

# DEVELOPMENT GUIDE

## City of Edmond, OK



**UPDATED**

*September 2011*

- Plans Reviewed for:**
- Building Construction Codes
  - Land Use, Zoning and Platting
  - Site Paving, Drainage and Utilities
  - Vehicle Parking, Stacking and Maneuvering
  - Pollution Control and Food Handling
  - Water and Waste Water
  - Fire Lanes and Hydrants
  - Driveways and Traffic Visibility Obstructions
  - Trash Receptacle Location
  - Cross connection/Backflow Prevention
  - Electrical Services

- Collect Fees:**
- Plan review Fee
  - Building Permit Fee
  - Water & Meters
  - Capacity Fees
  - Inspection Fees
  - State Permit Fee
  - Utility Deposit

- ☐ Plans
- ☐ Confirmation that plans conform to zoning & plat requirements
- ☐ Fee Calculation with review fees & payment
- ☐ CLOMR if modifying floodplain (90-180 days)

- Plan Submittal (3 week review)
- Plat
  - Subdivision Layout
  - Erosion Control
  - Paving
  - Utilities
  - Drainage
  - Details
  - Grading
  - Digital Files
  - Landscaping

- Preconstruction Meeting
- Developer Rep.
  - Design Eng.
  - Contractor
  - Subcontractor
  - Waste Water
  - Gas
  - Electric
  - Phone
  - Other
  - Water

- ☐ Plans
- ☐ Confirmation that plans conform to zoning & plat requirements
- ☐ Fee Calculation with review fees & payment
- ☐ CLOMR if modifying floodplain (90-180 days)

- Plan Submittal (3 week review)
- Plat
  - Subdivision Layout
  - Erosion Control
  - Paving
  - Utilities
  - Drainage
  - Details
  - Grading
  - Digital Files

- Preconstruction Meeting
- Developer Rep.
  - Design Eng.
  - Contractor
  - Subcontractor
  - Waste Water
  - Gas
  - Electric
  - Phone
  - Other
  - Water

September 2011

Thank you for choosing Edmond as your business address. Whether you are opening a new business, or expanding an existing one, our goal is to provide you the best service possible in a professional and courteous manner.

The Development Guide is intended to assist you throughout the development review process. It is another step in the city's continuing effort to more effectively communicate with citizens, businesses, and developers within our community. The Guide offers valuable information to help you better understand our process, as well as your role and responsibility as a participant in that process.

It is the goal of the City of Edmond to make our development review process as smooth and predictable as possible. We hope this information helps achieve that goal, and we welcome your feedback on how we're doing! If you have any questions or need further assistance, please refer to the contact list on the following pages and give us a call!

*City of Edmond Staff*

**TABLE OF CONTENTS**  
City of Edmond Development Guide

**I. INTRODUCTION 5**  
*The Development Process 7*  
*Frequently Asked Questions 8*  
*Common Issues & Contacts 12*

**II. ZONING CHANGE PROCESS 13**

**III. PLATTING PROCESS 15**

**IV. SUBDIVISION DEVELOPMENT 17**

**V. SITE PLAN APPROVAL 19**

**VI. BUILDING PERMIT PROCESS 22**  
*Single-Family and Duplex Building 24*  
*Non-Residential and Multi-Family Building 25*

**VII. PERMIT DIRECTORY 26**

**VIII. DEVELOPMENT FEES 28**

# CITY OF EDMOND DEVELOPMENT

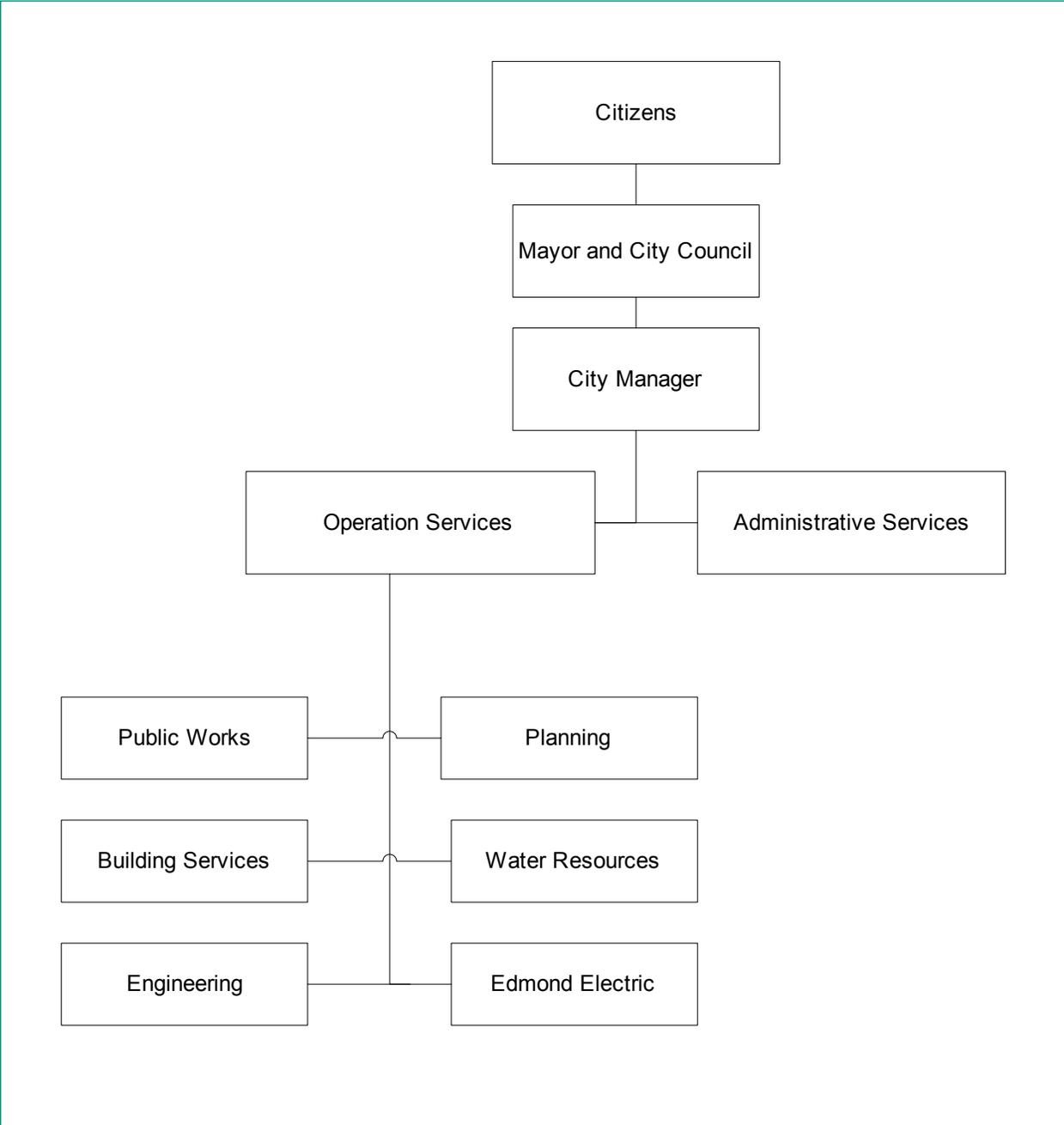
Key Team Members

---

Jim Smith Assistant City Manager Operations <i>jim.smith@edmondok.com</i>	405-359-4694
Herb Blomquist Public Works Director <i>herb.blomquist@edmondok.com</i>	405-216-7779
Bob Schiermeyer Director of Planning <i>bob.schiermeyer@edmondok.com</i>	405-359-4791
Ed Steiner Director Of Building Services <i>ed.steiner@edmondok.com</i>	405-359-4794
Steve Manek Director of Engineering <i>steve.manek@edmondok.com</i>	405-359-4771
Tom Minnick Traffic Engineer <i>tom.minick@edmondok.com</i>	405-359-4775
Mariah Halloran Engineering Plan Review <i>mariah.halloran@edmondok.com</i>	405-359-4766
Mike Barnes Fire Prevention Officer <i>mike.barnes@edmondok.com</i>	405-359-4312
Glenn Fisher Director of Edmond Electric <i>glenn.fisher@edmondok.com</i>	405-216-7661
Robert Austin Edmond Electric <i>robert.austin@edmondok.com</i>	405-216-7614
Wesley Dedmon Sanitation <i>wesley.dedmon@edmondok.com</i>	405-216-7743

---

City of Edmond Web Site: [edmondok.com](http://edmondok.com)



**CITY OF EDMOND**

## I. INTRODUCTION

The purpose of this booklet is to guide you through the land development process in Edmond. It is intended to show the process from start to finish, identify key city departments with which you will be involved, and assist you in preparing cost and time estimates for your project.

