



# City of Tuttle

A SMALL COMMUNITY, WELL CONNECTED.

PO BOX 10 • 221 W MAIN ST • TUTTLE, OK 73089 • (405) 381-2335 • FAX (405) 381-3852 • [WWW.CITYOFTUTTLE.COM](http://WWW.CITYOFTUTTLE.COM)

## Memorandum

### Residential Building Information

- The following information is meant to be an aid in building planning for residential structures within the City of Tuttle.
- Compliance with the Code relies solely on the contractors. Visit [www.cityoftuttle.com](http://www.cityoftuttle.com) for the complete Zoning Code.
- Inspection information has been included in this document.
- The following four ordinances are contained in this document.

### Code

2015 IRC is current.

#### City Ordinances:

- 2019-05 Façade Regulations
- 2019-18 Wind Code
- 2019-21 Landscaping
- 2020-05 Com Dev Fees

#### State Amendments:

- [www.ok.gov/oubcc](http://www.ok.gov/oubcc)



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## BUILDING INSPECTIONS

**FOOTING INSPECTION:** After the excavation for the footing is complete, and reinforcing steel installed, an inspection is required before placing concrete. Survey pins *must* be located and string-lined.

**BUILDING EXTERIOR SHEATHING:** This inspection is requested to view the exterior sheathing material on the house. It can be called at any time but must be called before exterior wall coverings are installed. If the inspection is not requested, the inspector will view this item as part of the frame inspection.

**FRAME:** The frame is requested only after trade rough-ins are completed. The sheathing if not previously called, will be inspected at the time of the frame inspection. The frame inspection needs to be approved before insulating the walls of the structure.

**BUILDING FINAL:** After the completion of the Electrical, Mechanical, and Plumbing Finals, a Building final can be requested. **ALL WORK** should be completed at the time of the Building Final inspection. This inspection also includes final grade, driveway connections and landscaping if required.

## MECHANICAL INSPECTIONS

**UNDER SLAB:** If duct work is installed under the slab, including kitchen exhaust or dryer vents, then before backfilling for the slab an inspection is required.

**MECHANICAL ROUGH:** Inspection is to view the installation of the furnace and all its associated piping and venting, the installation of all the supply, return, makeup air ducts, condensate drains and exhaust. This inspection must occur before the frame inspection is requested.

**MECHANICAL FINAL:** Any time after the wall insulation and after all mechanical equipment and associated work are installed, a mechanical final inspection can be requested.

## PLUMBING INSPECTIONS

**PLUMBING GROUND:** After the footing and stem wall are placed, and before backfilling for the slab occurs, all plumbing on the interior of the stem walls are inspected under the plumbing ground inspection type.

**PLUMBING WATER SERVICE:** This inspection is for the portion of the water line from the **city water meter** up to the house exterior wall.

**PLUMBING SEWER SERVICE:** This inspection is for the sewer line from the house to its tie-in to **city sewer**.

**PLUMBING TOP OUT/ROUGH:** After all the water lines, drains, and vents are installed in the walls and attic, an inspection is required before requesting a frame inspection.

**PLUMBING FINAL:** A final inspection can be requested any time after the wall insulation inspection, plumbing fixtures are setup, and all work related to the plumbing systems are installed.

**GAS SERVICE:** All piping and venting is to be completed during the rough phase and will be inspected as part of the plumbing or mechanical rough-in. All new gas lines require a gas pressure test with inspection.

## ELECTRICAL INSPECTIONS

**ELECTRICAL TEMP POLE:** This inspection is to view a temporary power pole located on site for construction prior to any other electrical work being done.

**ELECTRICAL ROUGH/PERMANENT SERVICE:** This inspection is to view all wiring to be installed in the walls and attic and their installation before they are connected to the devices they serve. Inspection is also to view the work associated with the Permanent Electrical Service. Inspection takes place before the frame inspection is conducted.

**ELECTRICAL FINAL:** Any time after the wall insulation and after all electrical outlets, equipment, fixtures and the lights are complete; an electrical final inspection can be requested.

## CITY OF TUTTLE ORDINANCE NO. 2019-05

### AN ORDINANCE AMENDING THE TUTTLE ZONING ORDINANCE UPDATING THE BUILDING & SITE DESIGN STANDARDS REQUIRING MINIMUM FAÇADE REQUIREMENTS FOR CERTAIN SINGLE-FAMILY AND TWO-FAMILY RESIDENTIAL STRUCTURES; UPDATING DEFINITIONS; AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TUTTLE, OKLAHOMA:

**SECTION 1:** That the Tuttle Zoning Ordinance is hereby amended by amending Section 30d to read as follows:

#### SECTION 30d

##### BUILDING & SITE DESIGN STANDARDS

A. *Purpose.* This Section is intended to promote high standards in architectural design and creative, innovative, aesthetically pleasing structures. Building design determines much of the image and attractiveness of the streetscapes and character of the community. Massive, duplicative or generic projects that do not contribute to, or integrate with, the community in a positive manner can be detrimental to a community's image and sense of place. The City's goal is to create and maintain a positive ambiance and community image and identity by providing for building design treatments that shall enhance the visual appearance of applicable development and the quality of life in the city.

B. *General Requirements.* The provisions of this subsection shall apply to all development, renovation or redevelopment of all structures.

