



The City of Oklahoma City
 Development Services Department
 Subdivision & Zoning Division
 420 West Main St., Suite 910
 OKC, OK 73102
 405-297-2623

Staff use only
Case # _____
Date Filed _____
Ward # _____
Nbrhd Area _____
School District _____
Existing Zoning _____

APPLICATION FOR SPECIAL PERMIT

Name of Applicant: _____

Address/location of property: _____

Legal Description of property: _____

Proposed Special Permit Use: _____

Size of Property (acres or sq. ft.): _____ Present Use of Property: _____

THE FOLLOWING ITEMS **MUST** BE SUBMITTED WITH THIS APPLICATION:

- a) Three (3) copies of the legal description of the property sought for Special Permit if not described above.
- b) Three (3) copies of the deed(s) of the property.
- c) Three (3) copies of all property owners who own property within a 300 foot radius of the property to be rezoned. The list **MUST** include their mailing address and the legal description of their property and **MUST** be current within 30 days of the date of submittal of the application. The list **MUST ALSO** contain a minimum of 15 separate individual property owners. If there are less than 15 individual owners within the 300 feet, the radius must be extended by increments of 100 feet until the list contains no less than 15 owners or until the radius reaches 1,000 feet. An insufficient list may result in a minimum 30-day delay in your application. You must attest on the attached "Affirmation" that the list is true and correct unless the list is certified by an abstract company.
- d) If the applicant is not the owner of the property, three (3) copies of a letter of authorization from the owner are required.
- e) A filing fee of \$2,390.00
- f) Three (3) copies of the program description of the Special Permit request

There are two public hearings for consideration of a Special Permit request. First is the Planning Commission hearing which is approximately four weeks from the time the application is submitted to the Development Services Department. Once the Planning Commission makes a recommendation, a public hearing is held by the City Council approximately six weeks later.

Also Send Notice & Staff Report to: ↓

Signature of Applicant

Applicant's Name (please print)

Applicant's Mailing Address

City, State, Zip Code

Phone: _____

E-Mail: _____