We are pleased that you have chosen Edmond as a place to open a new business, or expand an existing one. Our goal is to work with you to make your experience with us a smooth, predictable, and pleasant one.

As the project developer you have many responsibilities. Before starting your project you should obtain or review a copy of the City's SUBDIVISION ORDINANCE (Title 21) to identify the streets, alleys, sidewalks, water lines, sewer lines, storm water drainage or other infrastructure you will be required to construct as part of your project. The city's GENERAL DESIGN STANDARDS identify the minimum specifications for construction of these improvements.

The following are some of the issues and infrastructure improvements for which the developer shall be responsible.

### **DRAINAGE**

*Engineering: 405-359-4770*

The developer is required to design and construct the development in a manner that complies with Title 23 in order to accommodate storm water runoff from the property.

### **SIDEWALKS**

*Engineering: 405-359-4770*

#### **Residential Subdivision**

The developer of a subdivision is required to construct sidewalks along all collector and arterial streets, and along all other perimeter streets abutting the subdivision.

The builder on a lot is required to construct a sidewalk along the frontage of the lot, including where the lot fronts onto a collector street.

#### **Non-Residential Subdivision**

Sidewalks are required along all street frontages for any non-residential development. The sidewalk(s) must be constructed before a certificate of occupancy will be issued.

### **STREETS**

*Engineering: 405-359-4770*

#### **Perimeter Streets**

For arterial or collector streets adjacent to the subdivision, the developer is responsible for dedicating at least one-half (1/2) of the right-of-way for such street (at least 30 feet of right-of-way of any adjacent collector street)

The developer is responsible for paving at least 26 feet (width) of any adjacent arterial or collector street, including curb and gutter.

### **Internal Streets**

The developer is responsible for dedicating all of the right-of-way for streets that cross the subdivision.

The developer is responsible for paving all streets within the subdivision, including curb and gutter. The developer is responsible for paving four (4) lanes of an arterial street, and right and left turn lanes within the subdivision, including curb and gutter.

### **STREET SIGNS**

*Engineering: 405-359-4770*

The developer is responsible for the cost of street signs within the subdivision. Signs will be made and installed by the city's Transportation Department.

### **WATER AND SEWER LINES**

*Engineering: 405-359-4770*

The developer is responsible for the cost and installation of all water and sewer lines in accordance with the Water and Wastewater Master Plan.

### **PLATTING**

*Planning Department: 405-359-4790*

The developer is responsible for preparing and submitting a preliminary plat layout showing streets, drainage, and utility systems for the proposed development. Preliminary and final plats are required.

### **ZONING**

*Planning Department: 405-359-4790*

The developer is responsible for correct zoning. Zoning may be verified through the planning department. Information on zoning categories, uses permitted, and the rezoning process is available through the planning department.

### **LANDSCAPING**

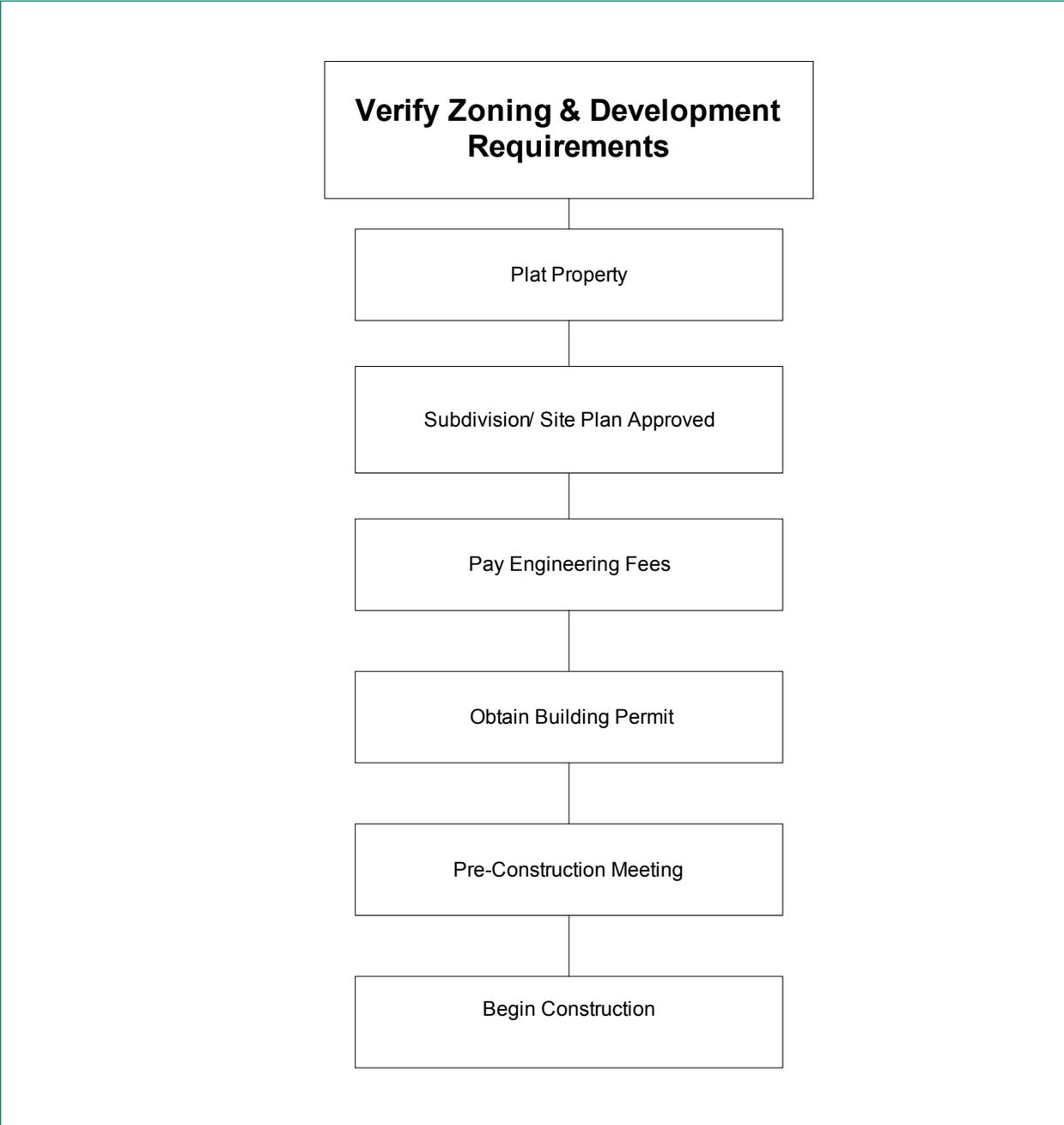
*Urban Forestry, Community Image: 405-359-4799*

All site plan applications shall be accompanied by a detailed landscaping plan for the required lot area (The area within the street right-of-way between the property line and the curb shall be landscaped when the Downtown Streetscape is involved). Landscaping shall meet all requirements specified in Title 22.

### **ELECTRIC**

*Electric Department: 405-216-7658*

Edmond Electric has prepared requirement lists for homebuilders and residential/commercial developers. All builders are encouraged to acquire the latest requirements list and meet with a representative prior to construction.



**THE DEVELOPMENT PROCESS**

## FREQUENTLY ASKED QUESTIONS

### Miscellaneous

**Q: *How long does the building plan review process take on residential projects?***

A: New Single Family/Duplex or Single Family Addition: 2 Business Days

**Q: *How long does the building plan review process take on commercial projects?***

A: New Projects/Multi-Family/Parking lots or New Additions: 10 Business Days (MAY REQUIRE ADDITIONAL TIME RELATIVE TO SITE PLAN APPROVAL)

**Q: *How are addresses assigned?***

A: All addresses are assigned by the engineering department (405-359-4770). Addresses are assigned to undeveloped parcels as temporary addresses.

**Q: *Will a building permit be issued on an unplatted piece of property?***

A: Subdivision plats will be required on commercial, multifamily, and industrial. Plats may not be required on deed approved lots. In the event of a zoning change, no building permit will be issued until the zoning change ordinance has been ratified by the City Council.

**Q: *How do you get your utilities turned on?***

A: Utilities for construction purposes may be released after permits are issued, deposits are paid, and installations are inspected by the Building Inspection Department (405-359-4780).

**Q: *When do you need a site plan approval through the Planning Commission?***

A: Site plans are required for multi-family, commercial, and industrial development.