1. *Metal Construction.*

a. *Non-Metal Coverage for General Development.* All sides of a permitted metal building that fronts or faces any public street shall have an exterior façade completely constructed of brick, glass, rock, wood or material other than metal. This shall also apply to any exterior wall that is visible on any public street where additional development at that time will not provide adequate shielding of the external metal wall.

b. *Residential Coverage.* See Section 30d(C).

c. *Agricultural Exception.* The requirements for non-metal coverage shall not apply to shop/barn buildings for agricultural uses.

d. *Industrial Exception.* The requirements for non-metal coverage shall not apply to any building or structure located in an industrial or manufacturing zoning district unless said building is located within three hundred of any Oklahoma Department of Transportation designated highway right-of-way.

2. *Single-Family and Two-Family Residential Home Facades.*

a. This sub-paragraph shall only apply to the primary structure of any new single-family or two-family residential structure. The following shall not apply to any renovation, upgrade, or expansion of the primary structure and shall not apply to accessory structures unless specified. The following shall also not apply for any structure constructed on parcels zoned A-1 with a minimum of 10 acres or more.

1. The side and rear exteriors of all new single-family or two-family residential structures shall have an exterior façade made up of 100% brick, rock, or other masonry products (excluding doors, windows, columns, and other architectural elements) below the first floor roof line. This requirement shall not apply to building expansions or remodels.

2. The front-facing exteriors of all new single-family or two-family residential structures shall have an exterior façade made up of 50% brick, rock, or other masonry products (excluding doors, windows, columns, and other architectural elements) below the first floor roof line. This requirement shall not apply to building expansions or remodels.

3. No exposed concrete or exposed portion of foundation shall be seen above the finished grade on any new single-family or two-family residential structure.

4. The use of vinyl siding as an exterior façade is prohibited on all new single-family or two-family residential structures. This requirement shall not apply to building expansions or remodels.

5. The use of metallic products as an exterior façade is prohibited on all new single-family or two-family residential structures (excluding architectural elements, including copper roofs over bay windows). This requirement shall apply to building expansions or remodels. The requirements for non-metal coverage shall not apply to accessory shop/barn buildings for single-family residential structures.

C. *Design Review for Exceptions.* Anyone requesting an exception from the requirements of this section may request for a Design Review for Exception from the Board of Adjustment (see Section 45B).

D. *Planned Developments.* Deviations from the requirements of this section may be approved as a part of a Planned Development in accordance with Section 16 of this Zoning Ordinance.

E. *Conflicts Specified Within This Zoning Ordinance.* When a conflict is specified elsewhere within this Zoning Ordinance, the latter provisions shall govern.

**SECTION 2:** That Section 6 of the Tuttle Zoning Ordinance is hereby amended by adding the following definition to now read as follows:

ARCHITECTURAL ELEMENTS. The unique details and component parts that, together, form the architectural style of houses, buildings and structures. Copper roofing over bay windows is included in this definition.

**SECTION 3:** That Sections 15-11 and 15-12 of the Tuttle Zoning Ordinance are hereby removed and deleted.

**SECTION 4:** That Section 45B, Paragraph B, of the Tuttle Zoning Ordinance is hereby amended by adding the following subparagraph to now read as follows:

4. To consider granting relief through a special exception from the building and site design standards established in Section 30d of the Tuttle Zoning Ordinance; provided that such relief may be entered upon a finding of the Board of Adjustment that:

a. The waiving of a specifically required design element will not negatively impact or conflict with the existing development in the immediate area, taking into account the size,

mass, color, materials, lighting, landscaping, site placement, and relationship of the structure to adjacent properties and overall neighborhood;

b. The specific request does not conflict with any requirements of a Planned Unit Development ordinance (if applicable), covenant (if applicable), or other public or private regulation applicable to the specific request;

c. Relief, if granted, would not cause substantial detriment to the public good, the surrounding neighborhood, or impair the purposes and intent of the Zoning Ordinance or the Comprehensive Plan (or other applicable and City Council-adopted development plans) of the City of Tuttle; and

d. The special exception, if granted, would be the minimum necessary to alleviate the unnecessary hardship.

**SECTION 5:** If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this ordinance or any part thereof.

**PASSED AND APPROVED** by the Mayor and City Council of the City of Tuttle this 9th day of September, 2019.

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Aaron McLeroy, Mayor  
City of Tuttle, Oklahoma

ATTEST:

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Wendy Marble, City Clerk

## CITY OF TUTTLE ORDINANCE NO. 2019-18

### AN ORDINANCE AMENDING THE TUTTLE CODE OF ORDINANCES ADDING RESIDENTIAL WIND REGULATIONS TO THE RESIDENTIAL CODE; AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TUTTLE, OKLAHOMA:

**SECTION 1:** That the Tuttle Code of Ordinances are hereby amended by adding a new section in Chapter 4, Article 11 to now read as follows:

#### **SECTION 4-316. RESIDENTIAL WIND REQUIREMENTS.**

The following additions are hereby included in the residential building code for the purposes of establishing minimum regulations governing residential construction for high wind resistance for new residential construction:

