

What is a Site Plan?

A site plan is typically the fifth step in the development process for property in Owasso. A site plan is a detailed drawing, done to scale, that depicts the full extent of a proposed development on a piece of property. Site plan packages are typically comprised of several sheets that include the location of buildings and other structures, lot lines, existing and proposed utility lines, reserved open space, public and private streets, major landscape features, recreation areas, parking areas, walkways, and other site development information. A flowchart outlining the site plan approval process can be found [here](#).

Site plans show how a proposed development project would adhere to zoning restrictions and follows the recorded final plat. Through site plan review, the City is also able to ensure that the site plan meets the requirements set forth in the [Owasso Zoning Code](#), [Subdivision Regulations](#), and [Engineering Criteria](#).

Steps in the Site Plan 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 site plan requirements and to discuss the site plan approval process.

2. Application Submittal

- The application must be completed in its entirety and submitted with all required items to the Community Development Department. The site plan application must be accompanied by the site plan application checklist provided by the Planning Division. The site plan application and checklist can be found [here](#).
- All site plan package sheets and materials must be submitted in paper and electronic form. For more information on how many copies must be submitted, please see [this](#) reference sheet.

3. Application reviewed

- Community Development staff will review the application and set the site plan to be reviewed by the Owasso Technical Advisory Committee (TAC) at their next regularly scheduled meeting.

4. Technical Advisory Committee meeting

- The applicant and/or the applicant's representative must attend the meeting at which their application will be discussed.
 - A City of Owasso calendar with meeting dates can be found [here](#).
- The site plan package will 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 site plan.

5. Site Plan and CD Sheet Set approval

- Once the applicant has addressed all comments made at the Technical Advisory Committee meeting, a complete and updated site plan package must be resubmitted to the Community Development Department for final approval.
- In the resubmitted materials, a complete site plan package and a CD sheet set must be submitted in both paper and electronic form.
 - The CD sheet set is comprised of the site plan sheet and the landscape plan sheet. The CD sheet set is stamped and signed by the Planning Division, and the applicant then includes the set in their civil package submittal to public works.