

## Requirements and Information on having a Planning and Zoning Public Hearing

### Requirements:

1. Application may be made by one or more owners (if more than one owner holds interest in a property) affected by the proposed zoning change. In cases of multiple ownership, each owner must indicate consent by signing the application or by notice of consent granting authority to the party applying for action on a property.
2. Each application by a property owner must be accompanied by a fee of forty (\$40.00) dollars, no part of which is refundable to the applicant.
3. Each application for action before the Commission shall be accompanied by the following:
  - a. A certified copy of the deed to the property on file at the Okmulgee County Courthouse
  - b. A certified statement by a bonded abstractor listing the names and addresses, as reflected by current tax rolls, of all owners of property within the area for which change or amendment is sought, and of all owners of property within a three hundred (300') radius of the exterior boundary of the territory included in such change or amendment.
  - c. A map of the area to be affected which indicates street names or numbers, streams, or other significant landmarks, including buildings in said area.
  - d. If applicable, a certified statement giving authority to an agent or representative to act on behalf of the owner(s)/applicant(s)
4. The application shall include: the legal description of the property and the street address or approximate location in the city; and the present zoning of the property and the zoning sought by the applicant

### Information

Upon receipt of a completed application and the accompanying requirements, the Planning and Zoning Commission shall proceed with all necessary arrangements to hold a public meeting

These include:

- a. Public notice in a paper of general circulation in the City fifteen (15) days prior
- b. Public notice on the property twenty (20) days prior
- c. Public notice to surrounding properties within three hundred (300') feet of the property

The Planning and Zoning commission meets in regular monthly session at 5:00 PM in the Council Chambers of City Hall, 111 E 4<sup>th</sup> St.

Recommendations by the Planning and Zoning commission concerning each application are forwarded to the City Council for its approval or disapproval at its next regularly scheduled meeting.