1. Roof sheathing (OSB or plywood) shall be fastened with 8d ring shank (0.131" by 2.5") or 10d (0.148" by 3") nails on four-inch on center along the edges and six-inch on center in the field. Dimensional lumber decking is allowed along as it meets S4S #3 Common or better.
2. Maximum spacing for roof framing shall be 24 inches on center. Minimum nominal sheathing panel size shall be 5/8 inch. Minimum wood structural panel span rating shall be 1 ½ inch T & G.
3. Connections for roof framing shall be designed for both compression and tension, and may include nail plates or steel connection plates. Connections for roof framing shall include connections on rafters, web members, purlins, kickers, bracing connections, and the connections to interior brace wall top plates or ceiling joists.
4. Gable end walls shall be tied to the structure, and may include steel connection plates or straps. The connections shall be made at the top and bottom of the gable end wall.
5. Structural sheathing panel (OSB or plywood) shall be required for gable end walls.
6. The upper and lower story wall sheathing shall be fastened to the common rim board.
7. All walls shall be continuously sheathed with structural sheathing (OSB or plywood) using the CS-WSP method. Garage doors shall be framed using the sheathed portal frame method CS-PF. No form of intermittent bracing shall be allowed on an outer wall. Intermittent bracing may only be used for interior braced wall lines.
8. Fastening of wall sheathing (OSB or plywood) shall be on four-inch on center along the edges and six-inch on center in the field.
9. Structural wood sheathing shall be extended to lap the sill plate and fastened to the sill plate using a four-inch on center along the edges. Structural wood sheathing shall be fastened to rim board if present on four-inch on center along both the top and bottom edges of the rim board.
10. Garage doors shall be a steel-backed door (*see Exhibit 4-316A*).



**Exhibit 4-316A.** Example of a steel-backed garage door

11. Exterior wall studs shall be 16-inch on center.
12. Roofing products must be rated to withstand winds of at least 110 miles per hour under normal installation methods except for the starter shingle and ridge cap.

**SECTION 2:** If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this ordinance or any part thereof.

**PASSED AND APPROVED** by the Mayor and City Council of the City of Tuttle this 14th day of October, 2019.

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Aaron McLeroy, Mayor  
City of Tuttle, Oklahoma

ATTEST:

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Wendy Marble, City Clerk

# CITY OF TUTTLE ORDINANCE NO. 2019-21

**AN ORDINANCE AMENDING THE TUTTLE CODE OF ORDINANCES REPEALING SECTION 4-140; AMENDING THE TUTTLE ZONING CODE ADOPTING NEW LANDSCAPING REGULATIONS; AMENDING THE TUTTLE ZONING CODE TO ADD DEFINITIONS; AMENDING THE TUTTLE SUBDIVISION REGULATIONS REQUIRING LANDSCAPING PLANS FOR SUBDIVISIONS; AND PROVIDING FOR SEVERABILITY.**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TUTTLE, OKLAHOMA:**

**SECTION 1:** That the Tuttle Code of Ordinances are hereby amended by repealing Section 4-140 in its entirety.

**SECTION 2:** That the Tuttle Zoning Ordinances are hereby amended by adding a new section to read as follows:

## **SECTION 30M. LANDSCAPE REGULATIONS.**

1. *Purposes and Intent of Landscaping Requirements.* The purpose of this section is to establish standards for installation of landscaping in all new development and redevelopment areas in order to enhance the aesthetic appearance of properties within the City, ensure the quality, quantity, and appropriateness of landscape materials, effect a functional and attractive design, improve compatibility between land uses, conserve water, control soil erosion, and preserve the character of existing neighborhoods.

2. *Landscaping Required.* Landscaping, as required herein, shall be provided for all new single-family residential, multi-family residential, civic, office, commercial, and industrial construction in the city. Landscaping shall also be provided for any addition to an existing multi-family, civic, office, commercial, or industrial use if the proposed addition increases the size of the existing structure by at least fifty (50) percent.

3. *Landscaping Standards - General.* The requirements of this section shall apply to all land uses other than a single-family or two-family residence on a single lot or lots located in the Central Business District "CBD" and the structure(s) will be constructed at the zero lot line..

a. No less than five (5) percent of the total land area of the site (excluding the street right-of-way) shall be landscaped. At least seventy-five (75) percent of the landscaped area shall be in the front or side yards.

b. There shall be one (1) live tree having a minimum height of five (5) feet, and two (2) shrubs provided for every four hundred (400) square feet of area to be landscaped, including the street right-of-way.

c. Trees shall have a minimum caliper of at least two (2) inches.

d. Credit for existing or newly planted larger trees (outside of the street right-of-way) that are larger than the minimum required size shall be given as follows:

