



The City of Oklahoma City
 Development Services Department
 Subdivision & Zoning Division
 420 West Main St., Suite 910
 OKC, OK 73102
 405-297-2623, 297-2495 or 297-2289

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

APPLICATION FOR SPECIAL PERMIT

Name of Applicant: _____

Address/location 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) Legal description of the subject property. One copy must be submitted electronically in Microsoft Word format. Submit to subdivisionandzoning@okc.gov
- b) One (1) copy of the deed(s) of the property.
- c) One (1) copies of all property owners who own property within a 300 foot radius of the subject property (**600 feet for drinking establishment applications**). 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 10 separate individual property owners. If there are less than 10 individual owners within the 300 feet, the radius must be extended by increments of 100 feet until the list contains no less than 10 owners. 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 or County official.
- d) If the applicant is not the owner of the property, one letter of authorization from the owner is required.
- e) A complete site plan showing location of all structures and giving graphic evidence of compliance with all development regulations of the zoning district in which the special permit is to be located, and compliance with the general standards for the specific use including a program description, if required. (§59-9350)
- f) Drinking Establishment: may not be located within 300 ft of church, public or private school.
- g) A filing fee of \$2,700.00

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/Email: _____

