



Variance Case No. \_\_\_\_\_

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

Cash  Check  \_\_\_\_\_ Credit Card  \_\_\_\_\_

Received \$ 310.00 Receipt No. \_\_\_\_\_

Application Fee: \$240.00; Newspaper Publication fee: \$45.00;  
Notification Letter: \$25.00

## APPLICATION Variance

Subject Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Property Zoning: \_\_\_\_\_ Code Section No.: \_\_\_\_\_

Reason for Variance?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
The undersigned declares that the above statements and those contained in any exhibits transmitted to the Board of Adjustment are true and correct to the best of my knowledge and that I received the Policies and Procedures regulating the Variance application.

**PROPERTY OWNER'S SIGNATURE:** \_\_\_\_\_  
[Not necessary 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: \_\_\_\_\_

County Parcel Number: \_\_\_\_\_

## Variance Application Policies and Procedures

1. **Incomplete applications will not be considered**, the completed application and supplemental documentation must be submitted twenty (20) days prior to the Board of Adjustment Hearing.
2. Applicant must provide a certified ownership list prepared by a bonded abstractor, registered engineer, Oklahoma County or surveyor. Each owner within 300 feet of exterior boundaries of your property will be notified by mail to (10) days prior to hearing.
3. If your property fronts a section line road, a 17' easement is required (additional to the statutory 33' right-of-way). If your property fronts a street less than 50' wide, a 25' or less easement is required from the centerline.
4. Prior to the Board of Adjustment hearing, the City will send you, by mail, a copy of the Public Hearing Notice.
5. Applicant must provide a survey plat of the property drawn to scale showing dimensions.
6. Applicant must provide location sketch of the property showing nearest road intersection.
7. Copy of Warranty Deed (as evidenced by OK County). If filed with County less than five (5) years—evidence to be submitted for legal lot split approval.
8. Submit any other documentation(s) the applicant feels would support this application.
9. The City will publish a Public Notice in the newspaper at least ten (10) days prior to the hearing and bill the applicant for such cost.
10. The Board meets at 6:00 pm, the fourth (4th) Monday of each month in the council chambers, located at 2500 N Choctaw Rd.
11. Reimburse the city for the Public Hearing Advertisement—at cost.