



CITY OF NICHOLS HILLS, OKLAHOMA
Nichols Hills Building Commission
Building Commission Application Packet

To: Applicants for Certificates of Approval from the Nichols Hills Building Commission

This packet is to assist you in preparing and filing an Application for Certificate of Approval for review of a building project by the Nichols Hills Building Commission. The form for the Application for Certificate of Approval follows as Attachment A. Following as Attachment B and Attachment C respectively are the *Property Calculation Form*, and the *Centroid Calculation Form*. Both forms are required for all construction of Main Buildings, Secondary Buildings, and Additions.

Once completed, the Application for Certificate of Approval must be filed with the Nichols Hills City Clerk. However, prior to completing the Application, applicants should contact the Nichols Hills Public Works Department for the City to set a pre-application meeting. City Staff and one or two of the Building Commissioners will attend that meeting.

Attached to this Application Packet as Attachment D is the *Nichols Hills Building Commission Review and Certificate of Approval Process Overview*, a detailed summary of the Building Commission review process—including important information regarding the pre-application meeting and the deadline for submission of complete application packets. You are encouraged to review that overview in detail. Attached as Attachment E is the *Pre-Application Meeting and Certificate of Approval Application Checklist*, a checklist of requirements for your use in completing your application.

Also attached to this Application Packet as Attachment F is the *Overview of Landscape Plans and Landscape Point Requirements*, including a sample *Landscape Point Calculation Form*. Use of that form is not required but is intended to assist you in calculating Landscape Points.

Each of the Attachments is available individually on the City's website at www.nicholshills-ok.gov under the Building Commission tab.

Applicants are advised to address any questions to the Public Works Department at buildinginspections@nicholshills.net, or by contacting Dillion Thompson at 405-843-5222.

**Building Commission Application Packet
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Attachment A
Building Commission Application for Certificate of Approval

[Application form follows]



CITY OF NICHOLS HILLS, OKLAHOMA
Application for Certificate of Approval
Nichols Hills Building Commission

Staff use only

Case # _____

Date filed _____

Fee receipt # _____

Completed applications should be submitted to the Nichols Hills Public Works Department via email at Buildinginspections@nicholshills.net.

The required fee should be submitted to the Nichols Hills City Clerk, 6407 Avondale Drive, Nichols Hills, Oklahoma 73116.

This application requires approval by the Nichols Hills Building Commission. In completing this application form, please refer to the *Nichols Hills Building Commission Review and Certificate of Approval Process Overview* and the *Building Commission Certificate of Approval Checklist*, attached to the Building Commission Application Packet as Attachment D and Attachment E respectively. Applicant is also encouraged to review Article V, *Building Commission*, in Chapter 50 of the Nichols Hills City Code (the “City Code”); and *The Nichols Hills Building Demolition, Design, and Construction Guidelines* (the “Guidelines”). If this Application includes a Building demolition or moving approval request, applicant should also consult the City Code, Article IX, *Building Moving and Demolition*, in Chapter 8 and Section 50-129, *Demolition or moving of dwellings; construction of replacement dwellings*, if the Building proposed for demolition or moving is a Dwelling.

Attach a separate sheet to provide complete answers if necessary.

Applicant's name: _____

Mailing address: _____

Telephone number(s): _____

Email address(es): _____

Proposed project address or descriptive location: _____

Applicant proposes: [check applicable project description]

☐ Demolition of an existing Building. If yes, is the Building a Dwelling? Yes ☐ No ☐

☐ Construction of a new replacement Dwelling after demolition of an existing Dwelling.

☐ Construction of a new Main Building on a now vacant Lot.

- ☐ Construction of an Addition to an existing Main Building.
- ☐ Façade change requiring approval pursuant to City Code Section 50-341(c), *When Certificates of Approval are required; façade alterations.*
- ☐ Construction of a new Secondary Building (allowed only in the Church, Retail, and Business Districts)
- ☐ Construction of an Addition to a Secondary Building (allowed only in the Church, Retail, and Business Districts)
- ☐ Moving an existing Building

Required attachments. See *Pre-Application Meeting and Building Commission Certificate of Approval Checklist*; Attachment D to the Building Commission Application Packet.

This Application will be considered officially submitted and filed only after it is examined by the City and found to have met the applicable requirements of the City Code and those set out in this Application, and after the fee of \$750 has been paid. At that time, the City Clerk will set the Application for hearing before the Nichols Hills Building Commission. Applicant will be advised of the date and time for the hearing. It is highly recommended that applicant attend (or have a representative attend) the hearing and be prepared to answer questions. It is advisable that the applicant's architect and/or general contractor attend as well.

Required Plat review certification. Check the applicable statement below after reviewing the Plat applicable to the subject property:

- ☐ To the best of my knowledge, the project proposed in this Application **is** in conflict with plat restrictions and/or declarations of covenants and restrictions filed of record with the Oklahoma County Clerk.
- ☐ To the best of my knowledge, the project proposed in this Application **is not** in conflict with any plat restrictions and/or declarations of covenants and restrictions filed of record with the Oklahoma County Clerk.

