

APPLICATION FOR SPECIFIC USE PERMIT

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 and one electronic copy in PDF format.
- The current property owner must sign the application or the City's form authorizing the owner's representative to sign the application on behalf of the owner must be submitted.
- A pre-application meeting with City Staff is required prior to the submittal of this application. Your written notes of this meeting must be submitted with this application. Date of pre-application meeting: _____

Project Name: _____

Proposed use: _____

Name of Applicant (Print): _____ Phone: _____
Person (please print) Firm (if applicable)

Address: _____ Zip Code: _____
City/state

Email: _____ FAX: _____

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Property Owner _____ Phone: _____
Person (please print)

Property Owner's Address: _____ Zip Code: _____
city/state

Email: _____ FAX: _____

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County: _____ Quarter Section: _____ Section/Township/Range: _____

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

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

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

Street Address: _____

Present Zoning/Use: _____ Related case numbers: _____

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE DEVELOPMENT 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.

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City Staff to complete this section

Case Number: _____

Dev. Number: _____

SIGNATURE OF APPLICANT: _____ (Person) Date: _____

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

SIGNATURE OF PROPERTY OWNER: _____ (Person) Date: _____

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

DO NOT WRITE BELOW THIS LINE

Date Rec'd _____ Received By: _____ Fee: _____ P.H. date: _____

**GUIDELINES FOR SPECIFIC USE PERMITS
CITY OF GLENPOOL, OKLAHOMA
(See Zoning Ordinance No. _____)**

1. Prior to submitting an application, a pre-application meeting with City Staff is required. Notes from the meeting must be submitted with the application.
2. All Specific Use Permit applications must be accompanied by a site plan of the proposed area, drawn to scale, showing location of buildings, parking and other pertinent data concerning the operation of the proposed use.
3. The applicant shall provide through a registered bonded abstract company or a licensed title insurance company, a list of property owners and their mailing addresses within a 300' radius of the exterior of the tract. The City will notify the property owners by mail.
4. A filing fee of per fee schedule, plus postage, (\$2.00 per property owner in the 300' radius) is due when the application is filed.
5. A legal notice will be published in a newspaper of general circulation in Glenpool not less than 20 days, but not more than 30 days prior to the public hearing. Publication arrangements will be made by the City and the applicant will be billed directly for the publication.
6. Posting of signs on the property is required on all Specific Use Permit applications at least 20 days prior to the public hearing. The City will post the signs.
7. The Specific Use Permit application will be considered by the Planning Commission for their recommendation and, if recommended for approval by that body, the application will be forwarded to second meeting of the City Council after the Planning Commission meeting.

For further information, please call the Community Development Department at 918-322-5409. Applicants can also visit the City's web site at www.glenpoolonline.com