1. A healthy tree of at least three (3) inch caliper and less than eight (8) inch caliper shall count for two (2) trees.



2. A healthy tree of at least eight (8) inch caliper shall count for three (3) trees.
  - e. The area within the boundaries of a given lot which is devoted to and consists of plant material, vines and other groundcovers, planters, brick, stone, natural forms, water forms, aggregate or other inorganic features, but not including the use of smooth concrete or asphalt; provided however, that the use of brick, stone, aggregate or other inorganic materials shall not predominate over the use of the organic plant materials;
5. *Landscaping Plans.* The requirements of this section shall apply to all land uses other than a single-family or two-family residence on a single lot.
- a. A landscaping plan is required and submitted as part of the site plan as submitted for a building permit. This plan shall show detailed landscaped treatment of any area to be landscaped, including the street right-of-way. If landscaping is to be used as sight-proof screening, the entire plan may be contained in one submission. The plan shall meet the following requirements:
    1. The type of plant shall be designated with plant lists or schedules showing the required and proposed landscaping;
    2. Existing vegetation to be saved shall be identified;
    3. The plan shall especially respect sight triangles and sight distances at all intersections;
    4. Landscaping should be evenly spaced throughout the site so as to balance the effect of the landscaping;
  - b. No building permit shall be issued until the landscaping plan is approved;
  - c. A certificate of occupancy for any use shall not be issued until the landscaping has been installed in accordance with the plan; and it shall be illegal for any person, firm, or corporation to occupy or operate a business in any new structure for which landscaping, as shown by the plans, is not provided; except that if a structure and all site improvements are complete except for these landscaping requirements and the season of the year will not permit the planting and growing of plants, temporary occupancy permit may be permitted by the Community Development Director until a date certain in the growing season. If the landscaping has not been completed by said date, the property owner shall be in violation of this code or a temporary extension may be obtained as approved by the Community Development Director for a period not to exceed one (1), thirty (30) day period.
5. *Landscaping Requirements – Single-Family and Two-Family Residential.* The requirements of this section shall apply to all single-family or two-family residence on a single lot smaller than five (5) acres.
- a. When located in a subdivision with landscaping requirements specified in the covenants or other controlling documents, the landscaping shall be installed and maintained in accordance with said covenants or controlling documents.
    1. The HOA shall submit documentation to the Building Inspector prior to the issuance of the Certificate of Occupancy stating the lot is in compliance with the landscaping requirements of the HOA.
  - b. When not located in a subdivision with landscaping requirements, a minimum of one (1) large canopy tree with a minimum two-inch (2") caliper shall be planted and maintained in the required front yard of all new single-family uses. Existing trees of equal or greater size within the required front yard may be counted toward this requirement.
6. *Other Requirements For Landscaped Areas.* The following requirements shall apply to all landscaped areas:

- a. The property owner in all zoning districts shall be responsible for landscaping the area within the street right-of-way line and the curb line. This area shall not be hard surface other than a permitted driveway or sidewalk;
- b. Plants shall be grouped according to similar water needs;
- c. Plants shall not interfere with safe sight distances or otherwise block vehicular, bicycle or pedestrian traffic, or conflict with the installation, maintenance, or repair on any public utility;
- d. A planting area a minimum of eighteen (18) inches in width shall separate a building from a driveway or parking area as feasible;
- e. A minimum of ten (10) foot wide landscape strip shall be provided between any parking lot designed or intended to accommodate seven (7) cars or more and any Lot Frontage of the property on which the parking lot is located, unless the parking area is otherwise screened from the street by a building or other means;
- f. A minimum of ten (10) foot wide landscape strip shall be provided between any vehicular loading area and any Lot Frontage of the property on which the loading area is located, unless the parking area is otherwise screened from the street by a building or other means.
- g. Artificial grass or any form of synthetic plant shall not be permitted as part of the minimum requirements for landscaped areas;
- h. The use of gravel as ground cover shall not be considered as meeting the minimum requirements of this section;
- i. The property owner shall be responsible for landscaping or sodding the unpaved street right-of-way. This area shall not be hard surfaced other than a permitted driveway or sidewalk;
- j. Trees shall not be planted in the street right-of-way except by special approval from the Community Development Director;
- k. Trees and shrubs planted within the City of Tuttle should be selected due to their ability to respond to the environmental conditions within Tuttle. The factors to be considered in tree selection are soil conditions in relation to growth, the tree's ability to cope with the climate, and its survival rate as an urban tree. Low maintenance, a moderate growth rate, and aesthetic quality should also be considered. The Community Development Director shall keep a list of suitable trees.
- l. Sod shall be timely re-established when soil has been disturbed. A Certificate of Occupancy shall not be issued until all disturbed soil has been reasonably re-sodded.

7. *Parking Lot Landscaping.* Landscaping in all commercial and residential parking lots shall be as follows:

- a. Parking lots shall be separated from street frontages and from abutting uses by planting areas;
- b. A minimum of ten (10) foot wide landscape strip shall be provided between any parking lot designed or intended to accommodate seven (7) cars or more and any Lot Frontage of the property on which the parking lot is located, unless the parking area is otherwise screened from the street by a building or other means;
- c. A minimum of ten (10) foot wide landscape strip shall be provided between any vehicular loading area and any Lot Frontage of the property on which the loading area is located, unless the vehicular loading area is otherwise screened from the street by a building or other means;
- d. One deciduous shade tree shall be provided within the parking lot for every seven (7) parking spaces, or portion thereof. Each tree shall be located within the parking lot in

reasonable proximity to the spaces for which the tree was required. Trees provided to meet the minimum requirements of any landscape strip or Buffer may not be counted toward this requirement;

e. Tree planting areas shall be no less than eight (8) feet in width and shall provide at least 100 square feet of planting area per tree. No tree shall be less than two and one-half (2 1/2) feet from the edge of pavement or back of curb; if curbing is not provided around the tree planting area, curb stops shall be placed such that vehicles will not overhang the tree planting area;

f. A landscaping island shall be located at the end of every parking bay between the last parking space and an adjacent travel aisle or driveway. The island shall be no less than eight (8) feet wide for at least one-half the length of the adjacent parking space. The island shall be planted in trees, shrubs, grass or ground cover except for those areas that are mulched;

g. Landscaping islands and tree planting areas shall be well drained and contain suitable soil and natural irrigation characteristics for the planting materials they contain.

