



APPLICATION FOR SPECIAL EXCEPTION CREEK COUNTY BOARD OF ADJUSTMENT

Creek County Planning Office * 317 E. Lee, Suite 101 * Sapulpa, OK 74066 * 918.227.6369
www.creekcountyonline.com/planning

INSTRUCTIONS

1. Complete the application and submit it to Planner’s Office (317 East Lee, Suite 101). The Creek County Board of Adjustment meets on the 2nd 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. Items that are to be submitted with application:
 - A. A copy of the deed to the subject property.
 - B. Provide a copy of the covenants, if applicable.
 - C. A site plan, and/or survey, 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.
 - D. Billing address for Legal Advertisement in the local newspaper. The newspaper will bill you directly.
 - E. Special Exception for Residential Use needs to provide a copy of names and addresses of all adjoining property owners within a three Hundred (300) foot radius of the “parent tract” subject property boundaries, can be prepared for \$25 by the Assessor’s Office, **or** by a Certified Title Abstract Office, at a different fee, plus \$10.00 fee per each name on the list for Certified Mailings.
 - F. Special Exception for **Commercial** or **Industrial** use needs to 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 Certified Title Abstract Company, plus \$10.00 fee per each name on the Certified Title Abstract list. *(1/4 mile Radius for certain items)*
 - G. Application review fee of \$110.00, plus \$10.00 per name on the 300 foot radius list for certified mailings
 - H. Recording fee of \$20.00. Check made payable to “Creek County Clerk” for recording of Decision of Record (§8.3).
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. Applicant and Landowner strongly encouraged to be in attendance to respond to any questions or requests for clarification that the Board might have.
4. Application and all supporting documents are due by 3:00 PM on the deadline day of each month.

APPLICANT INFORMATION –	
Owner’s signed authorization designating an agent is required if owner is not applicant.	
Contact Name:	
Address:	
City, State, Zip:	
Phone:	E-Mail:
OWNER INFORMATION	
Owner of Record:	
Address:	
City, State, Zip:	
Phone:	E-Mail:

TYPE OF SPECIAL EXCEPTION

Development Name (if other than Residential): _____

Section of Zoning Regulations under which Request for Special Exception is made: _____

PROJECT INFORMATION

Project Location (Street Address): _____

Current Zoning: _____

Current Use: _____

JUSTIFICATION FOR SPECIAL EXCEPTION

The Board of Adjustment may authorize a Special Exception only when it finds that the following conditions exist.
(Please type and attach a one-page project description in addition to this summary)

1. The proposed use is in harmony with the purpose and intent of the Comprehensive Plan and the Zoning Code because:

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:

3. That the proposed activity will comply with all conditions and requirements set forth in the Zoning Code:

FOR CREEK COUNTY PLANNER'S OFFICE USE ONLY:

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 Landowner: _____ **Date:** _____ **Phone #:** _____

Application Received By: _____ **Date:** _____

Case #: BOA- _____ **Ref Case # :** _____ **Meeting Date:** _____

Cash / Check: _____ **Total: \$** _____ **Decision of Record #:** _____