 "Planned Unit Developments" in the Owasso Zoning Code. A flowchart outlining the PUD process can be found [here](#).

Steps in the PUD Process:

1. Pre-application meeting with City staff

- This meeting provides an opportunity for staff and an applicant and/or their representative to review the application requirements and to discuss the PUD process.

2. Application and radius report submittal

- The application must be completed in its entirety and submitted with all required items to the Community Development Department. The PUD application must be accompanied by the PUD checklist provided by the Planning Division. **All** property owners are required to sign the application. The PUD application and accompanying checklist can be found [here](#).
- Applicants are also required to submit a radius report with their application. A radius report provides ownership information for all properties within 300' of the subject property. A radius report is required by Oklahoma State Statute to notify all property owners who could potentially be affected by the PUD. Radius reports must include the name and address for all property owners within the indicated radius and must be certified by a title company, surveyor, or attorney.
- All PUD materials must be submitted in paper (to City Hall) and electronic form (to planning@cityofowasso.com). For more information on how many copies must be submitted, please see [this](#) reference sheet.

3. Application reviewed and public hearings scheduled

- Community Development staff will review the application and set the PUD to appear on the agenda for the next regularly scheduled meetings of the Technical Advisory Committee, the Planning Commission and the City Council.



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4. Legal notification process

- The Planning Division staff will notify the public of the proposed PUD as legally required by Oklahoma State Statute. A notice will appear in the Owasso Reporter or a paper of local distribution at least 20 days before the application is presented to the Planning Commission or City Council. Also, mailings will be sent to all property owners included in the 300' radius report supplied by the applicant.

5. Staff report prepared

- A staff report, also referred to as a memo, will be prepared by the Planning Division staff. This report summarizes the PUD application and provides important information that the Planning Commission and the City Council will need to consider when making a recommendation or taking action on the application.

6. Technical Advisory Committee, Planning Commission, and City Council meetings

- The applicant and/or the applicant's representative must attend all meetings at which their application will be discussed. The general public will have the opportunity to comment on the PUD application at the Planning Commission and City Council meetings.
 - A City of Owasso calendar with meeting dates can be found [here](#).
- The PUD application will first be reviewed by the Technical Advisory Committee. At this meeting, utility providers and City staff are afforded the opportunity to comment on the technical aspects of the PUD application.
- Next, the PUD application will be reviewed by the Planning Commission. After ensuring that the PUD application is in compliance with the Zoning Code, Subdivision Regulations, and Engineering criteria, the Planning Commission will forward a recommendation to the City Council.
- The City Council will have final consideration and action on the PUD application.

7. Ordinance prepared

- If the PUD application is approved by the City Council, then an ordinance is prepared by the Planning Division. This ordinance, once signed by City officials and filed with the County, will become law and the property will legally be bound to the specifications of the PUD development plan as approved by the City Council. The approved ordinance and PUD shall dictate any future development on the subject property, unless the PUD is amended or expires.
- The PUD becomes validated once any portion of the property has been platted or a building permit is approved. However, if neither of these actions occurs within 5 years of City Council approval of the PUD, then the PUD is considered null and void. A new PUD would need to be reconsidered and approved by the Planning Commission and City Council before any development could occur on the property.