



Planning & Zoning Department
Chris Bauer, Planning Administrator
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580-616-7217
PO Box 1768, 401 West Garriott
Enid OK 73702

Site Plan Review Checklist

- 1. Applicant name, address, email, and phone number.
- 2. Architect/Engineer name, address, email, phone number.
- 3. Address and legal description of property.
- 4. Business name and use.
- 5. Recommended meeting with applicant and staff.
- 6. Zoning classification of property
- 7. Zoning of adjacent properties
- 8. Site Development must contain the following: [Section 11-11-5, Section 11-11-8](#)
 - A. Are Capital Recovery payments applicable on this property?
 - B. Does the site plan include adequate and safe vehicular access to adjacent streets?
 - C. Does the site plan include the removal of surface waters that will not adversely affect neighboring properties?
 - D. Does the site plan show the appropriate dedication and improvement of needed rights-of-way and easements necessary to adequately serve the development?
 - E. Location of the tract, with references to names of adjoining streets, streams, bodies of water, railroads, subdivisions, or other landmarks sufficient to clearly identify the location of the property.

- F. Is the name, address, and telephone number of the developer on the plans **OR** name, address, telephone number, seal and signature of the engineer on the plans?
Are a north arrow, date, and scale correctly shown on each sheet of the plans?
Number of sheets included?
- G. Are boundary dimensions and references indicated by survey?
- H. Does existing topography have a maximum contour interval of two feet?
- I. Has a delineation of any flood hazard areas and drainage features, as defined by the Federal Insurance Administration, been submitted?
- J. Are the location, type, and dimensions of vehicular entrances to the site shown?
- K. Are provisions adequate for the disposition of natural storm water in accordance with the adopted design criteria, standards, and ordinances of the City indicating the location, size, type and grade of ditches, catch basins and pipes, and connections to existing drainage systems and on-site storm water detention systems? All such design criteria shall be approved by the City Engineer.
- ___ L. Proposed finished grading by contours of two feet supplemented where necessary by spot elevation.

Planning for assistance email Karla Ruther at kruther@enid.org or call (580) 616-7218

- M. The total amount of landscaping. Five percent of the total land area of the development shall be landscaped with trees, ornamental shrubs, walkways and green areas. At least 75% of this area shall be in the front or side yards.
- N. All site plans shall include a detailed landscaping plan indicating the type and number of plants to be provided.
- ___ O. Parking lots with more than 10 spaces must have a minimum 5 foot landscaped strip adjacent to their perimeters with shade trees planted in the amount equivalent to one shade tree for every 35 feet of perimeter lineal footage. If adjacent to residentially zoned or developed land, the landscape strip shall contain 75% opaque screening which shall include a solid wall, fence, or compact evergreen hedge not less than 5 feet in height.
- ___ P. Underground watering system. Parking lots with more than 20 spaces (unenclosed) shall have a minimum of 2% of interior surface area landscaped and shall have a permanent underground watering system.
- Q. All property used for parking of vehicles, storage and display of merchandise, and all driveways used for vehicle ingress and egress shall be paved with a permanent hard surface.

- R. Does the site plan include the location, width, and layout of interior drives appropriate for the proposed interior circulation and with provisions for access by police, fire, and emergency vehicles?
- ___ S. Zoning of all adjacent properties.
- ___ T. Are all off-street parking and loading areas shown in accordance with off-street parking regulations as specified in [Title 11, Chapter 12](#) of the Enid Zoning Ordinance?
- U. Is the proposed location, use, number of floors, height and gross floor areas for each building, any outside display areas, signs lighting; and where applicable, the number size and type of dwelling units shown? Elevation drawings shall be submitted for all signs and buildings.
- ___ V. Are the location, type, size, and height of fencing, retaining walls, screening, plantings, or landscaping shown? Elevations drawings shall be submitted for all screen planting and fencing.
- ___ W. Verify building setbacks.

Public Works for assistance email Lou Mintz at lmintz@enid.org or call (580) 616-7304

- X. Are all containers for the disposal of wastes located on a concrete pad and screened to the extent that the container cannot be viewed by the public and accessible as required by Title 8, Chapter 4 of the Enid Zoning Ordinance?

Fire Department for assistance email Ken Helms at khelms@enid.org or call (580) 616-7154

- Y. Do all the existing and proposed streets, pedestrian circulation systems, utilities and easements indicate their name, type and dimensions? Are the locations of all private utility services lines and connections to the public utilities indicated?
 - a. Is the nearest fire hydrant indicated, including hose-lay distance to proposed structure(s)? Hose-lay must follow a hard-surface route for fire apparatus.
- ___ Z. Indicate the total square-foot dimension of proposed structure(s).
- ___ AA. Indicate the construction type of proposed structure(s) per IBC Chapter 6.
- ___ AA. Indicate the occupancy classification of proposed structure(s) per IBC Chapter 3.

9. Drainage Report.

10. \$20.00 filing fee payment

If you have any questions, please contact Chris Bauer at cbauer@enid.org or call (580) 616-7217 THANK YOU!