

# CREEK COUNTY BOARD OF ADJUSTMENT

Creek County Planning Office \* 317 E. Lee, Suite 101 \* Sapulpa, OK 74066 \* 918.227.6369

APPLICATION FOR SPECIAL EXCEPTION FOR LARGE OUTDOOR ACTIVITIES

## APPLICATION INFORMATION (For Office Use)

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

S-T-R: \_\_\_\_\_ CZM: \_\_\_\_\_ SUBJECT ZONING: \_\_\_\_\_ SURROUNDING ZONING: \_\_\_\_\_ WITHIN FENCELINE OF: \_\_\_\_\_

AREA PREVIOUS CASE NUMBERS: \_\_\_\_\_ COMPREHENSIVE PLAN DESIGNATION: \_\_\_\_\_

## SUBJECT PROPERTY INFORMATION – Applicant Section

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION (ATTACH COPY OF DEED): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_

## INFORMATION ABOUT YOUR REQUEST (A SITE PLAN IS REQUIRED TO ILLUSTRATE YOUR REQUEST)

ACTION(S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_

| APPLICANT INFORMATION | PROPERTY OWNER INFORMATION (If other than Applicant) |
|-----------------------|--|
| NAME                  | NAME   |
| ADDRESS               | ADDRESS  |
| CITY, ST, ZIP         | CITY, ST, ZIP  |
| DAYTIME PHONE         | DAYTIME PHONE  |
| EMAIL                 | EMAIL  |
| FAX                   | FAX  |

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

(If the owner is not the applicant then proof of owner consent must be submitted in writing, signed by the owner and notarized).

| APPLICATION FEES                        |                     | (NOTE: NEWSPAPER PUBLICATION BILLED SEPARATELY) |    |
|---|---------------------|---|----|
| BASE REQUEST                            | \$135.00            |   |    |
| ADDITIONAL REVIEW FEES                  | \$                  | APPLICATION SUBTOTAL                            | \$ |
| 300' RADIUS CERTIFIED MAILING & POSTAGE | \$5.00 x _____ = \$ | NOTICE SUBTOTAL                                 | \$ |
|   | CHECK NUMBER        | TOTAL AMOUNT DUE                                | \$ |

## DISPOSITION

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

\_\_\_\_\_

\_\_\_\_\_

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

# INSTRUCTIONS

Complete the application and submit to Planner's office (317 East Lee, Suite 101) no later than the last Monday or Friday of the month prior to the next month's Board of Adjustment meeting. The Creek County Board of Adjustment meets the 4<sup>th</sup> Tuesday of every month at 5:00 P.M. in the Commissioners Meeting Room in the Collins Building, 317 East Lee Ave., Suite 103, Sapulpa, OK 74066. In the months of November and December the BOA will meet on the 3<sup>rd</sup> Tuesday of the month and all applications must be submitted the 3<sup>rd</sup> week of the month prior to the meeting. A person knowledgeable of the application and the property must attend the meeting to represent the application.

## The following items must be submitted as part of the application:

1. Submit fifteen (15) copies of a scaled Site Plan on 11x17 paper. Other drawings, photographs or exhibits may be submitted at the hearing. The Site Plan must contain the following minimum information; however, Staff or the BOA may request additional information to make a final determination:
  - a. All existing property lines and easements with dimensions.
  - b. All existing buildings, facilities, improvements and their setbacks from property lines.
  - c. All adjacent streets, street widths (both public and private) and any existing access limitations.
  - d. North arrow, location map, scale not to exceed 1:100 and a legend if applicable.
  - e. Location of activities of event, i.e. stage, parking, food service, security, restrooms/private, etc., as specified below.
2. A filed Deed of ownership with the Book & Page stamp from the County Clerk.
3. Certified List of property owners within a 300-foot radius of the subject property, plus mailing labels of the names and addresses, PREPARED BY a Title Abstract Company.
4. Recording fee of \$15.00. Check made payable to "County Clerk" for recording of Decision of Record (§8.3).
5. Any other information that may be required so that Staff and the Board may make a final determination.
6. All fees made payable by check (cash or money orders will not be accepted) to Creek County at the time of application.

## ***SPECIAL EXCEPTION - Conditions and requirements for approval:***

The Board of Adjustment is allowed to approve a Special Exception only after the following requirements and findings have been made. Please be ready to describe in writing how your request satisfies each of these conditions:

1. Submit all information required/requested at the time of application. No incomplete application will be accepted.
2. The impacts of the proposed use upon adjoining properties have been considered, planned for and mitigated by the applicant.
3. The Special Exception, if granted, will not cause detriment to the public good or impair the purpose and intent of the Zoning Code or the comprehensive plan.
4. In granting a Special Exception, the Board may make appropriate conditions or safeguards and may require a bond or other guarantee necessary to enforce compliance with the conditions.
5. A major criteria for approval of the Special Exception is the location of the event on a State Highway, with approval from the Oklahoma Department of Transportation, to be submitted with the application, or,
6. Location on an improved and County maintained Section Line Road or Arterial Street dedicated to the public.

