



### **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 \$ .95 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 \_\_\_\_\_

# COWETA BOARD OF ADJUSTMENT

Coweta City Hall 310 S. Broadway - Coweta, Oklahoma 74429 - (918) 486-2189 - FAX (918) 486-5366 [www.cityofcoweta-ok.gov](http://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
<b>I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.</b>	
<b>SIGNATURE &amp; DATE:</b>	

DOES OWNER CONSENT TO THIS APPLICATION  Y  N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

APPLICATION FEES			
BASE REQUEST	\$125.00		
<b>NEWSPAPER PUBLICATION TO BE BILLED TO APPLICANT</b>			
300' PROPERTY OWNERS NOTICE SENT CERTIFICATE OF MAILING	_____ X \$ .95 PER	\$	
<input type="checkbox"/> APPLICANT PROVIDED MAILING LIST	<b>TOTAL AMOUNT DUE</b>	RECEIPT NUMBER	

## DISPOSITION

BOARD ACTION: \_\_\_\_\_

FINAL

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

No. \_\_\_\_\_  
STR \_\_\_\_\_  
County \_\_\_\_\_

City of Coweta  
Board of Adjustment Application

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Action Requested \_\_\_\_\_ Variance  
\_\_\_\_\_ Special Exception  
\_\_\_\_\_ Appeal from Building Inspector  
\_\_\_\_\_ Interpretation

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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.

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Name of Abstract Company furnishing list of property owners:

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Property legal description: \_\_\_\_\_

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General Location or Address: \_\_\_\_\_

Name of Record Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

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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;

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

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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

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

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**COWETA BOARD OF ADJUSTMENT**  
**COWETA CITY HALL 310 S BROADWAY COWETA, OK**  
4<sup>th</sup> Tuesday of Each Month 7:00 p.m.

January 26, 2016

May 24, 2016

September 27, 2016

February 23, 2016

June 28, 2016

October 25, 2016

March 22, 2016

July 26, 2016

November 22, 2016

April 26, 2016

August 23, 2016

December 27, 2016