



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: 5:30 P.M.
 Meeting Location: Rogers County Courthouse
 Commissioner's Meeting Rm.
 200 S. Lynn Riggs Blvd.

BOARD OF ADJUSTMENT APPLICATION

Fee: \$100

ALL FEES ARE NON-REFUNDABLE

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, 1st 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, 1st 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:

	<u>NAME</u>	<u>ADDRESS</u>
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	
ON 5/ _____, AT 6:00 PM	2 inches
BY THE CITY OF CLAREMORE-ROGERS COUNTY METROPOLITAN AREA	1-1/2 inches
PLANNING COMMISSION	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.

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, 1ST FLOOR, 200 S. LYNN RIGGS BLVD., CLAREMORE, OK.**