



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 SPECIAL EXCEPTION

### INSTRUCTIONS

1. Complete the application and submit to Planner's Office (317 East Lee, Suite 101). The Creek County Board of Adjustment meets the 4<sup>th</sup> 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.

<b>APPLICANT INFORMATION</b> – Owner's signed authorization designating agent is required if owner is not applicant.		
Contact Name:		
Address:		
City, State, Zip:		
Phone:	Fax:	email:
<b>OWNER INFORMATION</b>		
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
<p>The Board of Adjustment may authorize a Special Exception only when it finds that the following conditions exist. <i>(Please type and attach a one or two page Project Description in addition to this summary)</i></p>
<p>1. The proposed use is in harmony with the purpose and intent of the Comprehensive Plan and the Zoning Code because:</p>
<p>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:</p>
<p>3. That the proposed activity will comply with all conditions and requirements set forth in the Zoning Code:</p>

<p>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.</p> <p><b>Signature of land owner:</b> _____ <b>Date:</b> _____</p> <p><b>Phone # (Day):</b> _____ <b>Mailing Address:</b> _____</p>
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