The above statements in this Application and all attachments to it are true and correct.

Submitted and agreed to this ___ day of _____, 202__.

Signature: _____

Print applicant's full legal name: _____

Attachment B to the Building Commission Application Packet

Property Calculation Form

[Form follows]

CITY OF NICHOLS HILLS, OK

PROPERTY CALCULATIONS

Date: _____

Property Address: _____ Zoning District: _____

Legal Description (attach a separate sheet if necessary):

Total Property Square Footage: _____

Property Dimensions:

*Depth: _____	**Width: _____
Less Front Yard Setback: _____	
Less Rear Yard Setback†: _____	Less Total Side Yard Setbacks: _____
Equals Buildable Area Depth: _____	Equals Buildable Area Width: _____

Depth x Width = Buildable Area ††:	=
------------------------------------	---

Allowable Lot Coverage Buildable Area x 65%
=

Allowable Floor Area Buildable Area x _____%
=

Lot Coverage as Submitted
=

Floor Area as Submitted	
First Floor:	
+ Second Floor:	
+ Additional Areas:	
Total:	=

Impervious Site Area	
Proposed Sq. Ft.	=
Existing Sq. Ft.	=
Difference	=

Maximum Height Allowed Above Centroid
=
Maximum Height as Submitted:
=

*Depth of property is measured from the median of the front property line to the median of the rear property line.

** Width of the property is measured at the front yard setback line.

†On R-1-60 and R-1-75 lots the rear yard setback shall be calculated using 10'.

††The Buildable Area of irregular shaped properties should be as measured by a licensed surveyor or architect.

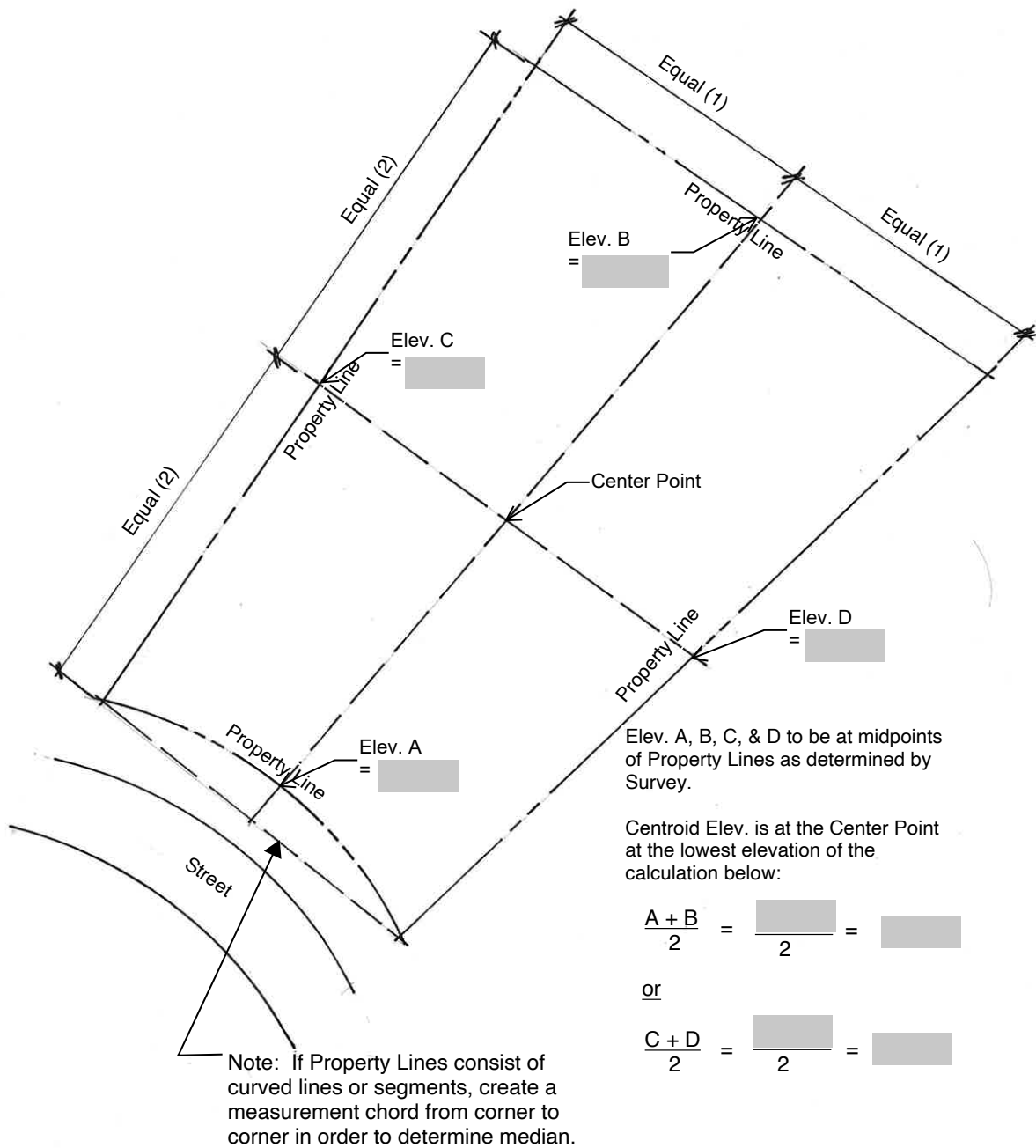
Note that the Nichols Hills City Code requires that the existing and proposed Lot Coverage and Floor Area Ratio be shown in square feet on a survey prepared by a surveyor licensed in Oklahoma. See Sec. 50-372 (b)(2). Further, the Centroid determination must be made by a licensed engineer or architect. See 50-372(b)(3).

