



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>

APPLICATION FOR REZONING

Redistricting

Staff Use Only:
Case No.: PC _____
File Date: _____
Ward No.: _____
Nbhd. Assoc.: _____
School District: _____
Extg Zoning: _____
Overlay: _____

Project Name _____

Address / Location of Property to be Rezoned _____

Present Use of Property _____

Purpose Statement / Proposed Development _____

Proposed Zoning District _____

ReZoning Area (Acres or Square Feet) _____

REQUIREMENTS FOR SUBMITTAL:

- 1.) One (1) Typed Legal Description of Proposed Rezoning area in MS Word file (.doc or .docx) format.
- 2.) One (1) copy of Recorded Deed(s), with Exhibit(s), listing current Property Owner in .pdf format.
- 3.) One (1) copy of Letter of Authorization from Property Owner listing Designated Representative, if Applicant is not the Property Owner of record.
- 4.) One (1) copy of Property Owners Report listing all property owners who own property within a 300-foot buffer area of the property to be rezoned. The list **MUST** include the mailing address and the legal description of their property and **MUST** be current to within 30 days of the date of submittal of the application. A minimum of 10 separate individual property owners is required. If there are less than 10 individual owners within the 300-foot buffer, 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.
- 5.) One (1) Signed and Notarized copy of “Affirmation” that the Property Owners Report listings are true and correct unless the list is prepared by a Certified Abstractor or County official.
- 6.) 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.
- 7.) A filing fee of \$1500.00 must be remitted within One (1) business day of submittal confirmation.(Online payment preferred.)

Property Owner Information (if other than Applicant):

Name

Signature of Applicant

Mailing Address

Applicant's Name (please print)

City, State, Zip Code

Applicant's Mailing Address

Phone

City, State, Zip Code

Email

Phone

Email

Submit your Application by Email to Subdivisionandzoning@OKC.gov
 Compressed files (.zip, etc..) or links to FileShare services (Dropbox, etc..) can not be accepted for security purposes.

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 # _____

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