



Zoning Case No. \_\_\_\_\_

Application Date: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Public Hearing Sign & Letter Fee: \$79.00

Newspaper Publication Fee: \$45.00

Cash  Check \_\_\_\_\_  C/C \_\_\_\_\_

Receipt Number : \_\_\_\_\_

1 Acre or Less—\$360.00

1.01 to 5 Acres—\$480.00

5.01 Acres or more—\$600.00

## APPLICATION ZONING CHANGE [REZONING]

We, the undersigned, ask the City Council of the City of Choctaw, Oklahoma, to approve a zoning change as requested in this application on the tract of land described below. We attest to the truth and correctness of all facts and information presented with this application and will observe and conform in all aspects of the Zoning Regulations, as amended, of the City of Choctaw and have received a copy of the Policies and Procedures regulating the Zoning Amendment application. We hereby agree to pay all advertising and mailing notification costs differences which are greater than the amount paid with this application for the public hearings as required by the Choctaw Zoning Regulations. The City of Choctaw is authorized to prepare and publish all required legal advertising and mail notifications, the cost difference of which is to be billed to the name listed below for payment.

Present Zoning Classification \_\_\_\_\_ Requested Zoning Classification \_\_\_\_\_

Legal Description of Property Requested to be Rezoned [attach additional sheets if needed]  
\_\_\_\_\_  
\_\_\_\_\_

Street Address or Other Common Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner's Name(s): \_\_\_\_\_

If corporation, Corporate Official Name and Seal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PROPERTY OWNER'S SIGNATURE:** \_\_\_\_\_

[Not required if there is an authorized representative. Authorized representative must sign below]

**AUTHORIZED REPRESENTATIVE:** I hereby certify that I am authorized to represent all of the property owners of the above described tract in the application. **A power of attorney is attached.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

# APPLICATION CHECKLIST

## ZONING CHANGE [REZONING]

City of Choctaw, Oklahoma

This checklist is provided to help you make sure that you submit everything that is required for a complete rezoning application. **The application must be complete and all items listed on the checklist must accompany the application or this case WILL NOT be processed for hearing.** The application must be submitted no later than 3:00 p.m. to Choctaw City Hall, at least thirty (30) days prior to the Planning Commission public hearing at which the request for rezoning will be heard. Contact the Development Services Department at 405.390.2999 for filing deadlines and meeting dates.

### APPLICATION FORM:

**Incomplete applications will not be considered.**

**A complete application with supporting documents must be submitted thirty (30) days prior to the Planning Commission hearing.**

- All multi-family, commercial, and industrial rezones require a Pre-Development Consultation Meeting application and payment in conjunction with the rezone application.**
- List the current zoning classification of the property.
- List the zoning classification you are requesting. See the Choctaw Zoning Regulations, Chapter 50, for specific zoning district classifications.
- Provide the legal description of the property to be rezoned. You must attach the legal description on a separate sheet.
- Current property owner must sign the application unless there is an authorized representative. If there is an authorized representative, a **notarized Power of Attorney** is required.
- Provide a copy of Warranty Deed (as evidenced by OK County). If filed with County less than five (5) years—show proof of receiving legal lot split approval.
- Provide one (1) Certified survey of total site with the following information:
  1. Legal description of total area and computed area to the hundredth of an acre;
  2. Scale, North Point and Date;
  3. Key map showing the location of the tracts referenced to existing and proposed major streets and section line roads.
  4. Location of existing building (size and type) and dedicated streets at the point where they adjoin and/or are immediately adjacent to the site;
  5. Length of boundaries of the tracts created and proposed location and width of streets, alleys, and types of easements and building setback lines where applicable;
  6. Location of utilities including existing or proposed, whether on or adjacent to the site;
  7. General drainage shown by use of directional arrows; and
  8. Surveyor's Certificate: Original signature and seal of the registered land surveyor properly notarized.
- Provide complete and detailed answers to questions 1-5 on the application.

### PROPERTY OWNERS NOTIFICATION:

Provide a certified list of all property owners' names and addresses within 300' of the area to be rezoned that has been compiled and prepared by the Oklahoma County Assessor's Office or a title company authorized to issue title policies in the state of Oklahoma.

### EASEMENTS:

If located on a section line road, the property owners requesting rezoning must provide the City of Choctaw with a 17' road and utility easement and shall be submitted with this application.

### NOTE:

The Choctaw Planning Commission **SHALL NOT** forward its recommendation to the City Council when the applicant or the applicant's agent does not appear at the public hearing to provide evidence regarding the request for a change in zoning classification. Also, final action by the city Council **SHALL NOT** be taken until the applicant has reimbursed the City for the costs of advertising and mail notifications to adjacent property owners.

**Submit Application To:**  
**Choctaw City Hall**  
**Attn: City Planner**  
**PO Box 567**  
**2500 N Choctaw Rd**  
**Choctaw, OK 73020**

For mail delivery, use the PO Box address and for hand delivery or parcel delivery, use the street address

## QUESTIONS ON REZONING APPLICATION

1. What is the current use of the property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Why are you requesting a change in zoning? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Are there any deed restrictions or restrictive covenants that would affect the use of this property?  
If so, what are they and attach a copy to this applications? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Has a rezoning ever been requested for this property in the past by the current owner?  
If so, what zoning classification was requested and when? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. If the rezoning is approved, does the applicant intend to develop the property? If so, please provide a description of the development.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_