**Q: *Does an easement need to be platted for public utilities?***

A: No, not necessarily. It can also be filed as a separate instrument through the Engineering Department (405-359-4770). However, platting is recommended. Public utilities include gas, phone, electric, etc.

### Engineering

**Q: *Where do you gather information on existing city-maintained water and sewer lines?***

A: From the Engineering Department (405-359-4770).

**Q: *How do you get permission to perform construction during late night hours and early morning hours?***

A: Reviewed as needed for emergencies. Ken Miner – Cell Phone - 405-517-2923, ken.miner@edmondok.com

**Q: *When are sidewalks required?***

A: Everywhere except for private streets.

**Q: *Are there any variances to the Stormwater & Flood Protection Ordinance?***

A: Variances are considered by the Stormwater Advisory Board and approved by the City Council.

**Q: *Is stormwater detention required?***

A: Yes

**Q: *Is a pre-construction meeting required prior to construction?***

A: A pre-construction meeting is required with the Engineering Department and optional with the Building Services Department.

**Q: *How are right-of-way dedication widths determined?***

A: The Subdivision Ordinance, based upon the street's designation on the Transportation Plan, establishes right-of-way widths.

**Q: *Is a vehicle access easement required to be platted?***

A: No. It can be filed through a separate instrument. However, platting is recommended.

**Q: *Is a pre-application meeting required on site plan?***

A: Yes

## **Food Establishment**

**Q: *Is the sale of alcoholic beverages in food establishments allowed?***

A: Alcoholic beverages may be sold in restaurants if certain conditions are met. The applicant must obtain a liquor license from the state Alcoholic Beverage Law Enforcement (ABLE) Commission (405-521-3484). A Certificate of Compliance from the City of Edmond must be obtained from the Administrative Services Department.

**Q: *Do you need any licenses or certificates to operate a restaurant?***

A: A Food Handler's license may be obtained from the Administrative Services department. A Food Service Operators license and an approved inspection by the Oklahoma County Health Department are required.

## **Building Code**

**Q: *Where is the Building Inspection Department located and what are the hours of operation?***

A: Public Works Building, 10 South Littler, P.O. Box 2970, Edmond, Oklahoma 73083 (2<sup>nd</sup> Floor, south end/Monday thru Friday: 8am.-5pm.

**Q: *What forms of payment do you accept?***

A: We accept Visa, Master Card, Checks, Cash & Pre-Paid Accounts (please inquire).

**Q: *What is the cost of a permit?***

A: Permits will vary in cost according to type of application. Please refer to the development/permit fee schedule for further information.

**Q: *When is a permit required?***

A: Permits are required when there is new construction to a building as well as some repair work or alterations to an existing structure. In addition, when a building is to be remodeled or enlarged, a permit shall be required. New work consists of any new construction, commercial or residential, from vacant ground to a completed new structure. Projects that are considered cosmetic, such as new wallpaper, carpet, paint, cabinets or trim work, do not require a permit. Please visit other areas of our web-site or contact the Building Services Department for any questions concerning your specific project.

**Q: *What is a Certificate of Occupancy?***

A: A certificate of occupancy, or C.O., is required for all buildings or structures that are occupied or used. When a tenant leases a new space, a C.O. shall be required. Upon issuance of a certificate of occupancy and approval of all required inspections, utilities will be released with the new tenant's name. Also visit other areas of the web-site to obtain further information pertaining to C.O.'s.

**Q: Do you need to acquire a permit to occupy or use a building?**

A: Yes. A Certificate of Occupancy is required, and must be applied for through the Building Inspection Department

**Q: What construction or grading may occur on property before issuance of a building permit?**

A: None

**Q: Can you occupy a portion of the building or structure prior to the completion of the entire building or structure?**

A: A temporary certificate of occupancy can be issued by the Building Inspection Department under certain conditions.

**Q: How do you get a variance on a construction-related item?**

A: Alternate designs may be considered by the Board of Appeals.

**Q: Can you get a “foundation-only” permit?**

A: No

**Q: What is the capacity fee charged for?**

A: This fee represents the proportional share of the cost of the city’s water & sewer system necessary to serve the new development.

## Zoning

**Q: How do you get a zoning change or a specific use permit on a parcel of land?**

A: Apply for a zoning change through the Planning Department (405-359-9790).

**Q: How do you find out what uses are allowed on a particular property?**

A: Locate the site on a zoning map and compare it to the Zoning Ordinance (Title 22).

**Q: Do the requirements of a Planned Unit Development override the Comprehensive Zoning Ordinance?**

A: The provisions that are more specific shall prevail.

**Q: Is minimum landscaping required?**

A: Yes

**Q: Is new development on an existing site required to conform to the landscape ordinance?**

A: Yes. Approved landscaping plan shall require maintenance of all trees and shrubs in live conditions at all times.

**Q: Can you apply for a building permit while the site is being platted or zoning is pending?**

A: Yes, while being platted; NOT during rezoning requests.

**Q: How do you get a variance from the Title 22 Zoning?**

A: The Board of Adjustment may authorize variances in accordance with the Zoning Ordinance. A \$250 - \$500 filing fee is required. Variance requests are administered by the Planning Department (405-359-4790).

**Q: Can you get a variance or waiver to the Comprehensive Subdivision Ordinance?**

A: The Planning Commission may authorize a variance or waive certain items, as specified by the Subdivision Ordinance and as approved by the City Council.

## Fire

**Q: *When is a fire lane required?***

A: Typically fire lanes are required when any portion of a building is located greater than 150 feet away from a paved public way. Fire lanes are required to be 20 feet in width and a hard surface.

**Q: *What striping is required on fire lanes?***

A: Striping must be six (6) inches wide, red painted stripe, with four (4) inch high white letter stating "FIRE LANE - NO PARKING" at fifteen (15) foot intervals. Striping must be painted with an exterior acrylic latex paint. Stripe color must be "Traffic Red," and letters shall be "Traffic White."

**Q: *Can fire lanes have gates across them?***

A: Gates crossing fire lanes must be approved by the Fire Prevention Bureau. If a gate is allowed, it must have a 20 foot clear width.

**Q: *How many fire extinguishers are needed in a building?***

A: Fire extinguishers should be located such that the travel distance to any extinguisher is not greater than 75 feet. Extinguishers must be a minimum size of 2A10BC. Larger sizes may be needed depending on type of occupancy.

**Q: *Where do you locate the fire department connection (FDC) for the sprinkler system?***

A: The FDC should be located on the building within 100 feet of a fire hydrant. Height of the FDC shall be between 36" and 48" off of final grade.

**Q: *What are the requirements for sprinkler system design and installation?***

A: Fire protection sprinkler systems must be designed and installed by an agency or individual licensed by the State of Oklahoma. Systems must meet the applicable requirements set forth by National Fire Protection Association Standards.

**Q: *What are the requirements for fire alarm and detection devices?***

A: Fire alarm and detection systems must be designed and installed by an agency or individual licensed by the State of Oklahoma. Systems must meet the applicable requirements set forth by National Fire Protection Association Standards. Three (3) sets of plans and cut sheets shall be submitted for review to the Fire Prevention Office.

**Q: *Are fire hydrants needed for a property?***

A: Typically fire hydrants are located on street frontages and spaced at 300 foot intervals in commercial areas and 500 foot intervals in residential areas. Commercial developments may require fire hydrants located on site in an easement.

