



**ROGERS COUNTY**  
**PLANNING COMMISSION**  
 200 S. Lynn Riggs Blvd., Claremore, OK 74017  
 918-923-4874

*County staff to complete this section*  
 Case # \_\_\_\_\_ Payment Received: \_\_\_\_\_  
 Hearing Date: \_\_\_\_\_ Time: 6:00 P.M.  
 Meeting Location: **Rogers County Courthouse**  
**Commissioner's Meeting Rm.**  
**200 S. Lynn Riggs Blvd.**

# BOARD OF ADJUSTMENT APPLICATION

**Fee: \$100**

DATE OF APPLICATION \_\_\_\_\_

Application is hereby made to the Rogers County Board of Adjustment to consider one of the following:

**Variance** \_\_\_\_      **Special Exception** \_\_\_\_      **Appeal** \_\_\_\_

- Please See attached application guidelines.
- All plans and surveys must be drawn to scale and noted on plans.
- Application must be submitted a minimum of thirty (30) days prior to Board of Adjustment hearing.
- All documents larger than 8-1/2" x 11" must be folded to that size. Please submit one paper copy of the proposal in plan form and if possible one electronic copy in PDF format.
- The current property owner must sign the application.

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Name of Applicant (PRINT) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email or Fax \_\_\_\_\_ Phone \_\_\_\_\_

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Name of Property Owner (PRINT) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email or Fax \_\_\_\_\_ Phone \_\_\_\_\_

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Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

County Parcel Number \_\_\_\_\_ Acreage \_\_\_\_\_ No. of Lots \_\_\_\_\_

Name of Title/Abstract Company for notifications \_\_\_\_\_

Legal Description of Tract (May be attached) \_\_\_\_\_

Address of Property being considered:

\_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

General Location \_\_\_\_\_

Present Zoning \_\_\_\_\_

ACTION BEING REQUESTED \_\_\_\_\_

Any private deed/plat restrictions on this property which might impact building setbacks, height or use?

Yes \_\_\_ No \_\_\_

If yes, explain \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
PRINT

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
PRINT

=====

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My Commission Expires: \_\_\_\_\_



\_\_\_\_\_  
(NOTARY PUBLIC)

**DO NOT FILL THE FOLLOWING PAGES OUT**

The following pages are to be taken to the Abstract Company along with a copy of your BOA Application  
**AFTER** Planning Commission has assigned a hearing date.

**NOTICE TO PROPERTY OWNER**  
**FOR BOA APPLICATION**

The Rogers County Land Records indicate you are the owner of property located within three hundred (300) feet of the following described property, to-wit: **(include address of property)**

The Owner of the above described property \_\_\_\_\_

(Print) Name of Property Owner

has applied for a       Variance       Special Exception       Appeal

to : \_\_\_\_\_

\_\_\_\_\_.

A public hearing on this application will be held by **CITY OF CLAREMORE-ROGERS COUNTY BOARD OF ADJUSTMENT**, whose address is 200 S. Lynn Riggs Blvd., Claremore, Oklahoma, 74017, telephone number 918-923-4874. This hearing will be held \_\_\_\_\_,

20\_\_\_\_\_ at 6:00 p.m. at the Rogers County Courthouse, Commissioner's Meeting Room, 1<sup>st</sup> Floor, 200 S. Lynn Riggs Blvd., Claremore, Oklahoma.

You may appear, if so desired, either in person or by Agent or Attorney and be heard. The hearing of this appeal is not limited to those receiving copies of this notice and if you know of any neighbor or effected property owner, who for any reason failed to receive a copy, it would be appreciated if you would inform them of this hearing.

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

## **SUGGESTED LEGAL NOTICE**

Published in the \_\_\_\_\_, \_\_\_\_\_,  
(Name of Newspaper) (City)

OKLAHOMA, on \_\_\_\_\_, 20\_\_\_\_\_.  
(State) (Date)

Pursuant to Title 19, O.S. Section 866.1 to 866.36 a public hearing will be held by the **CITY OF CLAREMORE-ROGERS COUNTY BOARD OF ADJUSTMENT** on this \_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_\_ at 6:00 p.m. in the Rogers County Courthouse, Commissioner's Meeting Room, 1<sup>st</sup> Floor, 200 S. Lynn Riggs Blvd, Claremore, Oklahoma, to hear the application of \_\_\_\_\_.  
(Print) Name of Property Owner

For a Variance/Special Exception/Appeal to \_\_\_\_\_  
\_\_\_\_\_.

Regarding the following described property, to-wit:

(Insert complete legal description in this space & address of property)

Those who may have an interest in the above described matter may appear and be heard.

