

# CITY OF BIXBY

## NEW COMMERCIAL BUSINESS PLANNING GUIDE

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**January 26, 2003**

Revised February 6, 2003

1. Schedule a staff meeting with the City of Bixby to discuss the proposed project / business prior to any work activity.
  - Mike Jones – Public Works Director @ 366-4430
  - Ken Bradford – City Engineer @ 366-4430
  - Jim Coffey – City Planner @ 366-4430
  - Larry Guinn – Fire Marshall @ 366-4430

**To schedule a meeting with Mike Jones, Ken Bradford, Jim Coffey or Larry Guinn contact Donna Dunlap at 366-4430.**

2. If you should have any questions or problems regarding existing customer service(s), contact:

- Mike Webster -Customer Service Director @ 366-4430

3. Be prepared to discuss / ask the following:

- The Type of proposed Project and/or business.
- Is the Project / Business moving into an existing building? Will this be a change in Occupancy Type?
- The proposed location (building or site plus address and legal description)
- Time frame on starting and/or moving business / project.
- Questions for the City Planner:
  - A. What is the property zoned?
  - B. If not properly zoned, what do I have to do, what is the process, and how long does it take?
  - C. What are the requirements of that zoning? Copies can be purchased?
  - D. Are there any special requirements?
  - E. Is the property in a Special District?
  - F. Is the property in the flood plain? If so, what is the designation and elevation? Can I build in a floodplain? What are the special qualifications?
  - G. What are the standard landscaping requirements?
  - H. Are there any special landscaping requirements (district)?
  - I. What are the signage requirements?
  - J. What are the parking requirements?
  - K. Is the property within one of the districts that require I have to go before the Architectural Review Committee?
  - L. Will a Variance or Special exception be needed from the City?
  - M. Will lots need to be divided or combined?
  - N. Will the property need to be platted?

- Questions for the Public Works Director:

- A. What building and other codes does the City go by?
- B. What are the requirements for connecting to City services?
- C. Obtain copies of:
  - 1. The Checklist of Requirements for Commercial Customers
  - 2. Subdivision Regulations
  - 3. Engineer Standards.
  - 4. Stormwater Design Criteria
  - 5. Associated Ordinances
- D. What are the requirements for 2-inch water meters or larger?
- E. What are the requirements for a double detector check vault? When is it required?

Review the proposed project and discuss the building code requirements.

- Questions for the City Engineer:
  - A. What utilities are available at the property?
  - B. What are the stormwater drainage requirements?
  - C. What are the requirements for Oklahoma Department of Environmental Quality (ODEQ)?
  - D. What are the requirements for Oklahoma Department of Transportation (ODOT)?
  - E. Is an Earth Change Permit required? If so, what are the requirements?
- Questions for the Fire Marshall:
  - A. Is a Fire Lane required for the project / business?
  - B. What are the firewall requirements?
  - C. If there are any flammables, combustibles, or hazardous materials to be stored or utilized on site? What are the requirements?
  - D. What are the fire grading requirements for this project?
  - E. Are fire hydrants required for this project? If so, what are the requirements?
  - F. Is a full or limited automatic fire suppression (sprinkler) system required? If so, what type?
  - G. What is a Knox Box?

4. What is the anticipated time frame for reviewing and approving the project; and issuing permits?

- Zoning Change
- Planned Unit Development (PUD)
- Variance
- Lot split
- Architectural Review Committee
- Platting process (preliminary & final)
- Privately Financed Public Improvements (PFPI permits)
- Earth Change Permit
- Building Permit