## COMMON ISSUES & CONTACTS

### **DRIVEWAYS**

*Engineering Department* 405-359-4770

---

### **HEIGHT OR AREA REGULATIONS, EXTENSION OF**

*Building Services Department* 405-359-4794

---

### **CAPACITY FEES**

*Building Services Department* 405-359-4794

---

### **MODULAR BUILDINGS**

*Building Services Department* 405-359-4794

---

### **SCREENING BUILDINGS**

*Planning Department* 405-359-4790

---

### **SIDEWALKS**

*Engineering Department* 405-359-4770

---

### **SIGNS**

*Planning Department* 405-359-4790

---

### **STREET LAYOUT IN SUBDIVISION**

*Engineering Department* 405-359-4770

---

### **ZONING REGULATIONS, VARIANCE OF**

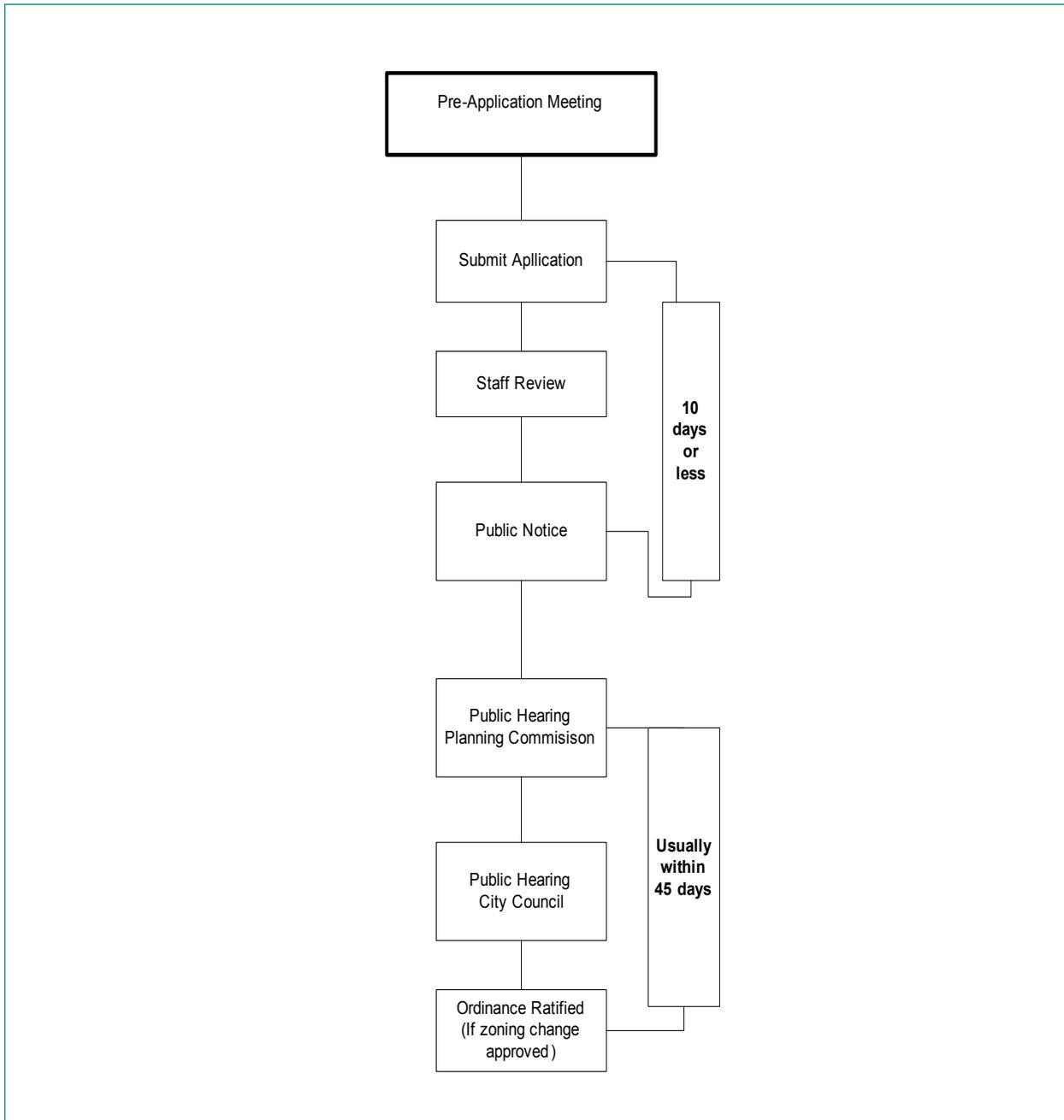
*Planning Department* 405-359-4790

## II. ZONING CHANGE PROCESS

Planning Department: 405-359-4770  
Approximate Processing Time: 45–60 Days

**Bob Schiermeyer**  
Director of Planning  
bob.schiermeyer@edmondok.com

**Kristi McCone**  
City Planner  
kristi.mccone@edmondok.com



## ZONING CHANGE PROCESS

## **THE ZONING CHANGE PROCESS**

*Zoning addresses items such as the types of uses allowed, building height, setbacks from property lines, coverage, and minimum lot area. A zoning change request proceeds through the following steps:*

### **1. APPLICATION**

The applicant must provide a completed application form, the application fee and site plans. The application material is submitted to the PLANNING DEPARTMENT. The Applicant is encouraged to meet with staff to discuss Edmond Plan IV. A change in the plan is a separate approval with the zoning request.

### **2. PLANNING COMMISSION**

The Planning Commission meets on the Tuesday preceding the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month and will review the rezoning request at a public hearing. The Commission may either recommend approval or denial of the rezoning. Planning Commission recommendation will be forwarded to the City Council.

### **3. CITY COUNCIL**

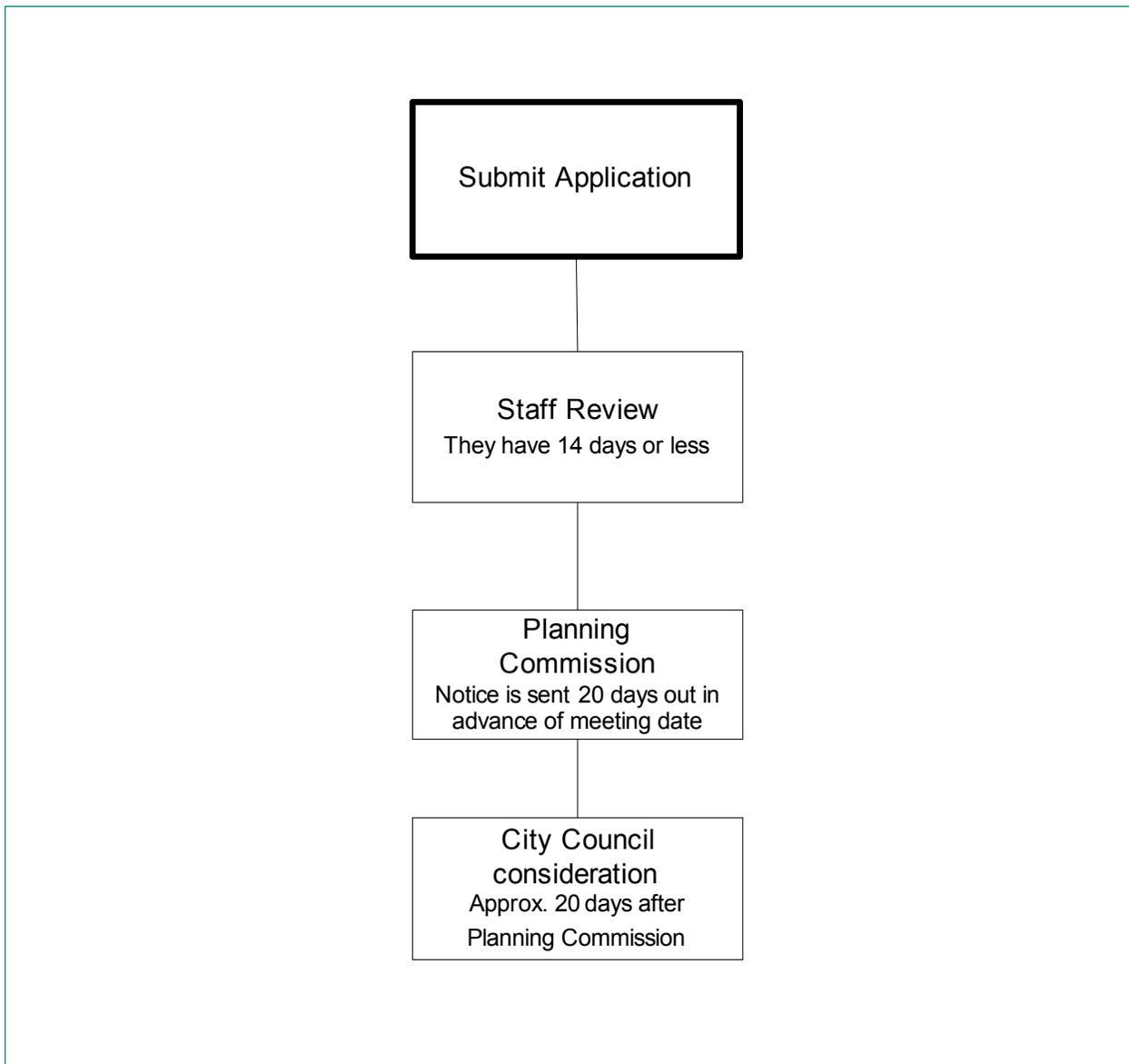
The City Council generally meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month except for Holidays, and makes the final decision on the plan amendment and rezoning. The City Council will review the rezoning request at a public hearing. The ordinance is considered at the time of the public hearing. The property is not rezoned until the ordinance is approved by the City Council.