3.20.23-2.1

Attachment C to the Building Commission Application Packet

Centroid Calculation Form

[Form follows]



CENTROID CALCULATION FORM

Attachment D to the Building Commission Application Packet

Nichols Hills Building Commission Review and Certificate of Approval Process Overview

The Building Commission and its review process are addressed in Article V, *Building Commission*, Chapter 50, *Zoning*, of the City Code. The City Code and the Building Commission Guidelines are available at www.nicholshills-ok.gov.

What the Building Commission does and does not do. The Building Commission determines whether proposed projects comply with the City's goals regarding Building demolition, design, and new construction, including promoting development in keeping with each of the City's Zoning Districts, protecting the quality of the built environment by encouraging the highest standards in architectural design, ensuring that the privacy of adjacent properties is protected, and ensuring that consideration is given to the proportionality of proposed Buildings in relation to adjacent Buildings.

The Building Commission does not determine whether a proposed project complies with other provisions of the City Code, such as the Building requirements set out in Chapter 8 of the City Code—determining such City Code compliance is part of the Building Permit process.

Pre-Application Meeting. Parties wishing to obtain a Certificate of Approval must first contact the Public Works Department asking the City to schedule a pre-application meeting with City staff and at least one of the Building Commissioners. The project owner, the architect, and the general contractor are encouraged to attend the meeting. At a minimum, the applicant should bring a certified Site Plan and a front elevation of the project to the meeting. The more information that can be provided at the meeting, the better. The meeting will be held at the City's Public Works Department.

The purpose of the pre-application meeting is for the City and the Building Commissioner(s) in attendance to provide information to the applicant regarding the review process, and to discuss the proposed project and the submissions regarding it that will be required. Applicants and their architects and contractors are encouraged to ask questions of City staff and the Building Commissioner(s) present at the meeting. Specifically, the three most common issues addressed by the Building Commission should be discussed at the meeting:

- **Drainage.** Does the project possibly cause any drainage problems for nearby properties?
- **Privacy.** Does the project possibly interfere with the privacy of adjoining properties?
- **Proportionality.** Is the proposed Building proportional to other Buildings in the area?

If the project is an Addition, the Code Official and the Building Commissioner(s) will determine whether renderings will be required to be submitted with the Application. For Additions, renderings are not required for rear yard Additions that are not visible from the Street. Renderings may be required for front yard and side yard Additions, and for rear yard Additions that are visible from the Street, to be determined at the pre-Application meeting.

Applicants should note that any discussions had at the pre-application meeting are not binding on the Building Commissioners' decisions at the public hearing. However, the pre-application meeting can be a valuable tool for applicants, potentially saving time and money, during the review process.

Review of the Building Commission Guidelines is encouraged. The Building Commission will review each Application for general conformance with the Building Commission's Guidelines. Those Guidelines address the general topics of:

- site design
- compatibility with the regulations applicable to the District in which the project is located
- proportionality: volume, bulk, massing, scale, and proportion
- quality of materials and workmanship
- architectural style
- architectural features, materials, and color
- privacy
- landscaping

In addition to reviewing the provisions of the City Code applicable to the project, it is recommended that applicant and the architect and/or general contractor review the Building Commission Guidelines in completing the Application.

Application form. Following the pre-application meeting, applicants then complete and file a written Application using the application form available from the City Clerk and pay the application fee. The applicant should file a properly completed application as soon as possible.

Note that it is important to include all aspects of the proposed project, including any fences, swimming pools, Accessory Buildings or Accessory Structures. After the Building Commission issues a Certificate of Approval for a project, new applications for permits for such items will not be heard by the City for one year from the date of issuance of the Certificate of Occupancy for the project without first obtaining a Certificate of Approval from the Building Commission for that item. Such items can have an impact on the project, especially regarding drainage issues, making Building Commission review of the entire project at the same time important.

Public hearing. The City Clerk will then set the Application for public hearing before the Building Commission. Applicants and property owners within the radius of the proposed project will be notified of the hearing by registered or certified mail as required by the City Code. The Building Commission meets on the third Wednesday of each month at 4:00 pm.

