

**SAPULPA METROPOLITAN AREA PLANNING COMMISSION  
ZONING APPLICATION**

**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 SMAPC meeting. The Planning Commission meets the 4<sup>th</sup> Tuesday of every month at 7:00 P.M. in the Commission Room at the Sapulpa City Hall, 425 East Dewey, Sapulpa, OK 74066. In the months of November and December the SMAPC 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.
2. Submit with application:
  - A. Copy of the deed to the your property. *Should the requested zoning be for a tract smaller than that described in the deed, enclose its specific legal description. Legal descriptions can be emailed to [countyplanner@swbell.net](mailto:countyplanner@swbell.net).*
  - B. A survey or scaled drawing that includes:
    - (1) All existing and proposed 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.
  - B. Appropriate fee for zoning (make check payable to SMAPC)
    - i. A-1, A-2, R-1, R-2, R-3, RMH-1, or RMH-2 .... \$125.00
    - ii. O, C-1, C-2, I-1, or I-2..... \$225.00
  - C. \$50.00 fee for posting notice on your property (make check payable to Dannie Whitehouse)
  - D. Billing address for Legal Advertisement in the newspaper – they will bill you directly
3. At the Public Hearing, the SMAPC will recommend approval or denial based on the facts presented. You are strongly encouraged to attend to respond to any questions the Planning Commission might have; should you be unable to attend, a representative at your direction should attend.
4. Finally, the Board of County Commissioners will hear your case and consider the recommendation of the SMAPC before taking final action. The Board of County Commissioners meets every Monday at 9:00 AM in the Collins Building, 317 E. Lee, Suite 103.

*(Should this space not be sufficient, please attach requested legal description)*

Owner of Record: \_\_\_\_\_ Proof of Ownership: \_\_\_\_\_  
 Current Zoning: \_\_\_\_\_ Current Use \_\_\_\_\_  
 Requested Zoning: \_\_\_\_\_ Proposed Use \_\_\_\_\_

Address of Tract: \_\_\_\_\_  
 Legal Description of Tract (if necessary, attach copy of Deed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Written Explanation of Project or Proposed Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of land owner: \_\_\_\_\_ Phone # (Day) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

<b>For Planner's Office Use Only:</b>			
CCZ - _____	Fee Amount _____	Check # _____	CZM # _____
Application Received By: _____		Date: _____	Reference Case #: _____
SMAPC Date _____	Action: _____		
BOCC Date _____	Action: _____	Resolution #: _____	