



For Office Use Only	
Case Number:	CCBOA-
Hearing Date:	
Check Number:	
Amount Paid:	\$
Date Paid:	

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

CREEK COUNTY BOARD OF ADJUSTMENT APPLICATION FOR SPECIAL EXCEPTION

INSTRUCTIONS

1. 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 meeting. The Creek County Board of Adjustment meets the 4th Tuesday of every month at 5:00 P.M. in the Commissioners Meeting Room in the Collins Building, 317 East Lee, Suite 103, Sapulpa, OK 74066. In the months of November and December the BOA will meet on the 3rd Tuesday of the month and all applications must be submitted the 3rd week of the month prior to the meeting.
2. Submit with application:
 - A. A copy of the deed to the property.
 - B. A site plan that includes:
 - (1) All existing property lines and dimensions.
 - (2) All existing buildings, improvements and their setbacks from property lines.
 - (3) Adjacent streets, street widths and existing access limitations.
 - (4) North Arrow and scale of drawing.
 - (5) Location of existing easements, if applicable.
 - C. Billing address for Legal Advertisement in the newspaper – they will bill you directly
 - D. Certified List of property owners within 300 feet of your property boundaries, and mailing labels of the names and addresses, PREPARED BY a Title Abstract Company.
 - E. Application review fee of \$110.00 plus \$7.00 per each name on the Certified Title Abstracter's List.
 - F. Recording fee of \$15.00. Check made payable to "County Clerk" for recording of Decision of Record (§8.3).
 - G. Survey of the property (if available)
3. At the Public Hearing, the Creek County Board of Adjustment will approve or deny your request based on the merits of the proposal and the facts presented. Please note that a Project Description detailing the nature of the project or use and any documentation that you can provide to support your case will be submitted to the Board of Adjustment for their consideration. You are strongly encouraged to attend to respond to any questions or requests for clarification that the Board might have; should you be unable to attend, a representative at your direction should attend.

APPLICANT INFORMATION – Owner's signed authorization designating agent is required if owner is not applicant.		
Contact Name:		
Address:		
City, State, Zip:		
Phone:	Fax:	email:
OWNER INFORMATION		
Owner of Record:		
Address:		
City, State, Zip:		
Phone:	Fax:	email:

TYPE OF SPECIAL EXCEPTION

Section of Zoning Regulations under which request for Special Exception is made: _____	Type of Land Use: _____
	Development Name (if other than Residential): _____
	Description of Land Use: _____

PROJECT INFORMATION

Project Location: (Street Address) _____
Current Zoning: _____
Current Use: _____

JUSTIFICATION FOR SPECIAL EXCEPTION

The Board of Adjustment may authorize a Special Exception only when it finds that the following conditions exist. *(Please type and attach a one or two page Project Description in addition to this summary)*

1. The proposed use is in harmony with the purpose and intent of the Comprehensive Plan and the Zoning Code because:

2. The characteristics of the use and its operation on the property in question and in relation to adjacent properties will not create any greater adverse impact than the operation of any permitted use not requiring Special Exception approval because:

3. That the proposed activity will comply with all conditions and requirements set forth in the Zoning Code:

I, the Undersigned, hereby certify that I am the owner of the above described property and that the Facts set forth are true and accurate.

Signature of land owner: _____ **Date:** _____

Phone # (Day): _____ **Mailing Address:** _____

For Office Use Only:		
Application Received By: _____	Date: _____	Reference Case # _____
BOA Hearing Date: _____	Action: _____	CZM # _____
Conditions of Approval: _____		