Application filing deadline and hearing dates. The Building Commission meets on the third Wednesday of each month. The deadline for filing Applications with the City's Public Works department is the third Wednesday of the month. It is important to note that after Applications are filed, City Staff will determine whether or not the Application packet is complete and so notify the applicant within a few days after the filing. Applicants should not consider themselves in line for a hearing date until their Application packet is determined by City Staff to be complete.

After the Application is determined to be complete, City Staff will begin its review of the proposal. That review takes approximately three weeks. Accordingly, the City will set completed Applications for hearing on the next meeting date that will allow the City Staff sufficient time for its review and for the City Clerk to provide proper legal notice of the public hearing, as required by law. If an Application is filed close to the filing deadline, it is very possible that it will not be heard the following month but rather, would be heard at a later meeting date. Applicants wishing to have their Applications heard as soon as possible should ensure that their Application packets are complete when filed and should file their Applications well in advance of the filing deadline.

Attendance at the hearing. At the hearing, the applicant (or the applicant's architect or contractor on the applicant's behalf) will present the proposed project, the Building Commissioners will ask any questions they have about the project, the public will be asked to speak about the project, and then the Commissioners will deliberate and decide whether to approve the Application (which may include conditions to that approval with which the project must comply), to deny it, or to continue it until the next meeting.

Certificate of Approval expiration. Certificates of Approval expire two years after they are issued. They may be extended as provided for in the City Code.

Minor revisions to approved projects. Minor revisions (as defined by the City Code) to the project do not require a new Certificate of Approval but must be approved by an amendment to it issued by the City.

Actions to be taken after the Building Commission issues a Certificate of Approval – Building Permits and related permits; Demolition Permits. A Certificate of Approval approves a project as meeting the City's design and construction requirements and guidelines stated in the City Code. To proceed with construction of the project and any related demolition, the applicant must next proceed with obtaining the necessary City permits to do so. Specifically, a Building Permit and all applicable construction-related permits for the project will be required as set out in Chapter 50, *Zoning*, Article IV, *Administration and Enforcement*, of the City Code. Further, if the project involves demolition, a Demolition Permit is required. Each of such permits has distinct requirements, including the requirement that other documents regarding the construction of the project be provided. Further, the City's Code Officials may require that additional construction documents be provided prior to issuance of a Building Permit.

Timeline overview. In summary, the timeline for hearing on a Certificate of Approval is as follows:

- The applicant contacts the City's Public Works Department to set the pre-application meeting.
- The pre-application meeting is held, at which the applicant provides a certified site plan and front elevation.
- The applicant submits a complete application package.
- The City sets the matter for public hearing, to be held approximately one month after a complete application package is received.
- At a regularly scheduled Building Commission hearing, the Building Commission hears the matter and approves, disapproves, conditionally approves or continues the hearing on the project.

- After a Certificate of Approval is granted, the applicant may proceed with a Building Permit and other applicable construction-related permits and, where applicable, a Demolition Permit.

Questions. Any questions about the review process or a proposed project (whether before a Certificate of Approval is issued or after) may be addressed to Buildinginspections@nicholshills.net or by contacting Dillion Thompson at 405-843-5222.

Attachment E to Application for Certificate of Approval

Nichols Hills Building Commission Pre-Application Meeting and Certificate of Approval Application Checklist

As set out in the City Code, the following are required to be provided with or include in an Application for a Certificate of Approval from the Nichols Hills Building Commission. The definitions of terms used in this Checklist follow. Other terms capitalized in this Application form are defined in City Code Section 50-3, *Definitions*.

Pre-Application Meeting Checklist

The applicant will contact the Nichols Hills Public Works Department to set the Pre-Application Meeting with City staff and one or more of the Building Commissioners. At the meeting, the applicant should ensure that the following potential issues are discussed:

- **Drainage.** Does the project possibly cause any drainage problems for nearby properties?
- **Privacy.** Does the project possibly interfere with the privacy of adjoining properties?
- **Proportionality.** Is the proposed Building proportional to other Buildings in the area?
- **Required submissions.** Does the applicant understand the requirements for all of the information required to be included in documents to be provided with the Application?
- **For Additions, are renderings required?** For Additions, renderings are not required for rear yard Additions that are not visible from the Street. Renderings may be required for front yard and side yard Additions, and for those rear yard Additions that are visible from the Street, to be determined by the Code Official and Building Commissioner(s) at the Pre-Application Meeting.
- **For façade changes, are drainage plans required?** Drainage plans may be required if the façade alteration involves significant changes to the roof or gutter system, to be determined by the Code Official and Building Commissioner(s) at the Pre-Application Meeting.
- **For façade changes, is a landscape plan required?** A Landscape Plan may be required if the façade alteration will require the removal of all or substantially all of the Front Yard landscaping, to be determined by the Code Official and Building Commissioner(s) at the Pre-Application Meeting.