8. *Maintenance Of Landscape.*

a. It shall be the responsibility of the property owner to maintain in good condition all the improvements required by this section. Any vegetation that dies shall be replaced no later than the following planting season (spring or fall).

b. When it is determined by the Community Development Director, or his designee, that improvements required by this section are not being maintained, it shall be his duty to give notice in writing to the property owner. Such notice shall specify in what manner the improvements are in need of maintenance and a date for compliance. The property owner shall have not less than thirty (30) days to comply with the notice; provided, however, that any person aggrieved by any such order or disagreeing with any of the requirements of the notice, may file an appeal within the thirty (30) day period to the Board of Adjustment.

c. Failure to provide the improvements required by this code or failure to maintain required improvements in the manner prescribed by this code shall constitute an offense and violation of this code.

9. *Completion Requirements.* A certificate of occupancy for any use wherein landscaping is required by this chapter, shall not be used until the landscaping has been installed in accordance with the landscaping plan.

a. If a structure and all site improvements are complete except for the landscaping, and the season of the year or some other constraint will not permit the planting or growing of plants, a certificate of occupancy may be granted by the Community Development Director after receipt of a an acceptable bond or other financial security in the amount of \$200 per tree, or \$2,000, whichever is less, and a written guarantee the required landscaping will be fully installed within the agreed-upon date. The bond or other financial security will be returned when the required landscaping has been installed. Alternatively, the Community Development Director may also issue a temporary certificate of occupancy until an agreed upon date. If the landscaping has not been completed by said date, the property owner shall be in violation of the occupancy permit provisions of this chapter and shall be subject to the penalties as provided in this code.

b. If the landscaping is required by an HOA, then subparagraph (a) above shall not apply.

**SECTION 3:** That Section 6 of the Tuttle Zoning Code is hereby amended by adding the following definitions as follows:

CALIPER - the diameter of a tree measured six (6) inches above the ground.

SHRUB - a woody plant, smaller than a tree, consisting of several small stems from the ground or small branches near the ground; may be deciduous or evergreen.

TREE - a large, woody plant having one or several self-supporting stems or trunks and numerous branches, which normally grows to a minimum height of fifteen (15) feet in Grady County. May be classified as deciduous or evergreen.

**SECTION 4:** That the Tuttle Subdivision Regulations are hereby amended by adding a new section to read as follows:

**SECTION 502. LANDSCAPING**

A. Statement of Landscaping Concept. A Statement of Landscaping Concept will be submitted with the Planned Development (or the preliminary plat if not a part of a Planned Development for all residential subdivisions. The Statement of Landscaping Concept will discuss the proposed landscaping vision and requirements for the residential lots in the subdivision. It is the expressed desire of the City of Tuttle for trees to be planted and maintained throughout a subdivision. While this is commonly achieved by requiring the planting of a minimum of one tree per lot in the front yard setback, the City of Tuttle understands there are other creative/unique ways to landscape and achieve a beautiful and desirable neighborhood. The Statement of Landscaping Concept is intended to allow a developer to establish the ideal, unique, and specific landscaping vision for their development.

B. Incorporation into Covenants. After Planning Commission approval of the Statement of Landscaping Concept, the developer will incorporate the necessary provisions to implement the approved Statement of Landscaping Concept into the Declaration, covenants, and other necessary documents, with said provisions to be enforced by the required Homeowners Association.

C. Enforcement. It is the preference of the City of Tuttle for all enforcement matters regarding required landscaping, beyond typical nuisance matters specified in the Tuttle Code of Ordinances, to be enforced by the HOA.

**SECTION 5:** If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this ordinance or any part thereof.

**PASSED AND APPROVED** by the Mayor and City Council of the City of Tuttle this 13th day of January, 2020.

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Aaron McLeroy, Mayor  
City of Tuttle, Oklahoma

ATTEST:

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Wendy Marble, City Clerk

## CITY OF TUTTLE ORDINANCE NO. 2020-05

**AN ORDINANCE AMENDING THE TUTTLE CODE OF ORDINANCES UPDATING CHAPTER 4 “BUILDING AND CONSTRUCTION” TO REPEAL REDUNDANT OR IRREVELANT REGULATIONS; UPDATING BUILDING PERMIT AND FEE REQUIREMENTS; AMENDING THE TITLE FOR SECTION 4-60; UPDATING VARIOUS PERMIT, LICENSE AND OTHER COMMUNITY DEVELOPMENT FEES; AND PROVIDING FOR SEVERABILITY.**

**BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TUTTLE, OKLAHOMA:**

**SECTION 1:** That Section 4-7 “Maintenance of Historic Sites; Building Code; Dangerous Conditions” of the Code of Ordinances of the City of Tuttle, Oklahoma is hereby repealed in its entirety.