BY: \_\_\_\_\_

**NOTE TO APPLICANT:**

State Law requires this legal notice include a map containing enough detail that the public will be able to determine the subject property location.

**TO: CITY OF CLAREMORE-ROGERS COUNTY METROPOLITAN AREA  
PLANNING COMMISSION**

In the matter of the application of \_\_\_\_\_ ) FILE# \_\_\_\_\_  
\_\_\_\_\_) )  
(Applicant)

**AFFIDAVIT OF MAILING**

I, \_\_\_\_\_ of lawful age and being first duly sworn upon oath state; that I did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at the request of the **CITY OF CLAREMORE-ROGERS COUNTY** Metropolitan Area Planning Commission, mail and deposit in the United States Post Office at Claremore, Oklahoma, with postage thereon prepaid, correct and true copies of "Notice to Property Owners", to all owners of record of property within three hundred (300) feet of the property that is the subject of this application, at their last know mailing addresses as follows, to-wit:

	<b><u>NAME</u></b>	<b><u>ADDRESS</u></b>
1.		
2.		
3.	*****SEE ATTACHED*****	
4.		
5.		

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(ABTRACTOR-AGENT)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

SEAL \_\_\_\_\_  
(NOTARY PUBLIC)

My Commission expires: \_\_\_\_\_

Commission Number \_\_\_\_\_

**CITY OF CLAREMORE-ROGERS COUNTY METROPOLITAN AREA  
PLANNING COMMISSION**

Specifications for Posting Official Notice:

The size of the sign imparting notice of public hearing will be four (4) feet by three (3) feet and will have yellow background with black letters, capital block style, stating the following information:

NOTICE TO THE PUBLIC	2-1/2 inches
APPLICANT IS REQUESTING A	2 inches
<u>1) VARIANCE 2) SPECIAL EXCEPTION 3) Appeal</u>	2 inches
FOR THIS PROPERTY	2 inches
TO: 4/ _____	2 inches
_____	2 inches
A PUBLIC HEARING WILL BE HELD	2 inches
AT THE ROGERS COUNTY COURTHOUSE	2 inches
COMMISSIONER'S MEETING ROOM	2 inches
ON 5/ _____, AT 6:00 PM	2 inches
<b>BY THE CITY OF CLAREMORE-ROGERS COUNTY METROPOLITAN AREA</b>	1-1/2 inches
<b>PLANNING COMMISSION</b>	1-1/2 inches
PHONE 918-923-4874	2 inches

Signs will be posted in a clear opening on a building or a post not less than twelve (12) inches nor more than forty-eight (48) inches from the ground on or within thirty (30) feet of the property line. The sign shall be in full view from the public street or streets toward which it faces.

\_\_\_\_\_  
1,2,3/ Specify Action Requesting

4/ Reason for request

5/ Date of Hearing

# APPLICATION GUIDELINES FOR THE BOARD OF ADJUSTMENTS ROGERS COUNTRY ZONING ORDINANCES – CHAPTER 19 - SECTION 1903

- TIME FOR FILING: Each Application shall be filed with the Planning Commission at least thirty (30) days prior to the date of the public hearing at which it is to be considered, unless the Planning Commission by a two-thirds (2/3) vote permits a shorter period for reasons shown.
- FILING FEE: \$100.00 – Payable on presentation of application to the Rogers County Planning Commission.
- NOTICE Of such hearing shall be published in a newspaper of general circulation in the locality at least one (1) time fifteen (15) days prior to the hearing. Notice shall also be given by the posting on the property prior to the hearing of a sign whose dimension, design, content and location shall conform to specifications established by the Planning Commission seven (7) days in advance of the public hearing. Sign must be legible from public thoroughfare. If property is inaccessible to public thoroughfare, two (2) signs must be posted, one (1) on the access leading to property.
- The applicant will file a completed “Affidavit of Mailing”, prepared by a licensed Abstractor, with the Planning Commission. Failure to file the Affidavit of Mailing within the allotted time, or if the mailing list is found to be incorrect, may be grounds for the Commission to deny the application.
- Mailings of “Notice to Property Owners” will be mailed to all owners of record, at their last known mailing address, of property within three hundred (300) feet of the affected property.
- Plot plans, photographs and other factual information and evidence which will help the Commission reach an intelligent decision must be attached.

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Regular meetings of the City of Claremore-Rogers County Metropolitan Area Planning Commission are held on the **THIRD TUESDAY** of each month. The meetings are called to order at **6:00 p.m.**, in the **ROGERS COUNTY COURTHOUSE, COMMISSIONER’S MEETING ROOM, 1<sup>ST</sup> FLOOR, 200 S. LYNN RIGGS BLVD., CLAREMORE, OK.**