



The City of Oklahoma City
Planning Department, Subdivision and Zoning
 420 West Main Street, Suite 910, Oklahoma City, Oklahoma, 73102
 Phone: (405) 297-2623 – Web: <https://www.okc.gov>

Staff Use Only:

BOA - _____

Zoning: _____

APPLICATION FOR BOARD OF ADJUSTMENT

Application for Variance, Special Exception, or Appeal

Address of subject property: _____

Present use of property: _____ Size of Property (Acres): _____

VARIANCE: Chapter: _____ Section: _____

SPECIAL EXCEPTION: Chapter: _____ Section: _____

APPEAL FROM ADMINISTRATIVE DECISION

VARIANCE APPLICANTS:

Summary of Variance sought

SPECIAL EXCEPTION APPLICANTS:

Summary of Special Exception being sought

APPEAL APPLICANTS:

Summary of Nature of Appeal

I certify that the submitted information is true and correct.

Property Owner Information (if other than Applicant):

Name

Mailing Address

City, State, Zip Code

Phone

Email

Signature of Applicant

Applicant's Name (please print)

Applicant's Mailing Address

City, State, Zip Code

Phone

Email

Submit your Application by Email to Subdivisionandzoning@OKC.gov

Compressed files (.zip, etc..) or links to FileShare services (Dropbox, Google Drive, etc..) can not be accepted for security purposes.

Board of Adjustment Application Submittal Checklist:

Submittal Requirements:

- 1.) A copy of the Building Permit application corrections report from Development Center, Plan Review citing the applicable sections of the Code from which variance is being sought, or a detailed typed MS Word file (.doc or .docx) list of the sections of the Oklahoma City Municipal Code, as amended, being varied.
- 2.) A list of all 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. Provide One (1) PDF (.pdf) file version, AND one (1) MS Excel (.xls or .xlsx) file version.
- 3.) A letter size (8.5" x 11"), fully dimensioned, site plan showing north arrow, all property lines (matching deed legal description), setback lines, building lines, and existing and/or proposed building locations.

(NOTE: Applications which are approved are limited to the submitted site plan. Any variation from said site plan will require an additional approval of the Board of Adjustment).

- 4.) One (1) copy of the deed(s) to the property.
- 5.) Typed MS Word file (.doc or .docx) of the subject property Legal Description (matching Deed legal description).
- 6.) Signed and notarized Affirmation if property owner list is not certified by county assessor, or abstractor.
- 7.) If the applicant is not the owner of the subject property, a letter of authorization from the owner is required.
- 8.) Typed MS Word file (.doc or .docx) statement addressing statutory standards listed below.
- 9.) Special Exception Home Sharing Applicants must provide a detailed description of proposal as a typed MS Word file (.doc or .docx). Home Share applicant must describe; a) number of rooms offered, b) maximum number of guests to be accommodated, C) method of advertising, d) self-imposed rules for guests, and e) provide photograph of available off-street parking.
- 10.) Special Exception Medical Hardship Applicants must provide a doctor's statement.
- 11.) Appeal Applicants must provide a detailed description of the nature of your appeal as a typed MS Word file (.doc or .docx).
- 12.) Maps, Site Plan and, or Survey Exhibits must be Letter size (8.5" x 11"), 600dpi minimum resolution, and in a .pdf file format. Photographic file formats of drawings, maps, or other documents will not be accepted. Photographs must be compiled, and annotated, into a PDF (.pdf) file, or MS Word file (.doc or .docx).
- 13.) Application filing fee must be remitted within One (1) business day of submittal confirmation.(Online payment preferred.)

For a variance to be granted in accordance with 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.**

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Summary of Statutory Requirements for Board of Adjustment review.

(Location of Property)

- (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.**

(SAMPLE ONLY – Provide with application as a MS Word document)

Special Exception for Lodging Accommodations: Home Sharing.

(Location of Property)

- (a) Number of rooms being offered.**
- (b) Maximum number of guests to be accommodated.**
- (c) Method of advertising.**
- (d) Self-imposed rules of conduct for guests.**
- (e) Off-Street parking availability (insert photographs of parking area(s)).**

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 which 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 Signature

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.

LETTER OF AUTHORIZATION

I, _____ or,
Property Owner of Record

_____ authorize,
Agent of the Property Owner of Record and Title

Designated Representative

to make application for municipal approvals and do all things necessary for the advancement of such application with respect to the property at the following location:

Address and/or County Assessor account number and County Name

By: _____
Signature

Title: _____
Manager / Proprietor

Date: _____
MM/DD/YYYY