

**CITY OF OKMULGEE
OKLAHOMA**



APPLICATION TO PLANNING AND ZONING COMMISSION

(Please print or type. Attach extra sheets if insufficient space is provided in an area.)

**APPLICATION OR REQUEST TO PLANNING AND ZONING COMMISSION FOR THE
FOLLOWING PURPOSE:**

PRESENT ZONING CLASSIFICATION OF AREA:

REQUESTED ZONING CLASSIFICATION OF AREA:

APPLICANT(S)' S NAME:

ADDRESS:

PHONE: _____
(INDICATE ONE CONTACT PERSON)

FAX: _____

**IDENTIFY OWNER(S) OF PROPERTY LOCATED WITHIN 300 FT RADIUS OF AREA OF
REQUEST. (PROVIDE CERTIFIED LIST BY BONDED ABTRACTOR)**

LEGAL DESCRIPTION OF AFFECTED AREA:
(Include street address where applicable)

IS PROPERTY INCLUDED IN AN HISTORIC PRESERVATION DISTRICT?

YES _____ **NO** _____

ARE YOU THE OWNER OF THE PROPERTY?

YES _____ **NO** _____

**IF YOU ARE NOT THE OWNER, DO YOU HAVE A GOOD FAITH AGREEMENT THAT
SHOWS YOU WILL BE PURCHASING THE PROPERTY IN QUESTION AND ARE
AUTHORIZED TO REQUEST REZONING ON THE OWNERS BEHALF?**

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REASON FOR APPLICATION OR REQUEST:

PROVIDE NARRATIVE OF PROPOSED DEVELOPMENT OR BETTERMENT:

DESCRIBE PRESENT USE OF PROPERTY INVOLVED IN THE APPLICATION.

ATTACH ANY AND ALL DOCUMENTATION, IN LEGIBLE FORM, WHICH FURTHER
DEFINES OR CLARIFIES THE APPLICATION OR REQUEST THAT IT MIGHT BE
DUPLICATED FOR REVIEW BY THE COMISSION MEMBERS PRIOR TO THE
MEETING.

FEES: PRIOR TO THE PUBLIC HEARING, THE APPLICANT SHALL PAY TO THE
SECRETARY OF THE PLANNING COMMISSION A SUM EQUAL TO THE COST OF
PUBLICATION, PROPERTY NOTICE AND CERTIFIED MAILING OF THE NOTICE OF
PUBLIC HEARING, AND APPLICATION FEE.

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PUBLIC HEARING DATE: A NOTICE OF PUBLIC HEARING MUST BE PUBLISHED AND MAILED BY CERTIFIED MAIL TO PERSONS IDENTIFIED BY THE ABTRACTOR TWENTY (20) DAYS PRIOR TO THE PUBLIC HEARING.

THE PLANNING AND ZONING COMMISSION MEETS THE FIRST TUESDAY OF EACH MONTH AS DETERMINED BY AGENDA ITEMS REQUIRING ACTION.

DATE OF FILING

SIGNATURE OF APPLICANT(S)

NAME OF AUTHORIZED AGENT, IF DIFFERENT THAN APPLICANT.

ZONING APPLICATION INSTRUCTIONS

1. Application for zoning amendment may be made by the City council, City Planning Commission, or by one (if sole owner) or by all owners (if more than one owner hold interest in the property) affected by the proposed zoning change. In case multiple ownership, each and every owner must either sign the application from or authorize one specified owner to act in his/her behalf by presenting a power of attorney or notarized statement granting said party that authority.
2. Each application by a property owner shall be accompanied by a fee of one hundred fifty dollars (\$150.00), no part of which shall be refundable to the applicant.
3. Each application for an amendment shall be accompanied by the following:
 - a. A certified copy of the deed to the property on file at the Olanulgee County Courthouse.
 - b. A certified statement by a bonded abstractor listing the names and addresses, as reflected by the 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 foot (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.

Until all of the above requirements are met, the application is considered incomplete. Only complete applications shall be scheduled for public hearing by the Planning and Zoning Commission.

Upon receipt of a complete application, the Planning and zoning Commission shall proceed with the necessary arrangements to hold a public hearing on the proposed zoning change or amendment. The secretary of the Planning Commission shall cause notice of the public hearing on the application to be given:

- a. By one publication at least twenty (20) days prior to the public hearing, in a newspaper of general circulation in the city, and

- b. By mailing at least twenty (20) days prior to the public hearing, a written notice to all owners of real property within the area of the proposed change, other than the applicant, and to all owners of real property within a three hundred foot (300') radius of the exterior boundary of the territory included in a proposed change.
- c. Such notice will contain: the legal description of the property for which a change is sought and the street address or approximate location in the city; the present zoning of the property and the proposed zoning; and the date, time and place of the public hearing. The notice, both by mail and by publication, shall be accompanied by a map of the area to be affected which indicates street names or numbers, streams, or other significant landmarks in said area.
- d. That prior to the public hearing, the applicant, if other than the City Council or Planning Commission, shall pay to the secretary of the Planning Commission, a sum equal to the cost of publication and postage of said notice. Failure to pay said costs prior to the hearing shall prohibit hearing of the application by the Planning and Zoning Commission as scheduled.

The Planning and Zoning Commission meets on in special meetings at 5:00 p.m. in the Council Chambers of City Hall, 111 East 4th Street. The recommendation of the Planning and Zoning Commission concerning each application is forwarded to the City Council for its approval or disapproval at its next regularly scheduled meeting. Council meetings are held at 5:00 p.m. on the third Tuesday of each month in the Council Chambers of the Okmulgee City Hall.