**SECTION 2:** That Section 4-20 “Building Permits” of the Code of Ordinances of the City of Tuttle, Oklahoma is hereby amended to now read as follows:

### **Section 4-20. Building Permits.**

1. No person shall erect, enlarge, construct, relocate, substantially improve, repair, place, alter, move or demolish any building, structure, mobile, modular or manufactured home, storm shelter, greenhouse, or initiate any other construction without first obtaining a separate Building Permit for each such building or structure from the Community Development Department. Said Permit shall be in addition to, and separate from, all other requirements for Zoning Clearance Permits, Occupancy Certificates or Certificates of Appropriateness.
2. No man made change to improved or unimproved real estate located within a designated "Flood Hazard Area," including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, shall be initiated until a separate Building Permit has been obtained for each such operation from the Community Development Department.
3. No mobile, manufactured or modular home shall be placed on improved or unimproved real estate without first obtaining a separate Building Permit for each such home from the Community Development Department.
4. The Community Development Department shall be responsible for the administration of the Building Permit process within City of Tuttle, Oklahoma.
5. Upon receipt of a complete Building Permit application and the required fee, the Community Development Department shall review the application to ensure that:
  - a. The involved land is properly zoned for the proposed use and complies with the requirements of the Tuttle Zoning Code, including façade and landscaping regulations;
  - b. Applicable historic preservation provisions, have been met;

- c. Legally dedicated roadway access is available, proof of such dedication has been provided, and additional required easement dedications have been granted;
  - d. Adequate and sanitary provisions have been made for utilities, and fire protection is also adequate;
  - e. The involved land complies with the requirements of the Tuttle Subdivision Regulations, and all easements and street right of way areas provided in the recorded plat, if any, are not encroached upon;
  - f. All floodplain and stormwater regulations, if applicable, have been met and the required information provided;
  - g. All other required municipal Permits and/or Licenses have been obtained
6. Building Permit applications for development, location, demolition or alteration within delineated "Flood Hazard Areas" (as shown on the community's Official Flood Hazard Boundary Map (FHBM) and Flood Insurance Rate map (FIRM) shall be reviewed by the Floodplain Administrator in accordance with Chapter 21 of this Code.
7. If the Building Inspector is satisfied that the proposed work described in the application and attached materials conform to the requirements of the Tuttle Zoning Code, Tuttle Subdivision Regulations, adopted building and trade codes, and other regulations and requirements of the City of Tuttle, they shall authorize the issuance of the Building Permit and return a copy to the Applicant.
8. If the Application or attached materials do not conform to pertinent municipal regulations, the Building Inspector shall not approve said application. The Community Development Department shall return the application, with written reason(s) attached, to the applicant. The applicant may subsequently amend his application, if possible, and re-submit it (along with the required re-submittal fee), or initiate other action to correct the deficiencies.
9. The Building Inspector shall complete all required review processes in an efficient and effective manner, without unreasonable or unnecessary delay. The City of Tuttle and its staff will attempt to accommodate all Applicants in a timely manner. To avoid delays, it is imperative that Applications be complete and accurate.
10. A Building Permit, once approved and issued, shall be construed as a license to proceed with the work and shall not be construed as authority to violate, cancel, alter or set aside any Municipal regulations, nor shall such issuance prevent the Building Inspector from thereafter requiring a correction of errors in plans, construction or a violation of this Code of Ordinances or other applicable regulations.
11. The Community Development Department shall keep a permanent and accurate accounting of all Building Permits including Building Permit fee payments.
12. The Building Inspector shall monitor Municipal utility hook up requests and shall not allow Municipal utilities to be turned on to any unit, structure or project for which a Building Permit has not been issued.
23. Appeals from any aggrieved person concerning a decision of the Community Development Department relative to the granting of Building Permits, shall be taken to the Board of Adjustment.

**SECTION 3:** That a new section to be codified as Section 4-21 "Permits Fees" is hereby added to Chapter 4, Article 2 the Code of Ordinances of the City of Tuttle, Oklahoma to read as follows:

**Section 4-21. - Permit fees.**

1. *Building permit fees.*

a. All building and construction permits, inspection, tap, trade, application, sign and other fees for both residential and commercial construction shall be as set forth in the Manual of Fees adopted by the Tuttle City Council.

b. The applicant for any required building or trade permit required shall pay permit fees to the City of Tuttle. Said fees shall be determined by the square footage of the building area being directly involved in the construction, modification or repair of the building for which the permit is issued. Each separate level of such area, whether subterranean, surface or aboveground, shall be computed in determining the total area.

2. *Inspection and permit fees.* The adopted fees shall be charged and collected for inspections at the time of permit issuance and inspections shall be made pursuant to the adopted code.

3. *Oklahoma Uniform Building Code (OUBCC) fees.* The fees set out in Oklahoma Uniform Building Commission Act at 59 O.S. §§ 1000.20—1000.29 (the "Act") (HB 1182) shall be charged and collected at the time of permit issuance and shall be made pursuant to the adopted code.

4. *Payment of permit fees requiring review.* Upon acceptance of an application for a permit and the permit review fee, permit-associated required documents and plans shall then be reviewed and upon approval, the applicant shall then be notified that the permit is approved and advised of what remaining fees are due. For any permit to be valid, it shall have been paid in full and posted at the job site prior to beginning construction. Payments for permits shall be due upon notification to an applicant that the permit has been approved and is ready for issuance. Any permit not paid for within 30 days after notification may be deemed void.

