



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 Public Works 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 15 individual property owners. If there are less than 15 individual owners within 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 1000 feet.
- 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.

*Submittal of any of the application information in digital format will aid in the processing of your application.*

**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 written 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.