



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.
- Special Exception Medical Hardship Applicants must provide a doctors statement.

**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.  
john.wilson@okc.gov*



FILED

2016 NOV 15 AM 10 12

2017 CALENDAR YEAR  
SCHEDULE OF REGULAR MEETINGS  
BOARD OF ADJUSTMENT  
CITY OF  
OKLAHOMA CITY, OKLA  
OFFICE OF

**FILING  
DEADLINE DATE  
Prior To  
(12:00 Noon)**

<b>FILING DEADLINE DATE Prior To (12:00 Noon)</b>	<b>MEETING DATE</b>	<b>TIME</b>	<b>PLACE OF MEETING</b>
December 2, 2016	January 5, 2017	1:30 PM	COUNCIL CHAMBERS
December 16, 2016	January 19, 2017	1:30 PM	COUNCIL CHAMBERS
December 30, 2016	February 2, 2017	1:30 PM	COUNCIL CHAMBERS
January 13, 2017	February 16	1:30 PM	COUNCIL CHAMBERS
January 27	March 2	1:30 PM	COUNCIL CHAMBERS
February 10	March 16	1:30 PM	COUNCIL CHAMBERS
March 3	April 6	1:30 PM	COUNCIL CHAMBERS
March 17	April 20	1:30 PM	COUNCIL CHAMBERS
March 31	May 4	1:30 PM	COUNCIL CHAMBERS
April 14	May 18	1:30 PM	COUNCIL CHAMBERS
April 28	June 1	1:30 PM	COUNCIL CHAMBERS
June 2	July 6	1:30 PM	COUNCIL CHAMBERS
June 23	August 3	1:30 PM	COUNCIL CHAMBERS
July 14	August 17	1:30 PM	COUNCIL CHAMBERS
July 28	September 7	1:30 PM	COUNCIL CHAMBERS
August 18	September 21	1:30 PM	COUNCIL CHAMBERS
September 1	October 5	1:30 PM	COUNCIL CHAMBERS
September 15	October 19	1:30 PM	COUNCIL CHAMBERS
September 29	November 2	1:30 PM	COUNCIL CHAMBERS
October 27	December 7	1:30 PM	COUNCIL CHAMBERS
December 1	January 4, 2018	1:30 PM	COUNCIL CHAMBERS
December 15	January 18, 2018	1:30 PM	COUNCIL CHAMBERS
December 29	February 1, 2018	1:30 PM	COUNCIL CHAMBERS

TO BE COMPLETED BY PERSON FILING NOTICE:

NAME: Robert Tener  
TITLE: Development Services Director  
ADDRESS: 420 W. Main Street/9th Floor  
PHONE: (405) 297-2623