### III. PLATTING PROCESS

Planning Department: 405-359-4770  
Approximate Processing Time: Appointed 45 Days

**Bob Schiermeyer**  
Director of Planning  
bob.schiermeyer@edmondok.com

**Kristi McCone**  
City Planner  
kristi.mccone@edmondok.com



### PLATTING PROCESS

NOTE: A preliminary plat must be approved by the Planning Commission prior to submittal of a final plat application.

Property owner notices are required on preliminary plats.

## **THE PLATTING PROCESS**

*Platting is the process by which land is subdivided. The plat review process is intended to determine if the subdivision layout is in compliance with the city's development standards by providing adequate street and alley right-of-way, utility easements, drainage improvements, and other necessary items to serve the proposed development.*

*A request for plat approval proceeds through the following steps:*

### **1. APPLICATION**

The applicant must provide a completed application form, the application fee, ten (10) 24" X 36" blue-line prints, one (1) 8 1/2" X 11" copy and one (1) 11" X 17" copy and a digital file of the plat as required in Title 21 (contact the Engineering Department for digital format details. MYLAR OR ACETATE FILM AND XEROX REDUCTIONS WILL NOT BE ACCEPTED. The application material is submitted to the PLANNING DEPARTMENT.

### **2. STAFF REVIEW**

The proposed plat is distributed to city departments for review. The city staff will then make recommendations to the Planning Commission based on the plat's compliance with the applicable city standards and ordinances.

### **3. PLANNING COMMISSION**

The Planning and Zoning Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. The commission will submit a recommendation on plats to the City Council.

### **4. PRIOR TO APPROVAL**

Upon completion of all inspections and submittal of maintenance bonds, the final plat will be scheduled before the City Council. A GIS fee of (\$90 per lot) will be submitted prior to approval.

### **5. FILING OF THE PLAT**

The PLANNING DEPARTMENT will review the signed copies and forward them for signatures by the Planning Commission Chairman, City Clerk and Mayor. The applicant is responsible for filing the final plat with the County prior to the issuance of a building permit.

## IV. SUBDIVISION DEVELOPMENT

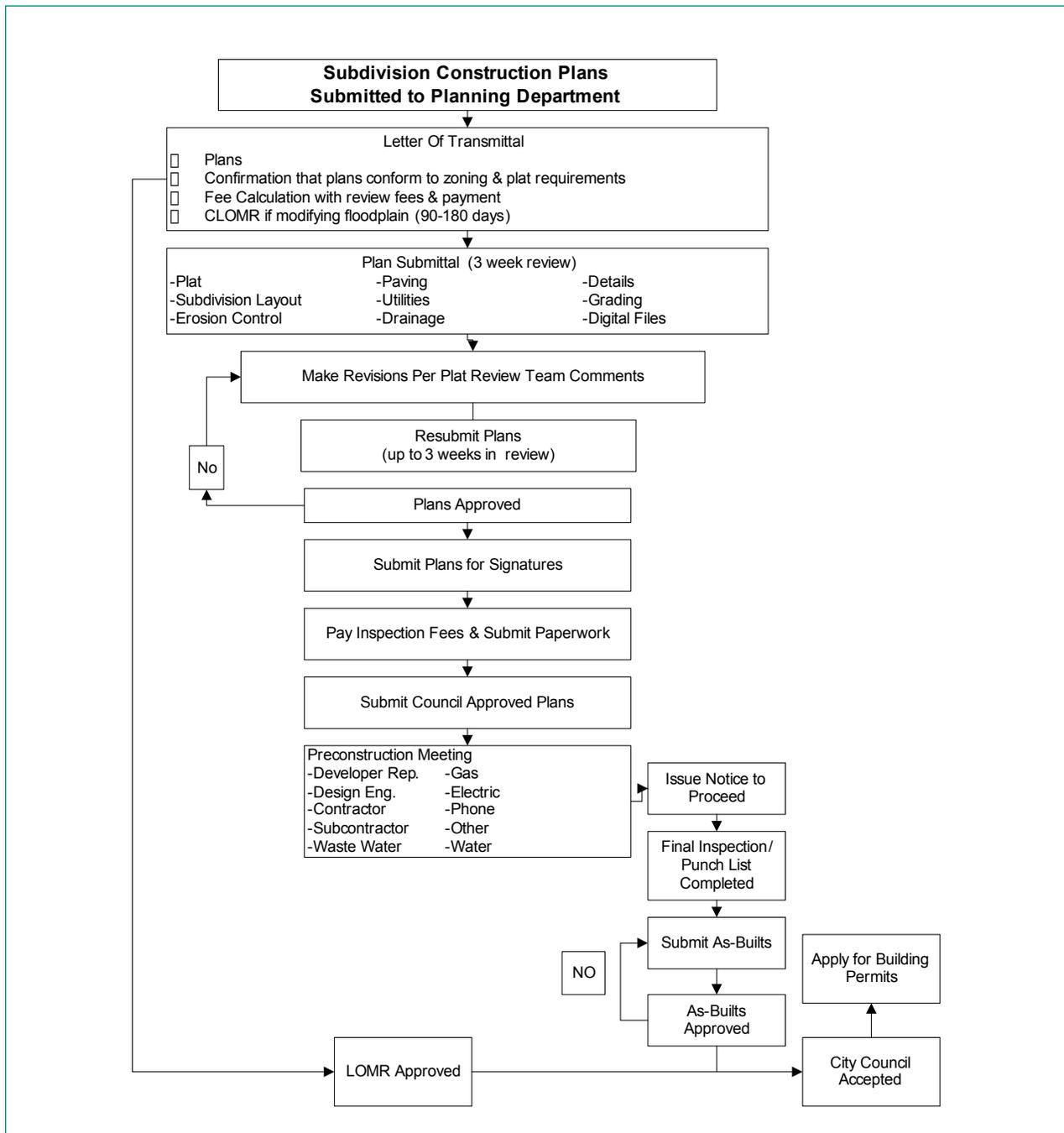
Engineering Department: 405-359-4770

Approximate Plan Approval Time: 3 weeks (Without any revisions)

**Mariah Halloran**

Engineering Plan Review Specialist II

mariah.halloran@edmondok.com



## THE SUBDIVISION DEVELOPMENT PROCESS

*Prior to construction of a subdivision, the city requires submission of engineering plans, prepared by a Registered Professional Engineer, to the Planning Department for review and approval.*

*Engineering plan review and approval proceeds through the following steps:*

1. Schedule "Concept" meeting, if required, and provide transmittal letter including information shown on flow chart. Submit four (4) complete, bound sets (24" x 36"), digital files, and review fees to the Planning Department. Plans submitted should include screening walls, creek cross sections (if applicable) and hydraulics or drainage report. The review process will normally take about three (3) weeks. Your engineer will be contacted to pick-up the reviewed set. Staff review comments will be marked directly on each sheet.
2. After your engineer makes revisions to the original plans, two (2) revised sets , plus the original marked-up sets, must be submitted to the Engineering Department for review. The second review and following review will normally take about one (1) week AFTER YOUR ENGINEER HAS SUBMITTED THE REVISED PLANS.
3. Approved Plans submitted on reproducible media for City Engineer's Signature.
4. A pre-construction meeting will be scheduled by the Engineering Department with a minimum of two (2) days prior notice after final plan approval.
5. Your engineer must supply the Engineering Department with eight (8) sets of water plans, seven (7) sets of sewer plans, four (4) sets of paving plans, two (2) drainage reports, ten (10) bound blueline sets of prints, DEQ construction permit application, and DEQ fees for construction purposes. Development fees will be calculated at that time. Inspection fees must be paid to the Engineering Department prior to the pre-construction meeting. Capacity fees (water and sewer impact fees) will be collected by the Building Inspection Department prior to issuance of a building permit on the subdivision's lot(s).