The applicant should provide a certified Site Plan and front elevation of the project at this meeting.

Application for Certificate of Approval – Checklist

Attachments required for all applications.

- ☐ **Drainage plans and information.** Drainage plans and the drainage information, including the certification from the engineer or other information as required by Section 50-372, *Application for Certificate of Approval*, of the City Code.
- ☐ **Ownership list.** Report certified by the Oklahoma County Assessor or a bonded abstractor stating the names and mailing addresses for the owners of record whose property is within a 300-foot radius of the exterior boundary of the proposed project, such radius to be extended by increments of 100 linear feet until the list of property owners includes not less than ten individual property owners of separate parcels.
- ☐ **Plat restrictions and restrictive covenants.** An attestation (on the Application form) by the applicant that all applicable plat restrictions and restrictive covenants filed of record with the Oklahoma County Clerk have been reviewed and that to the best of the applicant's knowledge, whether the proposed project is or is not consistent with any such restrictions or covenants.

Attachments required for moving or demolishing Buildings.

- ☐ **Narrative.** A narrative explaining the desire for the proposed moving or demolition of the Building.
- ☐ **Pictures of the existing Building.** Pictures of all sides of the existing Building.
- ☐ **Additional information required regarding replacement Dwellings for projects proposing to move or demolish an existing Dwelling.**
 - ☐ Evidence of the ownership and management of the owner(s) if the owner(s) or any of them is not an individual.
 - ☐ Evidence of the intended owner(s) and occupant(s) of the replacement Dwelling.
 - ☐ Evidence of the ability of the intended owner(s) to be able to finance construction of the replacement Dwelling.
- ☐ **Construction information.** All documents and information required for construction of the proposed replacement Building, as described below. If a replacement Building is not required by this Code, a description of the intended use of the property after the Building is moved or demolished is required.
- ☐ **Demolition Contractor.** The name and address of the proposed demolition contractor. Note that contractors must register with the City and meet the City's licensing and bonding requirements.

Attachments required for construction of Main Buildings, Secondary Buildings, and Additions.

- ☐ **Narrative.** A narrative describing the project.
- ☐ **Survey.** A survey, prepared by a licensed surveyor registered in this state, of the boundaries of the Lot on which the Building or Addition is to be located, and stating the existing and proposed Lot Coverage, and the existing and proposed Floor Area Ratio (FAR), as such terms are defined in Section 50-3, *Definitions*, of the City Code, with calculations for each shown based on square feet.
- ☐ **Site Plan.** A Site Plan, drawn to scale, showing the location of the proposed Building or proposed Addition, all easements, setbacks, curb cuts, driveways, and other site improvements, including drainage information as detailed in subsection (e). The Site Plan must also state the existing and proposed Lot Coverage, and the existing and proposed Floor Area Ratio (FAR), as such terms are defined in Section 50-3, *Definitions*, of the City Code, with calculations for each shown based on square feet. All proposed retaining walls, if any, must be indicated with the top of wall elevation and the finish grade elevation on each side of each proposed retaining wall.
- ☐ **Renderings.** For new Buildings, renderings of all side(s) of the proposed Building. Renderings for Additions if determined to be necessary at the Pre-Application Meeting.
- ☐ **Floor plans.** Floor plans of each level, including Basements.
- ☐ **Elevations.** Elevation drawings of all sides of the proposed Building or proposed Addition.
- ☐ **Roof Plan.** A roof plan showing all existing and new roof surfaces, including roof pitches. Gutter and downspouts must be accurately shown.
- ☐ **Other drawings.** Other drawings or materials not included in the City's requirements that the applicant believes are pertinent to the project and would be helpful to the Building Commission.
- ☐ **Property Calculation Form.** A properly completed Property Calculation Form. For irregular lots, the surveyor or architect for the project must provide a certified stamped letter stating the square footage of the Buildable Area, as defined in Section 50-3, *Definitions*, of the City Code.
- ☐ **Centroid Calculation Form.** A properly completed Centroid Calculation Form. For all submissions to which the Centroid is applicable, the Centroid must be determined as set out in Section 50-3, *Definitions*, of the City Code, and that determination signed and sealed by a licensed surveyor, engineer or architect.

- ☐ **Landscape Plan.** A Landscape Plan as required by the City Code. (Note that the Landscape and Screen Regulations which were adopted in December 2022 are available on the City’s website under “Building Commission.”) See Attachment E for a sample Landscape Plan Landscape Point Calculation Form that may (but is not required) be used if Landscape Points are required for the project.
- ☐ **Privacy implications.** Drawings, images, and plans showing details of the project that reflect the impact of the proposed Building or Addition on the privacy of all adjacent Buildings.
- ☐ **Proportionality implications.** Street-level front elevation of the proposed Building or Addition for all street-facing sides, drawn to scale, or scaled photographic images. Such elevations or images must show the Buildings and yards on either side of the proposed project, drawn such that the elevation accurately depicts the proportionality and relative height of the proposed Building or Addition compared to the Buildings, if any, on all sides of the proposed Building or Addition. Where the proposed Building may negatively affect the Building(s) behind it, additional elevations may be requested to illustrate the proportionality of the proposed Building with such Building(s) behind it.
- ☐ **Pictures.** For Additions to Buildings, pictures of the subject Building(s).
- ☐ **Samples.** Color and material samples of exterior surfaces, if available and if applicable to the proposed work.
- ☐ **Contractor.** The name and address of the proposed general contractor for the project.
- ☐ **Non-residential projects.** For church, office, and commercial Buildings, additional information may be required by the Building Commission.

