COWETA BOARD OF ADJUSTMENT

Coweta City Hall 310 S. Broadway - Coweta, Oklahoma 74429 - (918) 486-2189 - FAX (918) 486-5366
www.cityofcoweta-ok.gov

APPLICATION INFORMATION

RECEIVED BY:_____ DATE FILED: _____ HEARING DATE: _____ CASE NUMBER CBOA#_____

[ ] RESIDENTIAL [ ] NON-RESIDENTIAL [ ] COMBINATION BUILDING PERMIT APPLICATION NUMBER _____

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION:_____

LEGAL DESCRIPTION:_____

_____

_____

PRESENT USE:_____ PRESENT ZONING_____S-T-R _____CZM _____

AREA PREVIOUS CASE NUMBERS: _____Wagoner Co. Tax ID#:_____

SUBJECT:_____ SURROUNDING:_____

INFORMATION ABOUT YOUR REQUEST

A SITE PLAN IS REQUIRED TO ILLUSTRATE YOUR REQUEST.

ACTION (S) REQUESTED:_____

_____

_____

VARIANCE SECTIONS: _____ SPECIAL EXCEPTION SECTIONS: _____ USE UNIT:_____

LIST THE SPECIFIC SECTIONS OF THE ZONING CODE THAT APPLY TO EACH ACTION YOU'RE REQUESTING.

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
FAX	FAX
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
SIGNATURE & DATE:	

DOES OWNER CONSENT TO THIS APPLICATION [ ]Y [ ]N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER?_____

APPLICATION FEES

BASE REQUEST		$125.00		
NEWSPAPER PUBLICATION TO BE BILLED TO APPLICANT				
300' PROPERTY OWNERS NOTICE SENT ACCOUNTABLE MAIL	_____X $ .90 PER	$		
[ ] APPLICANT PROVIDED MAILING LIST	**TOTAL AMOUNT DUE**		RECEIPT NUMBER	

DISPOSITION

BOARD ACTION:_____

FINAL

DATE:_____VOTE_____

POST OFFICE BOX 850 * COWETA, OKLAHOMA 74429. PH. (918) 486-2189 FAX (918) 486-5366 www.cityofcoweta-ok.gov

Coweta Board of Adjustment Procedures

Any applicant who has been denied a building permit or occupancy permit because they cannot meet the requirements of the Zoning Code, or who wants a Special Exception under the Zoning Code can apply for relief to the Board of Adjustment.

1. Application are available at City Hall in the Community Development Department. The Board of adjustment meets the last Tuesday of each month at 7:00 P.M. at Coweta City Hall 310 S Broadway. Applications must be received in the office of the City Planner the last working day of the month prior to the meeting at which you wish to be heard. A completed application includes all of the following. Incomplete applications cannot be processed in order to maintain the meeting legal notice schedules.

   Return the following materials to the City Planner as soon as possible.

   a. Completed application form
   b. List of names and addresses of all property owners within a 300' radius beyond the subject property from a licensed bonded Abstract company.
   c. Application filing fee of $125.00 plus $ .90 for each name on list obtained from abstract company.

   d. Drawing or site plan or survey showing variance, if applicable.

2. Notices will be mailed to all the property owners within 300' and a notice Will be placed in the newspaper to satisfy legal requirements. You will be Billed separately for this notice by the newspaper. Signed affidavit from the newspaper must be presented before hearing the case. This certifies payment of notice.

3. You must attend or send a representative to the Board of Adjustment Meeting which your case will be heard. At the hearing, you will be given time to present your case. Any protestors present will be given equal time.

   The Board will then approve, conditionally y approve, or deny your request.

4. If your case is approved, you may seek building permit to use the property in accordance with the Board's conditions. If your case is denied, you may reapply after a minimum of 6 months; providing the request is different, or the physical facts have changed; or, Appeal to District Court.

The above information is for general guidance. For further details call the City of Coweta at 486-2189. Also consult the Coweta Zoning Code for regulations and requirements prior to making application.

Your case # is_____

Your hearing date is _____

No._____
STR_____
County_____

City of Coweta
Board of Adjustment Application

Action Requested _____Variance
_____Special Exception
_____Appeal from Building Inspector
_____Interpretation

Set out below the specifics of your application. Where applicable, indicate pertinent Ordinance provisions, uses, distances, dimensions, etc. You should attach any plot plans, photographs and other factual information which will assist the Board in determining the merits of your application.

Name of Abstract Company furnishing list of property owners:

Property legal description:_____

General Location or Address:_____

Name of Record Owner:_____
Mailing Address:_____Phone No._____

FOR INTERNAL OFFICE USE

PRESENT ZONING:_____PRESENT USE_____

DATE APPLICATION RECEIVED IN OFFICE:_____RECT #_____

OTHER PERTINENT DATA:_____

BOA ACTION:_____DATE:_____

BOARD OF ADJUSTMENT APPLICATION
VARIANCE ONLY

It is a requirement of the state that the minutes of the meeting at which a variance is granted shall show that each element listed below was established at the public hearing.
Please state how the following statements apply to your request.

1. The application of the ordinance to the particular piece of property would create an unnecessary hardship;

   _____

   _____

   _____

2. Such conditions are peculiar to the particular piece of property involved:

   _____

   _____

   _____

3. Relief, if granted, would not cause substantial detriment to the public good, or Impair the purposes and intent of the ordinance or the comprehensive plan; and

   _____

   _____

   _____

4. The variance, if granted, would be the minimum allowance necessary to alleviate The unnecessary hardship.

   _____

   _____

   _____

COWETA BOARD OF ADJUSTMENT
COWETA CITY HALL 310 S BROADWAY COWETA, OK
Last Tuesday of Each Month 7:00 p.m.

January 29, 2013	May 28, 2013	September 24, 2013
February 26, 2013	June 25, 2013	October 29, 2013
March 26, 2013	July 30, 2013	November 26, 2013
April 30, 2013	August 27, 2013	December 31, 2013 (4th Tuesday)