



Creek County, Oklahoma
Sapulpa Metropolitan Area Planning Commission (SMAPC)

REZONING APPLICATION

1. Complete the application and submit to Creek County 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 4th 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 3rd Tuesday of the month and all applications must be submitted the 3rd week of the month prior to the meeting.

2. Submit the following with this application:
 - A. A recent aerial photograph with subject property boundaries clearly marked.
 - B. A current certified survey with a north arrow that is to scale and that has been signed and sealed by a registered land surveyor or professional engineer.
 - C. A professionally drawn and accurately scaled, Site Plan that indicates the following:
 - i. All proposed property lines and dimensions.
 - ii. All proposed buildings, improvements and their setbacks from property lines.
 - iii. All adjacent streets, street widths and existing access limitations.
 - iv. North Arrow, scale of drawing and drawing preparation date.
 - v. Landscape Plan
 - vi. Location of existing easements, if applicable.
 - D. A full legal description of the property with attached copies of any instruments referred to such as deeds, plats, covenants or restrictions.
 - E. The names and addresses of all of the property owners of the property to be rezoned and evidence of the unified control of the property.
 - F. Provide the total area of the property in acres and square feet.
 - G. Provide three (3) copies of each of the names and addresses of all adjoining property owners within a three hundred (300) foot radius of the "parent tract" subject property boundaries, prepared, signed and sealed by a title abstract company plus \$7.00 fee per each name on the Certified Title Abstractor's List.
 - H. \$50.00 fee for posting notice on your property (make check payable to Dannie Whitehouse)
 - I. Billing address for Legal Advertisement in the newspaper - they will bill you directly
 - J. 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
 - K. \$17.00 fee for Creek County Clerk's Office to file Approved Resolution.

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 Creek County Commissioners will hear your case and consider the recommendation of the SMAPC before taking final action. The Board of Creek County Commissioners meets every Monday at 9:00 AM in the Collins Building, 317 E. Lee Suite 103.

Owner of Record: _____ Proof of Ownership: _____
 Current Zoning: _____ Current Use _____
 Requested Zoning: _____ Proposed Use _____

Address of Tract: _____
 Legal Description of Tract (attach copy of Deed): _____



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Written Explanation of Project or Proposed Use: _____

Signature of land owner: _____ Date: _____

Phone # (Day) _____

Mailing Address: _____

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