**NOTES:** • *Parks and dedicated public recreation areas are exempted from the Special Exception review requirement.*  
• *Private streets/roads are generally not considered acceptable access-ways for approval.*

## ***REQUIRED INFORMATION***

1. Anticipated Daily Attendance: 50 to 200 \_\_\_\_; 201 to 500 \_\_\_\_; 501 to 1,000 \_\_\_\_; Greater than 1,000 \_\_\_\_
2. Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_
3. Will Admission be Charged? Yes \_\_\_\_\_ No \_\_\_\_\_ Cost: \_\_\_\_\_
4. Anticipated Date for Setup and Teardown: \_\_\_\_\_
5. Hours of Operation for Activities: Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

6. Overnight Camping: Yes \_\_\_\_\_ No \_\_\_\_\_ RV Hookups: Yes \_\_\_\_\_ No \_\_\_\_\_

7. Commercial Vendors Providing Supplies, Merchandise, and Consumable Products (List):

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8. Features which may effect adjacent properties (Specify Yes/No and Describe): Amplified Sound or Paging Systems: \_\_\_ ; Lighting \_\_\_ ; Noise \_\_\_ ; Dust \_\_\_ ; Mechanical Equipment \_\_\_ ; Temporary Structures (rides, etc.) \_\_\_ ; Events (racing), etc. \_\_\_\_\_.

9. Adult Oriented Entertainment or Activities? Yes \_\_\_\_\_ No \_\_\_\_\_ Suitable for Children? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Please Describe Date, Time/Duration of Previous Functions, Events or Promotions of the Same Nature Held by Applicant:

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11. As Required, State, County or Other Local Licensing or Permitting, Fees Paid, Etc. Answer **YES**, **NO**, or **N/A** (Not Applicable) and Explain on Separate Sheet as Required:

a. Serve Alcohol Beverages: \_\_\_\_\_ Serve 3.2 % Alcohol Non-Intoxicating Beverages: \_\_\_\_\_  
Provide evidence of any and all required licenses.

b. Tobacco: \_\_\_\_\_

c. Firearm: \_\_\_\_\_

d. Department of Labor: \_\_\_\_\_

e. Food Handlers Licenses: \_\_\_\_\_

f. Sales Tax Number: \_\_\_\_\_

g. Construction and Safety Inspection of Buildings, Plumbing, Wiring, Public Rides, Etc.: \_\_\_\_\_

h. Public Health and Safety Disclosures: \_\_\_\_\_

i. Water: Potable water service supplier shall provide written certification of the ability to serve the event, and to provide the service without any detrimental effect to their regular service and fire protection to the area:  
\_\_\_\_\_

j. Sanitary Waste Disposal: Oklahoma Department of Environmental Quality and Creek County Health Department certification of code compliance for adequate sewer facilities to serve the event is required: \_\_\_\_\_

k. Law Enforcement and Security: Security to be provided by a licensed and bonded agency, approved by State, local and County law enforcement agencies. \_\_\_\_\_

l. Fire Protection: Plan for fire protection response approved by local fire officials. \_\_\_\_\_

m. Ambulance Service: Plan for ambulance service response approved by local ambulance service officials.  
\_\_\_\_\_

n. Emergency Medical Service and First Aid. Staffed and Equipped First Aid facilities are Proposed: \_\_\_\_\_

o. Access and Traffic Control: Must receive satisfactory review and approval from the applicable State, County and local jurisdiction as making reasonable and acceptable efforts to provide a smooth flow of traffic generated by the event; assuring safe ingress and egress from the local highway system (signage, approved traffic control devices, or trained and certified traffic control personnel). The County suggests the MUTCD Manual as a guide. \_\_\_\_\_

- p. Parking: Sufficient parking to accommodate the patrons of the event shall be provided for on the property or attendees may be delivered by a shuttle service from another approved area. At no time shall State, County or other local roads be utilized for event parking. Show the layout of all parking areas and drives on the Site Plan:  
\_\_\_\_\_
- q. Refuse Disposal and Cleanup: Solid waste byproducts from the event shall be disposed of in a proper manner upon completion of the activity: Contractor's Name, Address, Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- r. Insurance and Bonding: Certificates of Coverage for Property and Casualty risks, and Workers Compensation or Bonding is required at the discretion of the Board if, in their judgment, the nature of the event warrants such public and private protections: \_\_\_\_\_

12. Such other information as might be required to completely evaluate the proposed activity and planned events. Specify Other Information submitted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***All applications submitted to the Planning Office must meet all filing deadlines and be complete. If the application is not complete or is filed after the deadline, the application will not be accepted or placed upon the agenda for the next meeting.***

In granting any Special Exception, the Board may make appropriate conditions or safeguards, or may require additional information and/or submittals, may limit the approval to a specified period of time and may require a bond or other guarantee necessary to enforce compliance with the conditions.

**If your application is approved, you may need additional permits.**

I have read and understand and accept the above requirements. Additionally, I understand that the applicant is responsible for providing the names and mailing addresses of the owners of those properties that are within the required 300' notice area signed and sealed by a Certified Abstract Company.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date