



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

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 \$.95 PER	\$	
<input type="checkbox"/> APPLICANT PROVIDED MAILING LIST	TOTAL AMOUNT DUE		RECEIPT NUMBER

DISPOSITION

BOARD ACTION: _____

FINAL

DATE: _____ VOTE _____

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 27, 2015

May 26, 2015

September 29, 2015

February 24, 2015

June 30, 2015

October 27, 2015

March 31, 2015

July 28, 2015

November 24, 2015

April 28, 2015

August 25, 2015

December 29, 2015