

Town of Oologah Planning Commission

Town Staff to complete this section

Case Number: _____
Hearing Date: _____
Location: Oologah Town Hall

CHANGE OF ZONING APPLICATION

Fee: \$20.00

Date of application: _____

- Please see attached application guidelines.
- All plans and surveys must be drawn to scale and noted on plans.
- All documents larger than 8-1/2" x 11" must be folded to that size. Please submit one paper copy of the proposal in plan form and if possible one electronic copy in PDF format.
- Application must be submitted a minimum of thirty (30) days prior to Planning Commission hearing.
- The current property owner must sign the application or official documentation must be provided indicating permission from the property owner to proceed with this application .

Project Name: _____

Name of Applicant (Print): _____ Phone: _____

Address: _____ Zip Code _____

FAX: _____ Email: _____

Name of Property Owner: _____ Phone: _____

Property Owner's Address: _____ Zip Code _____

FAX: _____ Email: _____

Section: _____ Township: _____ Range: _____

County Parcel Number: _____ Acreage: _____ No. of Lots: _____

Legal Description of the Tract (May be attached): _____

Any private deed/plat restriction on this property, which might impact building setback, height, or use?
 Yes No

If yes, explain: _____

Subject Properties General Location: _____

Subject Properties Street Address: _____

Present Zoning: _____ Requested Zoning: _____

Intended Use after Rezoning: _____

Name of the Title / Abstract Company for Notifications _____

Related Case Numbers: _____

NOTE: IF AN APPLICATION IS DENIED BY THE TOWN BOARD, NO NEW APPLICATION FOR THE SAME, OR SUBSTANTIALLY THE SAME ACTION SHALL BE ACCEPTED BY THE TOWN WITHIN ONE (1) YEAR OF THE DATE OF DENIAL.

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.

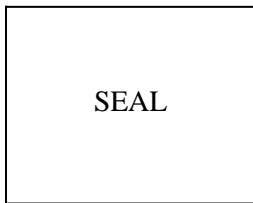
SIGNATURE OF APPLICANT: _____ Date: _____

(Please type or print name of applicant who signed this application): _____

SIGNATURE OF PROPERTY OWNER: _____ Date: _____

(Please type or print name of owner who signed this application): _____

Subscribed and sworn to before me this ____ day of _____, 20__.



(NOTARY PUBLIC)

My Commission Expires: _____

DO NOT WRITE BELOW THIS LINE

Date Recorded: _____ Recorded By: _____

Total Fee: _____ Receipt #: _____ P.H. Date: _____

AMENDMENT OF ZONING REGULATIONS (CHANGE OF ZONING)

ITEM #2

TIME FOR FILING: Each Application shall be filed with the Planning Commission at least thirty (30) days prior to the date of the public hearing at which it is to be considered, unless the Planning Commission by a two-thirds (2/3) vote permits a shorter period for reasons shown.

ITEM #3

FILING FEE: \$20.00 – Payable on presentation of application to the Town Clerk.

ITEM #4

NOTICE Of such hearing shall be published in a newspaper of general circulation in the locality at least one (1) time fifteen (15) days prior to the hearing. Notice shall also be given by the posting on the property prior to the hearing of a sign whose dimension, design, content and location shall conform to specifications established by the Planning Commission fifteen (15) days prior to and including date of public hearing. Sign must be legible from public thoroughfare. If property is inaccessible to public thoroughfare, two (2) signs must be posted, one (1) on the access leading to property.

ITEM #5

Within ten (10) days of the date of application is filed, the applicant will file a completed "Affidavit of Mailing", prepared by a licensed Abstractor, with the Planning Commission.

Failure to file the Affidavit of Mailing within the allotted time, or if the mailing list is found to be incorrect, may be grounds for the Commission to deny the application.

Mailings of "Notice to Property Owners" will be mailed to all owners of record, at their last know mailing address, of property within three hundred (300) feet of the affected property.

ITEM #6

Plot plans, photographs and other factual information and evidence which will help the Commission reach an intelligent decision must be attached.

