For Office Use Only	Revised 9/16/2016
Case Number:	CCBOA-
Hearing Date:	
Action:	
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 VARIANCE

INSTRUCTIONS

1. Complete the application and submit to Planner's Office (317 East Lee, Suite 101). 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.
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 $1.00 per each name on the Certified Title Abstracter's List.
   F. Recording fee of $17.00. 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. You are strongly encouraged to attend to respond to any questions or requests for clarification that the Board might have.

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:

NATURE OF VARIANCE REQUESTED

Section of Zoning Regulations under which request for Variance 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 VARIANCE

The Board of Adjustment may GRANT A VARIANCE 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 strict application of these regulations to this particular piece of property will create an unnecessary hardship because:

2. There are conditions which are peculiar or exceptional to this piece of property which do not apply to other properties within this same zoning district:

3.The Variance, if granted, will not cause substantial detriment to the public good or impair the purpose and intent of the Zoning Regulations or the Comprehensive Plan because:

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:** _____