



The City of
OKLAHOMA CITY

BOARD OF ADJUSTMENT

Name of applicant: _____ Case No. _____

Address of subject property: _____

Present zoning: _____ Present use: _____ Size of Property (acres): _____

Legal description of subject property: _____

VARIANCE: Chapter _____, Section _____

SPECIAL EXCEPTION: Chapter 59, Section _____

APPEAL FROM ADMINISTRATIVE OFFICIAL

NATURE OF REQUEST: _____

VARIANCE APPLICANTS: With regard to the property described above, what conditions are peculiar to this location which would warrant the granting of a variance?

SPECIAL EXCEPTION APPLICANTS: Please provide a detailed description of your proposal.

APPEAL APPLICANTS: Please provide a detail description of the nature of your appeal.

THE FOLLOWING ITEMS ARE REQUIRED FOR THE SUBMISSION OF THIS APPLICATION:

- A copy of the denied Building Permit application from Development Services citing the applicable sections of the Code from which the variance is being sought, or a complete list of the sections of the Code being varied must be listed on the application.
- A list of property owners, mailing addresses and legal descriptions within a 300-foot radius of the subject site. The list must contain a minimum of 10 individual property owners and must be current within 30 days of the date of submittal of the application. If there are less than 10 individual owners within 300 feet, the radius must be extended by increments of 100 feet until the list contains no less than 10 owners.
- A site plan drawn to scale showing size and location of lots, land uses, buildings and proposed buildings. **(NOTE: Applications which are approved are subject to the submitted site plan and any variation from said site plan will require approval of the Board of Adjustment).**
- A copy of the deed to the property.
- If the applicant is not the owner of the subject property, a letter of authorization from the owner is required.
- Oil/Gas well-related applicants: include bore hole location, a recent aerial photograph and point of access to the well site.

FILING FEE: \$ _____

I certify that the submitted information is true and correct.

Applicant

Address

City, State, Zip Code

Phone Number **FAX Number**

E-Mail Address

In order for a variance to be granted in accordance with the State Statute requirements, the applicant must prove:

- (a) The application of the Ordinance to the particular piece of property would create an unnecessary hardship;
- (b) Such conditions are peculiar to the particular piece of property involved;
- (c) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of the Ordinance or Comprehensive Plan;
- (d) The Variance, if granted, would be the minimum necessary to alleviate the unnecessary hardship.

Applicants should submit a separate typed statement addressing the above Statutory Standards.

AFFIRMATION

STATE OF OKLAHOMA)
) §
COUNTY OF OKLAHOMA)

I affirm that the ownership list submitted as a part of this application contains the names of all owners of record of property that are within 300 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the _____ day of _____, 20____.

Applicant

Subscribed and sworn to before me, a Notary Public, in and for the State of _____,

County of _____, on the _____ day of _____, 20____.

My commission Expires:

Notary Public

Commission # _____

NOTICE: Where requests are granted by the Board, an Order is issued subject to a 10-day appeal period as provided by law. Any action taken pursuant to and in reliance upon said Order within the 10-day appeal period will be taken at the applicant’s risk. Upon presentation of a copy of the Order of this Board, a permit, when required, may be issued. Where appeals to the decision of the Board are taken to the District Court of Oklahoma County, no permits will be issued until the close of all litigation connected herewith.

BOARD OF ADJUSTMENT FEES

VARIANCE

Residential	\$ 1,200.00
Non-Residential	\$ 1,200.00
Oil Well	\$ 1,200.00

SPECIAL EXCEPTION

General	\$ 1,200.00
Medical Hardship Mobile Home	\$ 300.00
Construction Mobile Home	\$ 300.00
Moderate Impact Institutional	\$ 1,100.00
Community Recreation General	\$ 1,100.00
Day Care Center	\$ 1,100.00
Adult Day Care Facility	\$ 1,100.00

<u>APPEAL</u>	\$ 750.00
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Effective 7/1/2010