



Creek County Planning and Zoning Department

SPECIAL EXCEPTION - SIGN PERMIT APPLICATION

1. Complete the Sign Permit Application and submit to:
Creek County Planning and Zoning Department, 317 East Lee Avenue, Suite 101, Sapulpa, OK 74066
2. Items to be submitted with application:
 - Property Owner's Affidavit;
 - A copy of the contract between the property owner and sign contractor;
 - A current property survey that is signed and sealed by a registered professional land surveyor or professional engineer;
 - A dimensioned to scale drawing of the proposed sign;
 - The square foot area per sign face proposed;
 - A detailed specification, sketch, or similar presentation drawn to scale showing all pertinent structural details, wind pressure requirements, and display materials in accordance with all the requirements of the Oklahoma Building Code;
 - The square foot area of all existing signs on the property upon which the proposed sign is to be located;
 - A dimensioned to scale Site Plan is required for any proposed freestanding sign indicating all required setbacks relating to the property on which the proposed sign is to be located;
 - Photographs of all existing on-site signs;
 - Scaled drawing of dimensional location from the proposed signs and adjacent or abutting property; and
 - For any proposed sign attached to a structure, provide photographs of the building, specify the proposed location of the sign, and provide the linear frontage in feet of the structure.
 - Billing address for Legal Advertisement in the newspaper – they will bill you directly
 - 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.
 - Application review fee of \$110.00 plus \$1.00 per each name on the Certified Title Abstracter's List.

APPLICANT INFORMATION:

Owner of Record: _____
 Proof of Ownership: _____
 Current Zoning: _____
 Address of Tract: _____
 Legal Description of Tract (attach copy of Deed): _____

Signature of applicant(s): _____ Date: _____

Name(s) _____ Phone # (Day): _____

Mailing Address: _____

Special Exception – Sign Permit Application doc M. Vandecar June 2015

For Creek County Planning and Zoning Department Use Only:

Fee Paid _____ Check # _____ Approval Date _____ Action _____ CCSO- _____ Reference Case # _____