



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 doctor's statement.

I certify that the submitted information is true and correct.

INFORMATION OF REPRESENTATIVE

Signature of Applicant

Applicant's Name (please print)

Applicant's Mailing Address

City, State, Zip Code

Phone: _____

E-Mail: _____

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 to cindy.lakin@okc.gov

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
Home Sharing	\$ 300.00

APPEAL

\$ 750.00

Last Update 2019



The City of
OKLAHOMA CITY
 DEVELOPMENT SERVICES DEPARTMENT

FILED

2020 JAN 13 AM 9:26

CITY OF
 OKLAHOMA CITY OKLA
 OFFICE OF
 CITY CLERK

2020 CALENDAR YEAR
 SCHEDULE OF REGULAR MEETINGS
 BOARD OF ADJUSTMENT
 All meetings are scheduled to take place
 in the Council Chambers, City Hall, 200 North Walker Avenue, Third Floor
 at 1:30 PM

FILING

DEADLINE DATE

Prior To

(12:00 Noon)

MEETING DATE

TIME

PLACE OF MEETING

<u>(12:00 Noon)</u>	MEETING DATE	TIME	PLACE OF MEETING
November 22, 2019	January 2, 2020	1:30 PM	COUNCIL CHAMBERS
December 13, 2019	January 16, 2020	1:30 PM	COUNCIL CHAMBERS
January 3, 2020	February 6, 2020	1:30 PM	COUNCIL CHAMBERS
January 17	February 20	1:30 PM	COUNCIL CHAMBERS
January 31	March 5	1:30 PM	COUNCIL CHAMBERS
February 14	March 19	1:30 PM	COUNCIL CHAMBERS
February 28	April 2	1:30 PM	COUNCIL CHAMBERS
March 13	April 16	1:30 PM	COUNCIL CHAMBERS
April 3	May 7	1:30 PM	COUNCIL CHAMBERS
April 17	May 21	1:30 PM	COUNCIL CHAMBERS
May 1	June 4	1:30 PM	COUNCIL CHAMBERS
May 29	July 2	1:30 PM	COUNCIL CHAMBERS
July 2	August 6	1:30 PM	COUNCIL CHAMBERS
July 17	August 20	1:30 PM	COUNCIL CHAMBERS
July 31	September 3	1:30 PM	COUNCIL CHAMBERS
August 14	September 17	1:30 PM	COUNCIL CHAMBERS
August 28	October 1	1:30 PM	COUNCIL CHAMBERS
September 11	October 15	1:30 PM	COUNCIL CHAMBERS
October 2	November 5	1:30 PM	COUNCIL CHAMBERS
October 30	December 3	1:30 PM	COUNCIL CHAMBERS
December 4	January 7, 2021	1:30 PM	COUNCIL CHAMBERS
December 18	January 21, 2021	1:30 PM	COUNCIL CHAMBERS

NAME: JJ Chambless
 TITLE: Subdivision & Zoning Manager
 ADDRESS: 420 W. Main Street/9th Floor
 PHONE: (405) 297-2623