Attachments required for façade alterations.

- ☐ **Narrative.** A narrative describing the project.
- ☐ **Pictures.** Pictures of the subject Building(s).
- ☐ **Elevation.** Street-level front elevation, drawn to scale.
- ☐ **Samples.** Color and material samples, if available and if applicable to the proposed work.
- ☐ **Drawings.** Drawings, images, and plans showing details of the project.
- ☐ **Contractor.** The name and address of the proposed general contractor for the project.
- ☐ **Drainage plans.** Drainage plans if determined to be necessary at the Pre-Application Meeting.

- ☐ **Landscape Plan.** A Landscape Plan if determined to be necessary at the Pre-Application Meeting.

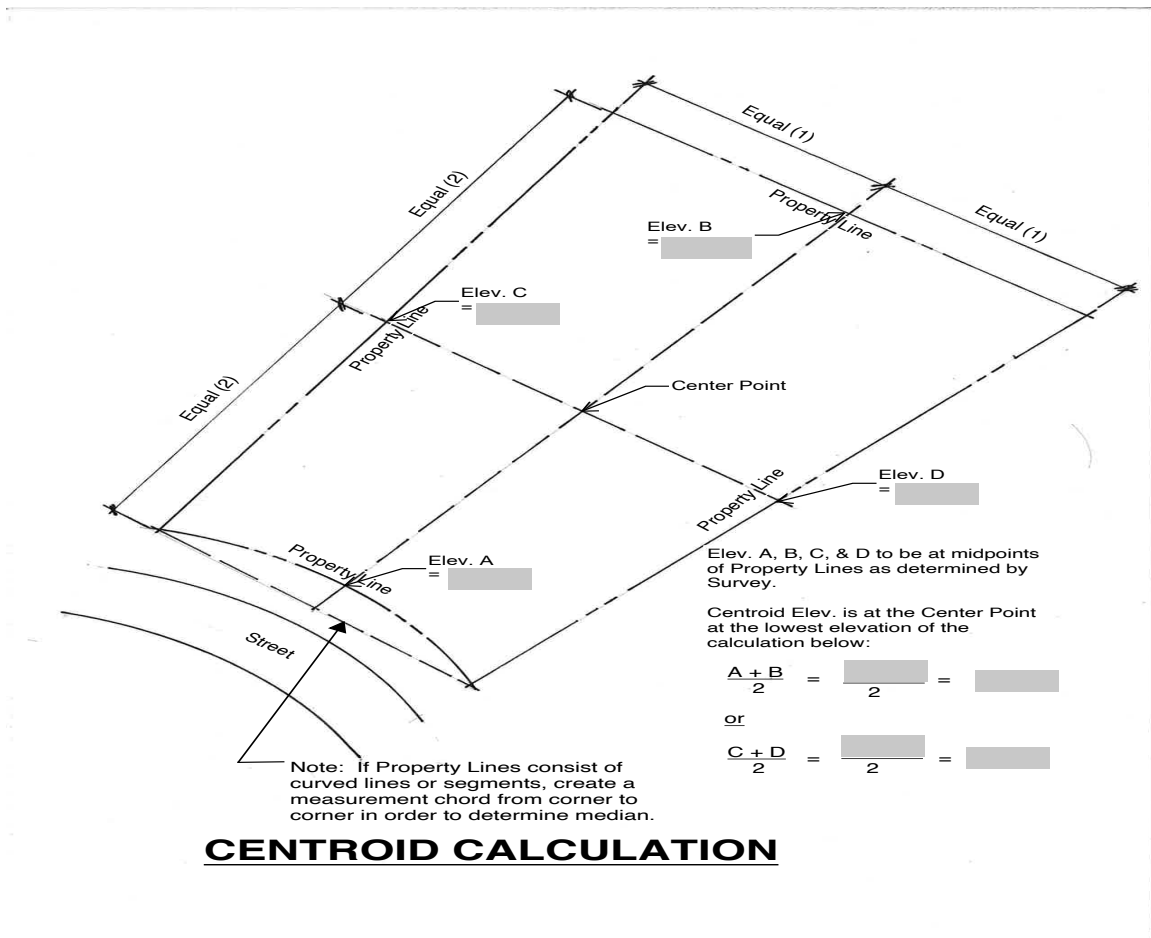
Important Terms defined by the City Code.