NOTICE TO PROPERTY OWNERS

The Rogers County Land Records indicate you are the owner of property located within three hundred (300) feet of the following described property, to-wit: (include address of property)

The Owner of the above described property _____
has applied for a change of zoning from _____ to _____ so they may use the property
for: _____.

A public hearing on this application will be held by **Town of Oologah Planning Commission**,
whose address is 225 W. Alta, Oologah, OK, telephone number 918-443-2783. This hearing
will be held

_____, 20____ at 4:00 p.m. in the Town Hall at 225 W. Alta, Oologah
, Oklahoma

You may appear, if so desired, either in person or by Agent or Attorney and be heard. The
hearing of this appeal is not limited to those receiving copies of this notice and if you know of
any neighbor or effected property owner, who for any reason failed to receive a copy, it would
be appreciated if you would inform them of this hearing.

BY: _____

DATE: _____

SUGGESTED LEGAL NOTICE

Published in the OOLOGAH LAKE LEADER, OOLOGAH,

OKLAHOMA, on _____, 20_____.
(State) (Date)

Pursuant to Title 11, O.S. Section 43-104 to 43-106 a public hearing will be held by the **Town of Oologah** Planning Commission on, _____

_____, 20 _____ at 7:00 p.m. in the Oologah Town Hall, 225 West Alta, Oologah, Oklahoma, to hear the application of: _____

to rezone the following described property, to-wit:

(Insert complete legal description in this space & address of property)

The Present Zoning is: _____

Zoning Requested: _____

Those who may have an interest in the above described matter may appear and be heard.

BY: _____

NOTE TO APPLICANT:

State Law requires this legal notice include a map containing enough detail that the public will be able to determine the subject property location.

TO: Town of Oologah Planning Commission and Town Board

In the matter of the application of)

FILE# _____

(Applicant)

AFFIDAVIT OF MAILING

I, _____ of lawful age and being first duly sworn upon oath state; that I did on the _____ day of _____, 20_____, at the request of the **TOWN OF OOLOGAH** Planning Commission, mail and deposit in the United States Post Office at _____, Oklahoma, with postage thereon prepaid, correct and true copies of "Notice to Property Owners", to all owners of record of property within three hundred (300) feet of the property that is the subject of this application, at their last know mailing addresses as follows, to-wit:

	<u>NAME</u>	<u>ADDRESS</u>
1.		
2.		
3.	*****SEE ATTACHED*****	
4.		
5.		

Dated this _____ day of _____, 20_____.

(ABTRACTOR-AGENT)

Subscribed and sworn to before me this _____ day of _____ 20_____.

(NOTARY PUBLIC)

SEAL

My Commission expires: _____

Commission Number _____

Town Of Oologah PLANNING COMMISSION

Specifications for Posting Official Notice: The size of the sign imparting notice of public hearing will be four (4) feet wide by three (3) feet high and have yellow background with black letters, capital block style, stating the following information:

NOTICE TO THE PUBLIC	2-1/2 inches
IT IS PROPOSED TO CHANGE	2 inches
THE ZONING CLASSIFICATION	2 inches
OF THIS PROPERTY	2 inches
FROM: 1/ _____ TO _____ DISTRICT	2 inches
FOR 2/ _____	2 inches
A PUBLIC HEARING WILL BE HELD	2 inches
At Oologah Town Hall, 225 West Alta, Oologah OK	2 inches
ON 3/ _____, AT 7:00 PM	2 inches
BY THE TOWN OF OOLOGAH	1-1/2 inches
PLANNING COMMISSION	1-1/2 inches
PHONE 918-443-2783	2 inches

Signs will be posted in a clear opening on a building or a post not less than twelve (12) inches nor more than forty-eight (48) inches from the ground on or within thirty (30) feet of the property line. The sign shall be in full view from the public street or streets toward which it faces.

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- 1/ Current/Desired Zoning Classification
 - 2/ Proposed use of Property
 - 3/ Date of Hearing