5. *Escrow accounts for payment of fees.*

a. *Single-family and two-family residential permits.* Every general or trade contractor shall be issued an account number at the time of an initial application for a new or major remodel permit issued for single-family and two-family residential structures. This account shall be used to deposit with the city a sum of \$250.00 for trade contractors and \$500.00 for general contractors and maintain a minimum balance of \$100.00 for trade contractors and \$100.00 for general contractors to cover any anticipated costs for permits, inspections and penalty fees. Such escrow shall authorize the city to use the funds therein for the payment of any and all permit, inspection, or other fees as set forth in the Code of Ordinances. Such funds shall be held in trust on behalf of the general or trade contractor in a non-interest bearing account. A monthly statement showing all deposits, withdrawals and account balances shall be available to the general or trade contractor.

b. *Multi-family residential, commercial, industrial, and institutional permits.* Every general or trade contractor shall be issued an account number at the time of an initial application for a new or major remodel permit issued for multi-family residential, commercial, industrial, and institutional structures. This account shall be used to deposit with the city a sum of \$500.00 for trade contractors and \$1,000.00 for general contractors and maintain a minimum balance of \$200.00 for trade contractors and \$400.00 for general contractors to cover any anticipated costs for permits, third-party reviews, engineering reviews, inspections and penalty fees. Such escrow shall authorize the city to use the funds

therein for the payment of any and all permit, inspection, or other fees as set forth in the Code of Ordinances. Such funds shall be held in trust on behalf of the general or trade contractor in a non-interest bearing account. A monthly statement showing all deposits, withdrawals and account balances shall be available to the general or trade contractor. The Building Inspector may require the deposit to be increased when it is determined a significant cost will be incurred for engineering and/or third party permit review/inspections.

c. *Return of unused escrow funds.* Between 30 and 90 days after the issuance of a Certificate of Occupancy (with no conditions attached) any unused escrow funds will be returned to the contractor in accordance with the City of Tuttle's payment policies. The contractor may also request to have any remaining funds to be applied to other escrow account they may have with the Community Development Department.

**SECTION 4:** That Section 4-24 "Plumbing Permits" of the Code of Ordinances of the City of Tuttle, Oklahoma is hereby repealed in its entirety.

**SECTION 5:** That Section 4-25 "Electrical Permits" of the Code of Ordinances of the City of Tuttle, Oklahoma is hereby repealed in its entirety.

**SECTION 6:** That Section 4-27 "Mechanical Service Permits" of the Code of Ordinances of the City of Tuttle, Oklahoma is hereby repealed in its entirety.

**SECTION 7:** That a new section to be codified as Section 4-29 "Street Impact Fee" is hereby added to Chapter 4, Article 2 the Code of Ordinances of the City of Tuttle, Oklahoma to read as follows:

**Section 4-29. Street Impact Fee.**

Prior to the issuance of a building permit for a primary structure, the applicant shall pay to the City Clerk a Street Impact Fee in the amount of \$350.00, provided however that no Street Impact Fee shall be collected by the City Clerk if a Street Impact Fee was collected from the sub-divider at the time the plat was approved or if the primary structure is a replacement structure for a previous structure, on which a Street Impact Fee had been paid, located on located on the site of the new structure.

**SECTION 8:** That Section 4-60 "Maintenance" of the Code of Ordinances of the City of Tuttle, Oklahoma is hereby amended to now read as follows:

**Section 4-60. Sign Maintenance.**

The owner of any sign requiring a permit shall be required to maintain an exterior which is properly painted, galvanized or otherwise treated to prevent rust and deterioration of all parts, including lighting and supports. All signs, and landscaping around the sign base, shall be required to be adequately maintained and shall not become tattered, torn, frayed, ragged, shredded, unkempt or the like. The sign shall be repaired within sixty (60) days following notice from the City of a violation.



**SECTION 9:** That Section 4-133 “Plumbers', Electricians' and Mechanical Contractors, Registration; Revocation” of the Code of Ordinances of the City of Tuttle, Oklahoma is hereby repealed in its entirety.

**SECTION 10:** The following fees, rates and charges are hereby approved to be added to a Manual of Fees and to become effective immediately upon the effective date of this ordinance; and the City Manager is hereby authorized to execute same for, and on behalf of, the City, and to do all other lawful things necessary to carry out the terms and conditions of this Ordinance.

**Building Permits**

**\*\*All square foot prices are for the total area (livable and other) under the roof.**

New Construction	
Residential .....	\$0.12/sq. ft.
Commercial .....	\$0.15/sq. ft.
Remodel/Alteration/Addition	
Residential .....	\$5.00/\$1,000 value, \$50 min
Commercial .....	\$6.00/\$1,000 value, \$75 min
Residential Storage Building/Shop Small Structure (Temporary).....	\$50.00
Shop/Garage/Barn (Footing/piers).....	\$75.00
Swimming Pools (Permanent) .....	\$50.00
Storm Shelters .....	\$25.00
Plan Review	
Residential .....	\$100.00 + engineering, legal, and/or 3 <sup>rd</sup> party costs
Commercial .....	\$200.00 + engineering, legal, and/or 3 <sup>rd</sup> party costs
Inspections .....	\$25.00
Re-Inspections .....	\$50.00

**Electrical Permits**

New Construction	
Residential .....	\$0.07/sq. ft., \$50.00 min
Commercial .....	\$0.12/sq. ft. \$75.00 min
Minor Electric	
Residential .....	\$50.00
Commercial .....	\$100.00
Inspections .....	\$25.00
Re-Inspections .....	\$50.00