The following defined terms are set out in City Code Section 50-3, *Definitions*, or elsewhere as noted below. Note that the City Code includes many defined terms, and the applicant is encouraged to be familiar with any defined terms applicable to the proposed project.

Centroid means a point located in three dimensions at the center point of the Lot, with the center point of the Lot and the elevation of the Centroid determined as follows and as depicted below, using the Property Lines for the Main Building.

(a) *Determining the center point of the Lot.* The center point of the Lot is determined by the intersection of Line A-B drawn from the median of the front Property Line to the median of the rear Property Line and of Line C-D drawn from the median of each of the side Property Lines.

(b) *Determining the elevation.* The elevation of the Centroid is the lower elevation of Line A-B and Line C-D as they cross over the center point. The center point elevation of Line A-B is one half of the sum of the natural grades, as determined by survey, at the front Property Line and the rear Property Line. The center point elevation of Line C-D is one half of the sum of the natural grades, as determined by survey, at the two side Property Lines.



Floor Area means the sum of the horizontal areas of all of the floors of a Building or Buildings, measured from the outside face of frame to the outside face of frame or from the centerline of walls separating the two Buildings, and including, but not limited to, the following spaces unless specifically excluded herein:

- (1) Elevator shafts and stairwells at each floor, to be calculated only once at ground level;
- (2) Habitable penthouses;
- (3) Interior balconies, mezzanines, and enclosed covered porches and enclosed steps;
- (4) Accessory uses in enclosed covered space, but not including uncovered space used for off-street parking.

The following spaces are excluded from the calculation of Floor Area:

- (1) Basements;
- (2) Attics;
- (3) Garages;
- (4) Mechanical spaces.

Note that City Code Section 50-3, *Definitions*, also defines “Basements” and “Attics.”

Floor Area Ratio means a mathematical expression determined by dividing the Floor Area of a Building by the Buildable Area of the Lot on which the Building is located. (Floor Area/buildable Lot Area = Floor Area Ratio.)

Impervious surface means a surface that is hard and impenetrable that does not allow stormwater infiltration into the underlying soil. Impervious surfaces include streets, roofs, parking areas, driveways, swimming pools, and walkways, any one of which are made of asphalt, concrete, brick, stone, or plastics. For reference, *pervious surface* means a surface that allows the percolation of water into the underlying soil. Pervious surfaces include grass, mulched groundcover, planted areas, vegetated roofs, permeable paving, and porches and decks that are erected on pier foundations that maintain the covered lot surface's water permeability underneath. See City Code Section 50-372, *Application for Certificate of Approval*.

Landscape Plan means the preparation of graphic and written criteria, specifications, and detailed plans to arrange and modify the effects of natural and manmade features such as plantings, ground and water forms, circulation, walks, structures, and other features to comply with the provisions of Division XIII.

Lot coverage means the percentage of the buildable area of a lot which is covered by a roof or other structure and is not open to the sky, calculated from outside face of frame to outside face of frame. Lot coverage includes, but is not necessarily limited to, the main Building, secondary Buildings, accessory Buildings, covered porches and decks, covered terraces, carports, and porte cocheres. Lot coverage does not include unenclosed swimming pools, unenclosed tennis or game courts, and driveways. The calculation of Lot Coverage must include roof overhang exceeding two feet beyond the supporting frame line.

Site Plan means a plan, drawn to scale, which shows:

- (1) The topographic characteristics of the site at a contour interval of not less than one foot;
- (2) The location and dimensions of existing and proposed Buildings, yards, courts, landscaping, pedestrian and vehicular circulation, parking, fences and screening; service areas and courts, and other features;
- (3) The use of each Building and area;
- (4) The height of Buildings, adjacent streets, alleys, utility drainage and other easements;
- (5) The relationship of the development to adjacent areas which it may affect;
- (6) A certified boundary line survey.

Attachment F to Application for Certificate of Approval

**Overview of Landscape Plans and Landscape Point Requirements
Sample Landscape Plan Landscape Point Calculation Form.**

[Overview and form follow]

City of Nichols Hills, Oklahoma
Nichols Hills Building Commission Review Process

Overview of Landscape Plan and Landscape Points Requirements
Sample Landscape Point Calculation Form

I. Applicable City regulations.

The applicable regulations regarding landscape and the Nichols Hills Building Commission review process can be found in:

- Nichols Hills City Code – Division 8, *Landscaping and Screening Regulations*, Article II, *District Regulations*, Chapter 50, *Zoning*
- The Nichols Hills Building Commission Building Demolition, Design, and Construction Guidelines (the “Building Commission Guidelines”), Article III, Section 8, *Landscaping Regulations*

Both are available at www.nicholshills-ok.gov. Terms capitalized below are as defined in the Nichols Hills City Code.

II. Landscape Plan and Landscape Point Overview. Landscape Plans should include the information and meet the requirements set out in the Nichols Hills City Code and the Building Commission Guidelines. The following is provided as an overview of important requirements.

