



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

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.



The City of
OKLAHOMA CITY
DEVELOPMENT SERVICES DEPARTMENT

2020 NOV 18 AM 11:01
OKLAHOMA CITY CLERK

2021 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 <u>12:00 Noon</u>)	MEETING DATE	TIME	PLACE OF MEETING
December 4, 2020*	January 7, 2021	1:30 PM	COUNCIL CHAMBERS
December 18, 2020*	January 21, 2021	1:30 PM	COUNCIL CHAMBERS
December 31, 2020	February 4, 2021	1:30 PM	COUNCIL CHAMBERS
January 14, 2021	February 18, 2021	1:30 PM	COUNCIL CHAMBERS
January 28, 2021	March 4, 2021	1:30 PM	COUNCIL CHAMBERS
February 11, 2021	March 18, 2021	1:30 PM	COUNCIL CHAMBERS
February 25, 2021	April 1, 2021	1:30 PM	COUNCIL CHAMBERS
March 11, 2021	April 15, 2021	1:30 PM	COUNCIL CHAMBERS
April 1, 2021	May 6, 2021	1:30 PM	COUNCIL CHAMBERS
April 15, 2021	May 20, 2021	1:30 PM	COUNCIL CHAMBERS
April 29, 2021	June 3, 2021	1:30 PM	COUNCIL CHAMBERS
May 27, 2021	July 1, 2021	1:30 PM	COUNCIL CHAMBERS
July 1, 2021	August 5, 2021	1:30 PM	COUNCIL CHAMBERS
July 15, 2021	August 19, 2021	1:30 PM	COUNCIL CHAMBERS
July 29, 2021	September 2, 2021	1:30 PM	COUNCIL CHAMBERS
August 12, 2021	September 16, 2021	1:30 PM	COUNCIL CHAMBERS
September 2, 2021	October 7, 2021	1:30 PM	COUNCIL CHAMBERS
September 16, 2021	October 21, 2021	1:30 PM	COUNCIL CHAMBERS
September 30, 2021	November 4, 2021	1:30 PM	COUNCIL CHAMBERS
October 28, 2021	December 2, 2021	1:30 PM	COUNCIL CHAMBERS
December 2, 2021	January 6, 2022	1:30 PM	COUNCIL CHAMBERS
December 16, 2021	January 20, 2022	1:30 PM	COUNCIL CHAMBERS

*Friday

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