**Plumbing Permits**

New Construction	
Residential .....	\$0.07/sq. ft., \$50.00 min
Commercial .....	\$0.12/sq. ft., \$75.00 min
Minor Plumbing	
Residential .....	\$50.00
Commercial .....	\$100.00
Inspections .....	\$25.00
Re-Inspections .....	\$50.00

**Mechanical Permits**

New Construction	
Residential .....	\$0.06/sq. ft., \$50.00 min
Commercial .....	\$0.12/sq. ft., \$75.00 min
Minor Mechanical	

Residential .....	\$50.00
Commercial .....	\$100.00
Inspections .....	\$25.00
Re-Inspections .....	\$50.00

**Gas Permits (Natural Gas and Propane)**

Base Fee .....	\$50.00
Gas New Construction/Remodel .....	\$30.00
Gas Line Extension (New Service) .....	\$20.00
Gas Line Replacement (Existing Service) .....	\$20.00
Inspections .....	\$25.00
Re-Inspections .....	\$50.00

**Other**

Street Impact.....	\$350.00
Pipes Across Streets.....	\$500.00
Driveway/Tinhorn/Cuts/Connection/Alterations .....	\$100.00
Sign .....	\$25.00
Roofing; New, Replacement .....	\$50.00
Not applicable for new home or building construction	
Water Well (Not Served by Public Supply) .....	\$100.00
Water Well (Served by Public Supply) .....	\$325.00
Consultant Engineering Review .....	\$10.00 + invoiced cost
Legal Review.....	\$10.00 + invoiced cost

**SECTION 11:** If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portions of this ordinance or any part thereof.

**PASSED AND APPROVED** by the Mayor and City Council of the City of Tuttle this 9th day of March, 2020.

\_\_\_\_\_  
 Aaron McLeroy, Mayor  
 City of Tuttle, Oklahoma

ATTEST:

\_\_\_\_\_  
 Wendy Marble, City Clerk

## Residential Districts Development Standards Chart

Development Standards	A-1 General Agricultural District	R-1 Single-Family Residential District	R-1A Urban Estates Residential District	R-1B Residential Estates District	R-2 Two-Family Residential District	R-3 Multi-Family Residential District	OTR Original Town Residential District	R-M Mobile Home Park District
Minimum Front Yard	25' 25' when double frontage	25' 25' when double frontage	25' 25' when double frontage	40' 40' when double frontage	25' 25' when double frontage	25' 25' when double frontage	15' 15' when double frontage	See Section 27
Minimum Side Yard Interior - Dwelling Building	1 story = 5' 2 story = 8'	1 story = 5' 2 story = 8'	1 story = 7' 2 story = 10'	25'	1 story = 5' 2 story = 8'	1 story = 5' 5' + 3' for each additional story	5'	
Minimum Side Yard Interior - Accessory Building	5' 3' when all parts of the accessory building are located not less than 60' from the front property line	5' 3' when all parts of the accessory building are located not less than 60' from the front property line	5' 3' when all parts of the accessory building are located not less than 90' from the front property line	25'	5' 3' when all parts of the accessory building are located not less than 60' from the front property line	5' 3' when all parts of the accessory building are located not less than 60' from the front property line	5'	
Minimum Side Yard Exterior - Dwelling and Accessory Buildings	20' 15' when lot is back to back with another corner lot	20' 15' when lot is back to back with another corner lot	25' 15' when lot is back to back with another corner lot	35'	20' 15' when lot is back to back with another corner lot	20' 15' when lot is back to back with another corner lot	15'	
Minimum Rear Yard Main Building	20' or 20% of depth of lot, whichever amount is smaller	20' or 20% of depth of lot, whichever amount is smaller	20' or 20% of depth of lot, whichever amount is smaller	40'	20' or 20% of depth of lot, whichever amount is smaller	20' or 20% of depth of lot, whichever amount is smaller	10'	
Minimum Rear Yard Accessory Building	Allowed in rear yard with rear setback of 10'	Allowed in rear yard with rear setback of 10'	Allowed in rear yard with rear setback of 10'		Allowed in rear yard with rear setback of 10'	Allowed in rear yard with rear setback of 10'		
Minimum Lot Area	5 acres	6,000 SF	30,000 SF	15,000 SF	7,200 SF	7,200 SF per dwelling unit	6,000 SF	
Maximum Lot Area	None	None	None	None	None	None	15,000 SF	
Minimum Lot Width at Building Line	50'	60'	75'	150'	60'	60' See Section 13 for exceptions	50'	
Minimum Lot Width at Street	35'	35'	45'	100'	35'	35' See Section 13 for exceptions	35'	
Minimum Lot Depth	None	None	None	None	None	None	50'	
Maximum Height	35'	35'	2-1/2 stories or 35'	2-1/2 stories or 35'	35'	35'	35'	35'
Maximum Lot Coverage Interior Lots Main & Accessory	25%	25%	25%	25%	25%	30%	50%	See Section 27
Maximum Lot Coverage Exterior Lots Main & Accessory	30%	30%	30%	25%	30%	30%	50%	
Maximum Lot Coverage Accessory Buildings	20% of the rear yard	20% of the rear yard	20% of the rear yard	None	20% of the rear yard	30% of the rear yard	20% of the rear yard	

Updated: 3/13/2017