- Landscape Plans must graphically show the location, size, type, spacing (on center), name (common and/or scientific), and quantity of all proposed Trees and plant material, and all existing Trees and plant material. The number of Landscape Points must be shown by category of Tree or plant material.
- 33 Landscape Points (for proposed and including existing Trees and plant material) are required for every 1000 square feet of Developed Area, which is typically the front and side yards combined.¹
- A minimum of 300 Landscape Points are required.
- The Front Yard and Side Yards are included as Developed Area.
- A minimum of one Tree is required for every 2000 square feet of Developed Area.
- A minimum of 25% of all Landscape Points must be for Evergreen plants.

¹ As defined in the City Code, *Developed Area* means the area of a Lot that is disturbed for the purpose of developing Structures, parking facilities, loading or storage areas, paved access to off-street parking or loading areas or other areas paved with an all-weather material, or Landscaped Areas.

- A maximum of 15% of all Landscape Points may be for perennial plants.
- A maximum 50% credit may be given for Significant Trees in the Developed Areas (front and side yards) only.
- Privacy Landscaping ² that is required by the Building Commission will not be counted toward the required number of Landscape Points.

III. Tree Requirements. Trees are given Landscape Points based on size and caliper. *See* City Code Sec. 50-308. Significant Trees ³ receive 22 – 50 Landscape Points depending on Caliper. A maximum 50% credit is given for Significant Trees in the Developed Areas, to include the Front Yard and Side Yards only. Significant Trees in the Rear Yard may not be counted toward Landscape Points.

IV. Calculation Sheet. The attached calculation sheet is a guideline only. Applicants may use this form as a template and should add lines as needed, and present the form on the Landscape Plan.

V. Sample calculations. A sample calculation follows. Several additional sample calculations of Landscape Points are provided in the Building Commission Guidelines.

² As defined in the City Code, *Privacy Landscaping* means Evergreen landscaping that is at least 12 feet in height at the time of planting and sufficiently spaced to provide effective privacy or such other landscaping that sufficiently addresses privacy concerns as determined by the Building Commission or the Code Official, as applicable.

³As defined in the City Code, *Significant Tree* means any existing Tree with a Caliper of six inches or greater, and in good health. Trees that are materially damaged or diseased will not be deemed to be Significant Trees.

Sample – Landscape Plan Landscape Point Calculation

Developed Area square footage: 12,000 SF

Required minimum points: 396 (33 Points per 1000 SF)

Required number of Trees: 6 Trees (minimum of one Tree per 2,000 SF)

<u>Trees (non-Evergreen)</u>				
Type	Size	Point Value	Quantity	Number of Points
Chinese Pistache	3 " caliper	15	3	45
Redbud	2 " caliper	12	3	36
Crepe Myrtle	5-6 feet	9	3	27
<u>Evergreen Trees</u>				
Type	Size	Point Value	Quantity	Number of Points
Taylor Juniper	6-7 feet	12	3	36
<u>Shrubs</u>				
Size		Point Value	Quantity	Number of Points
5 gallon		3	35	105
<u>Evergreen Shrubs</u>				
Size		Point Value	Quantity	Number of Points
5 gallon		3	35	105
<u>Ground Cover (other than sod)</u>				
Size		Point Value	Quantity	Number of Points
1 gallon		½	50	25

<u>Perennials</u>			
Size	Point Value	Quantity	Number of Points
4 "	¼	30	7.5
<u>Significant Tree Credit</u>			
Size	Point Value	Quantity	Number of Points
8-10 " caliper	26 (@ 50%)	2	26
10-15 " caliper	30 (@ 50%)	2	30

Total Points Provided	442.50
Total Points Required	396
Number of Trees Required	6
Number of Trees Provided	12
Evergreen Points Provided	141
Evergreen Points Required	111

Landscape Plan Landscape Point Calculation Form

Developed Area square footage: _____ SF

Required minimum points: _____ (33 Points per 1000 SF)

Required number of Trees: _____ Trees (minimum of one Tree per 2,000 SF)

<u>Trees (non-Evergreen)</u>				
Type	Size	Point Value	Quantity	Number of Points
<u>Evergreen Trees</u>				
Type	Size	Point Value	Quantity	Number of Points
<u>Shrubs</u>				
Size	Point Value	Quantity	Number of Points	
<u>Evergreen Shrubs</u>				
Size	Point Value	Quantity	Number of Points	
<u>Ground Cover (other than sod)</u>				
Size	Point Value	Quantity	Number of Points	
<u>Perennials</u>				
Size	Point Value	Quantity	Number of Points	

<u>Significant Tree Credit</u>			
Size	Point Value	Quantity	Number of Points
	_____ @ 50%)		
	_____ @ 50%)		

Total Points Provided	
Total Points Required	
Number of Trees Required	
Number of Trees Provided	
Evergreen Points Provided	
Evergreen Points Required	