*When the construction is complete and complies with the city's General Design Standards, two year maintenance bonds (100 percent of the total construction cost) have been paid, "as built" plans have been submitted to the Engineering Department, and all unpaid fees have been paid, a final letter of acceptance will be issued to the developer by the Engineering Department and the plat placed on the City Council agenda for acceptance of all public improvements.*

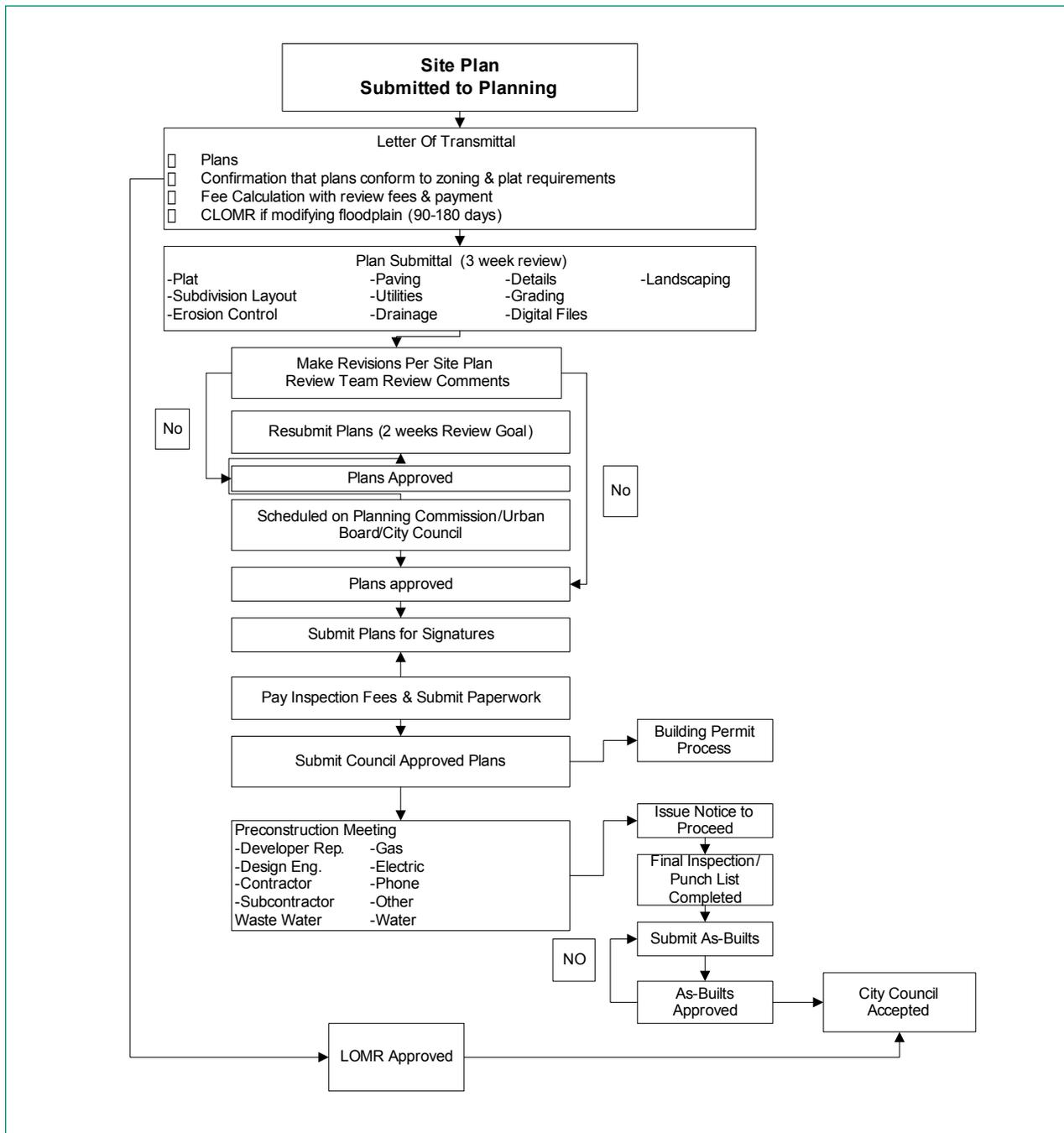
## V. SITE PLAN APPROVAL

Engineering Department: 405-359-4770

**Mariah Halloran**

Engineering Plan Review Specialist II

mariah.halloran@edmondok.com



## THE SITE PLAN APPROVAL PROCESS

*Prior to construction of a commercial development, the city requires submission of engineering and architectural plans, prepared by a Registered Professional Engineer, to the Planning Department for review and approval.*

*Engineering and architectural plan reviews and approvals proceed through the following steps:*

1. Schedule "Concept" meeting, and provide transmittal letter including information shown on flow chart. Submit seven (7) complete, bound sets of blueline prints (24" X 36"), digital files, and review fees to the Planning Department. Plans submitted should include screening walls, creek cross sections (if applicable) and hydraulics or drainage report. The review process will normally take about three (3) weeks. Your engineer will be contacted to pick up the reviewed set. Staff review comments will be marked directly on each sheet.
2. After your design professionals make revisions to the original plans, two (2) revised sets of engineering plans, plus the original marked-up sets, must be submitted to the Engineering Department. Twenty-two (22) sets of corrected plans must be submitted to the Planning Department for review. The second review and following review will normally take two (2) to three (3) weeks AFTER YOUR ENGINEER/ARCHITECT HAS SUBMITTED THE REVISED PLANS.
3. Approved civil plans submitted on reproducible media for City Engineer's signature.
4. FOR PUBLIC IMPROVEMENTS: A pre-construction meeting will be scheduled by the Engineering Department with a minimum of two (2) days prior notice after plan approval for any specific improvements. Site notice to proceed will be issued.
5. Your engineer must supply the Engineering Department with eight (8) sets of water plans, seven (7) sets of sewer plans, four (4) sets of paving plans, two (2) drainage reports, DEQ construction permit application, and DEQ fees for construction purposed. Development fees will be calculated at that time. Inspection fees must be paid to the Engineering Department prior to the pre-construction meeting. Capacity fees (water and sewer impact fees) will be collected by the Building Inspection Department prior to issuance of a building permit on the subdivision's lot(s).

*When the construction is complete and complies with the city's General Design Standards, two year maintenance bonds (100 percent of the total construction cost) have been paid, "as built" plans have been submitted to the Engineering Department, and all unpaid fees have been paid, a final letter of acceptance will be issued to the develop by the Engineering Department and the plat placed on the City Council agenda for acceptance of all public improvements.*

## Title 22 Site Plan Review Flow Chart

### Step 1

#### Tree Permit

*(tree survey)*

Action required: staff review/recommendations

If there are no trees on the property, skip to Step 2, a Landscaping Plan will be submitted in lieu of preserving trees



### Step 2

#### Land Disturbance Permit

*(Land Disturbance Plan – as written the purpose is to coordinate earth change with tree preservation)*

**Action required:** Staff review and recommendations

\*Access to property is required for an accurate survey, soil core test, other engineering research prior to site plan or plat – the level of change for this purpose may need to be defined (If there are no trees to survey, only the land disturbance would be required)

Under Title 23, permission to enter the property with proper erosion control can be granted by City Manager, sometimes



### Step 3

#### Submittal of Site Plan

*(for Multi-Family, Commercial and Industrial)*

Notice to property owners

- a. Plans would reflect the results of tree
- b. Plans would reflect results of land Disturbance proposal

Notice to property owners  
Public Hearing – Planning Commission  
Public Hearing – City Council



### Step 4

#### Submittal of Preliminary Plat

Notice to property owners  
Public Hearing – Planning Commission  
Public Hearing – City Council if private streets



