



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 Special Exception - Lodging Accommodations: Home Sharing

Address of subject property: _____

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

SPECIAL EXCEPTION: Chapter: _____ Section: _____

SPECIAL EXCEPTION APPLICANTS:

Summary of Special Exception being sought

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 – Special Exception Home Sharing Application Submittal Checklist:

Submittal Requirements:

- 1.) One (1) copy of the deed(s) to the property.
 - 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.) Typed MS Word file (.doc or .docx) of the subject property Legal Description (matching Deed legal description).
 - 4.) Signed and notarized Affirmation if property owner list is not certified by county assessor, or abstractor.
 - 5.) If the applicant is not the owner of the subject property, a letter of authorization from the owner is required.
 - 6.) Typed MS Word file (.doc or .docx) Summary of Home Share Proposal describing;
 - a) number of rooms offered,
 - b) maximum number of guests to be accommodated,
 - c) method of advertising,
 - d) any self-imposed rules of conduct for guests,
 - e) photographs of available off-street parking.
- See attached Sample summary for reference.
- 7.) 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).
 - 8.) Application filing fee of \$300.00 must be remitted within One (1) business day of submittal confirmation.(Online payment preferred.)

NOTE:

Properties granted approval of Special Exception for Home Sharing are subject to licensure with the City of Oklahoma City. Application must be submitted to the City of Oklahoma City Business Licensure division for approval. A license to operate as a Home Share must be obtained before the property can be operated for Home Share purposes.

Contact (405) 297-2606, email businesslicense@okc.gov , or visit

<https://www.okc.gov/departments/development-services/business-licensing/business-licenses/home-sharing-license>

for more information on how to obtain license to operate a Home Share.

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(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) **Address of other home sharing properties in the City of Oklahoma City that you Own, or Operate.**
- (f) **Number of years sought for Special Exception.**
- (g) **Off-Street parking availability (insert photographs of parking area(s)).**

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

