



**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 SPECIAL PERMIT**

<b>Staff Use Only:</b>
Case No.: SP _____
File Date: _____
Ward No.: _____
Nbhd. Assoc.: _____
School District: _____
Extg Zoning: _____
Overlay: _____

Project Name \_\_\_\_\_

Address / Location of Property \_\_\_\_\_

Proposed Use \_\_\_\_\_

Purpose Statement (provide attachment if necessary)

**REQUIREMENTS FOR SUBMITTAL:**

- 1.) One (1) Typed Legal Description of Proposed Special Permit 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 (600-foot for drinking establishments) area of the property to be considered. 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 (or 600-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.) Supporting documents as required by Chapter 59, Article IX, Section 9350, Standards for Specific Uses in a .pdf file format.
- 8.) A filing fee of \$2700.00 must be remitted within One (1) business day of submittal confirmation. (Online payment available / preferred.) (Make checks payable to “City Treasurer”)

**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](mailto: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 # \_\_\_\_\_

**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 600 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*