### Step 5

#### Final Plat

Public Hearing – Planning Commission  
Public Hearing – City Council

## VI. BUILDING PERMIT PROCESS

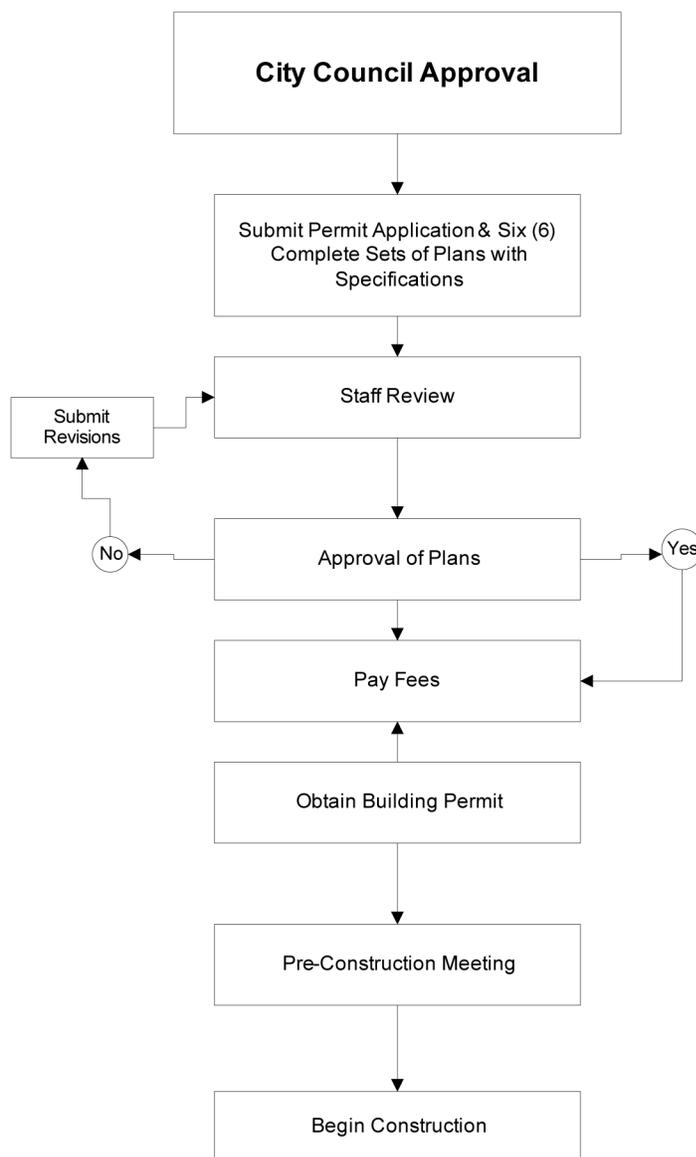
Building Services: 405-359-4794

Approximate Processing Time: 10 days

**Ed Steiner**

Director of Building Services

ed.steiner@edmondok.com

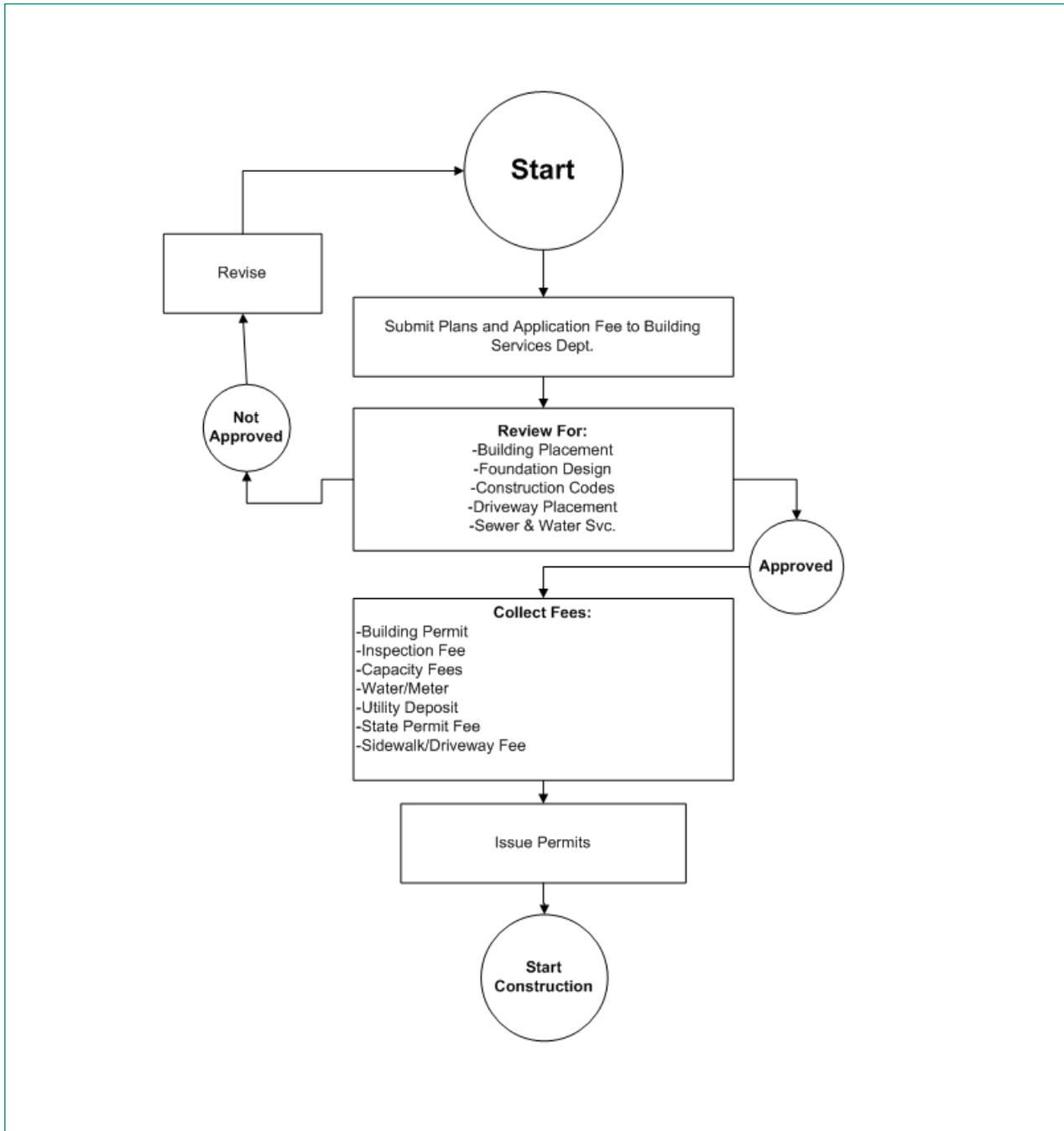


## **THE BUILDING PERMIT PROCESS**

The Edmond Building Services Department is your only stop in the building permit process. Six (6) complete sets of plans and a set of specifications must be submitted. All required approvals are requested and tracked through the Building Services Department. The process for plan review through the Building Services Department is 10 business days. All other departments will try to meet that time frame although they are not mandated to do so. This insures all applications are considered high priorities.

We have refined the review process so it is less cumbersome and more customer service oriented. We encourage the applicant or his designee to meet with our review staff. This can be done as frequently as necessary prior to the plan submittal. The review staff is available after the review is complete to answer questions.

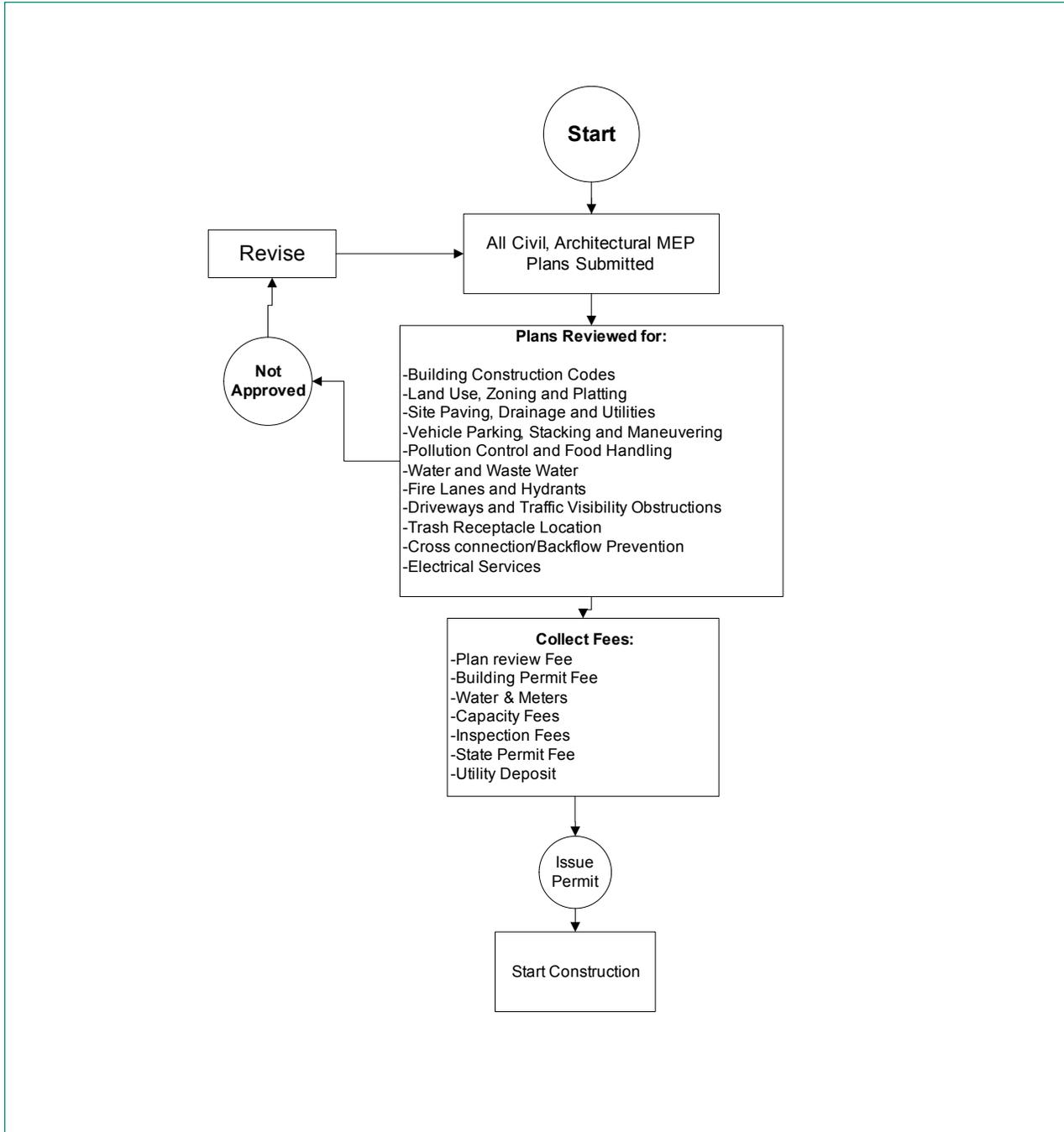
## SINGLE-FAMILY AND DUPLEX BUILDING



### PERMIT PROCESS

NOTE: The developer/contractor is responsible for repairs from construction-related damage to the city's water and wastewater services, mains, etc.

## NON-RESIDENTIAL AND MULTI-FAMILY BUILDING



## PERMIT PROCESS

## VII. PERMIT DIRECTORY

The following summarizes the permits that may be required as part of, or after, your development project. To assist you, the appropriate contact department has been identified.

### BUILDING PERMITS

#### BUILDING ADDITION

*Building Services* 405-359-4783

---

#### BUILDING MOVING

*Building Services* 405-359-4783

---

#### DEMOLITION

*Building Services* 405-359-4783

---

#### ELECTRICAL

*Building Services* 405-359-4797

---

#### LAWN SPRINKLER

*Building Services* 405-359-4797

---

#### NEW BUILDING

*Building Services* 405-359-4508

---

#### MECHANICAL

*Building Services* 405-359-4797

---

#### PLUMBING

*Building Services* 405-359-4797

---

#### RETAINING WALL (COMMERCIAL ONLY)

*Building Services* 405-359-4508

---

#### SITE PLANNING DEPARTMENT

*Planning Department* 405-359-4790

---

#### SITE GRADING/PROJECT-RELATED

*Engineering Department* 405-359-4770

---

#### SWIMMING POOL

*Building Services* 405-359-4783

## DEVELOPMENT PERMITS

### **SITE GRADING/SINGLE-FAMILY**

*Engineering Department* 405-359-4770

---

### **RIGHT-OF-WAY PERMIT**

*Engineering Department* 405-359-4770

---

### **STREET CUT**

*Engineering Department* 405-359-4770

---

### **STREET NAME CHANGE**

*Engineering Department* 405-359-4770

---

### **CURB CUT**

*Building Services* 405-359-4783

## USE PERMITS

### **CERTIFICATE OF OCCUPANCY**

*Building Services* 405-359-4783

---

### **FOOD HANDLING**

*Administrative Services* 405-359-4555

---

### **STORAGE TANKS ABOVE AND BELOW GROUND**

*Fire Prevention* 405-359-4312

## VIII. DEVELOPMENT FEES

*Development fees are subject to revision. Please confirm with staff that the applicable fees indicated below are correct.*

### PLANNING FEES

#### 1. Zoning Change

a) G-A, R-1,R-2, R-3, A, L-1, L-2	\$75.00 plus \$2.00 an acre or any part thereof
b) B, C-1, C-2, C-3	\$100.00 plus \$5.00 an acre or any part thereof
D-0, D-1, D-2A, D-3,D-4, D-1-NRC, DRD, E-1,E-2, E-3, F-O, F-1, F-1-A, F-1-B, F-2, G-1, L-3, L-4, L-5, D-LU, E-LU, CBD	\$125.00 plus \$10.00 an acre or any part thereof (All of the above have an extra \$100.00 Newspaper Notice Fee)
<b>Plat, Preliminary</b>	\$336
<b>Plat, Final, or Replat</b>	\$336
<b>Edmond Plan Amendment Request</b>	\$200
<b>Site Plan Approval</b>	\$940
<b>Special Use Permit and Pup</b>	\$200
<b>Sign Permit</b>	\$25 <i>per sign</i>

### BUILDING SERVICES FEES

#### 1. Water Connection

The cost for connection to City water supply shall be determined as follows:

	Residential	Per Housing Unit 2002-2003
Single Family Swelling with 5/8" water meter		\$1,106.00
Single Family Swelling with 1.0" water meter		\$2,177.00
Single Family attached & Mobile-Home with 5/9" water meter		\$1,106.00
All Other Residential (multi-family)		Fees Based on Water Meter Size

Cost for any other meter size not listed determined by City Manager or his designee.

Non-Residential Fees Based on Water Meter Size

Inches	Type	Fee
5/8	Displacement	\$1,106.00
1.00	Displacement	\$2,177.00
1.50	Displacement	\$5,818.00
2.00	Compound	\$14,385.00
3.00	Compound	\$36,231.00
4.00	Compound	\$46,405.00
6.00	Compound	\$106,706.05

Cost for any other meter size not listed determined by City Manager or his designee.

**2. Sewer Connection**

Residential Per Housing Unit 2002-2003	
Single Family Dwelling with 5/8" water meter	\$1,027.00
Single Family Dwelling with 1.0" water meter	\$1,027.00
Single Family Attached & Mobile-home with 5/8" water meter	\$830.00
All other Residential (multi-family)	\$654.00

*Cost for any other meter size not listed determined by City Manager or his designee.*

**Non-Residential Fees Based on Water Meter Size**

Inches	Type	Fee
5/8"	Displacement	\$951.00
1.00	Displacement	\$1,880.00
1.50	Displacement	\$5,038.00
2.00	Compound	\$12,469.00
3.00	Compound	\$31,418.00
4.00	Compound	\$40,242.00
6.00	Compound	\$91,751.77

*Cost for any other meter size not listed determined by City Manager or his designee.*

**3. Sewer Tap**     \$25.00

**4. Water Tap**

Meter Size	Contractor Install	City Install
5/8"	\$213.00	\$542.00
1.00	\$329.00	\$657.00
1.50	\$859.00	\$1,433.00
2.00	\$993.00	\$1,566.00

*The City Install Fees are for platted residential services only. New or relocated services for commercial, irrigation meters, and meters for non-previously platted lots are the responsibility of the builder/contractor/owner and the fee for the service installation/meter will fall under the Contractor Install fee structure as a tap will be required which is also the responsibility of the contractor.*

**5. Replacement Costs**

Meter Size	Meter	Meter Can/Box
5/8"	\$27.11	\$49.98
1.00	\$73.42	\$96.69
1.50	\$198.40	\$159.00
2.00	\$267.71	\$159.00

**6. Project Permit**

Commercial	\$39.00 Plus Plan Review
Residential	\$94.00

**7. Moving Permit**     \$104.00

**8. Lawn Sprinkler Permit**     \$104.00

## ENGINEERING FEES

Engineering inspections Fees are required whenever it is proposed to construct any Public Works Improvements. Public Works Improvement is any street, alley, highway, drainage improvement (including detention ponds privately maintained), sanitary sewer main, storm sewer main or water main which will be connected directly or indirectly with a system of the City, or which will be constructed in contemplation of dedication or transfer to the City of Edmond.

The inspection fee is a charge to cover the cost of the engineering review, inspection and supervision of the proposed construction of improvements.

All inspection fees shall be paid prior to the commencement of construction of any public works improvement.

For determining fees, water main and sanitary sewer main improvements will be combined for the utility public works improvement. Grading, paving, and drainage improvements will be combined and considered the roadway public works improvement. Grading will include all dirt work operations within right of ways and easements. No inspection fees will be required for vegetative cover removal.

*The amount of said fee shall be computed as provided in the schedule of fees provided below.*

### SCHEDULE OF FEES AND METHODS OF CHARGE COMPUTATION

Value of Contract or Estimated Cost Engineering Fee – Computed as % of the Contract or Est. Cost:

1st \$2,000.00	4.5% or	\$90.00 on	\$2,000.00
Next \$3,000.00	4.0% or	\$210.00 on	\$5,000.00
Next \$5,000.00	3.5% or	\$385.00 on	\$10,000.00
Next \$15,000.00	3.0% or	\$835.00 on	\$25,000.00
Next \$25,000.00	2.5% or	\$1,460.00 on	\$50,000.00
All over \$50,000.00	2.0%		