



## HOW TO APPLY TO THE GLENPOOL BOARD OF ADJUSTMENT (BOA)

Any applicant who has been denied a building or occupancy permit because they can not meet the requirements of the Zoning Code, or who wants a special exception under the Zoning Code can apply for relief to the Glenpool Board of Adjustment.

*To file an application:*

1. Fill out a Board of Adjustment application. The application can be picked up at Glenpool City Hall or you may access it online. You will receive pre-application counseling from the City Planner who will help the applicant in filling out the application form.
2. Gather the following materials and submit them to the City Planner at the time of application.
  - Legal Description of the subject property;
  - Completed application form;
  - Drawings, site plans or photographs, if required;
  - A list of the names and mailing addresses of all the property owners within 300' of your property, (measured from all corners of your property) this list must be obtained from a licensed and bonded abstract company. You can find several listed in the Tulsa phone book. Notices of this application and hearing date will be sent to the addresses listed. ***You will be charged a mailing fee for the notices.***
3. Upon receipt of the completed application form and other required material, the City Planner will begin preparing your case for a public hearing and will assign you a case number, GBOA-\_\_\_\_\_. ***The filing fee per fee schedule.***
  - *Staff will advertise your case one time in the Glenpool Post as required by law.*
  - ***You will be billed for the cost of advertising this notice.***

Meanwhile, you should confirm the date and time of the public hearing and make arrangements to attend or to send a representative. Assemble any exhibits you plan to present at the hearing, such as architectural drawings, topographical maps and charts, photographs, etc. Your public hearing date is per meeting schedule on the City of Glenpool website [www.glenpoolonline.com](http://www.glenpoolonline.com).

4. At the public hearing, the Chairperson will announce your application. The applicant or representative will be given time to present the case. Protestants will be given equal time and the Board may ask questions at any time. After both sides and the staff have been heard from, the Board will vote to approve, approve conditionally, or deny the request.
5. If your application is approved, you may seek a building permit to use the property in accordance with the Board's approved action.

If your request is denied, you may:

- A. Appeal the Board's decision to District Court; or
  - B. Re-apply after a minimum of six (6) months, providing the request is different, or the physical facts in the area have changed.
6. Please contact the City Planner at (918) 322-5409 if you have any questions regarding this process.

# GLENPOOL BOARD OF ADJUSTMENT

12205 South Yukon Ave 2<sup>nd</sup> Floor Glenpool City Hall - Glenpool, Oklahoma 74033 (918) 322-5409 - Fax (918) 209-4611 [www.glenpoolonline.com](http://www.glenpoolonline.com)

## APPLICATION INFORMATION

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_ CASE NUMBER \_\_\_\_\_

[ ] RESIDENTIAL [ ] NON-RESIDENTIAL [ ] COMBINATION BUILDING PERMIT APPLICATION NUMBER \_\_\_\_\_

## SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PRESENT ZONING \_\_\_\_\_ S-T-R \_\_\_\_\_

AREA PREVIOUS CASE NUMBERS: \_\_\_\_\_ COMPREHENSIVE PLAN DESIGNATION: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ SURROUNDING: \_\_\_\_\_

## INFORMATION ABOUT YOUR REQUEST

*A SITE PLAN IS REQUIRED TO ILLUSTRATE YOUR REQUEST.*

ACTION(S) REQUESTED: \_\_\_\_\_

VARIANCE SECTIONS: \_\_\_\_\_ SPECIAL EXCEPTION SECTIONS: \_\_\_\_\_ USE UNIT: \_\_\_\_\_

*LIST THE SPECIFIC SECTIONS OF THE ZONING CODE THAT APPLY TO EACH ACTION YOU'RE REQUESTING.*

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
<b>SIGNATURE DATE:</b> _____	

DOES OWNER CONSENT TO THIS APPLICATION [ ] Y [ ] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

APPLICATION FEES			
BASE REQUEST	\$ 125.00		
<i>NEWSPAPER PUBLICATION WILL BE BILLED TO THE APPLICANT AND BILL MUST BE PAID PRIOR TO THE BOARD OF ADJUSTMENT MEETING</i>			
300' PROPERTY OWNERS MAILING & POSTAGE	\$1.00 x =	NOTICE SUBTOTAL	\$
[ ] APPLICANT PROVIDED MAIL LIST	RECEIPT NUMBER	TOTAL AMOUNT DUE	\$

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

## DISPOSITION

BOARD ACTION: \_\_\_\_\_

FINAL DATE: \_\_\_\_\_ VOTE: \_\_\_\_\_ PLAT INVOKED [ ] Y [ ] N PLAT NAME: \_\_\_\_\_ WAIVER [ ] Y [ ] N

**PLATTING REQUIREMENT**

For the purposes of providing a proper arrangement of streets and assuring the adequacy of open spaces for traffic, utilities, and access of emergency vehicles, commensurate with the intensification of land use customarily incident to a change of zoning, a platting requirement is established as follows:

For any land which has been rezoned upon application of a private party, or for any land which has been granted a special exception by the Board of Adjustment as enumerated within Use Units 2, 4, 5, 8, and 20, no building permit or zoning clearance permit shall be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, as the case may be, submitted to and approved by the Planning Commission, and filed of record in the office of the County Clerk where the property is situated. Provided that the Planning Commission, pursuant to their exclusive jurisdiction of subdivision plats, may remove the platting requirement upon a determination that the above stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.

I hereby certify that I have read and understand the above requirements and that I will plat, replat or have the platting requirements waived for the subject property in case number \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**MEETING DATE INFORMATION:**

Board of Adjustment Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

in the City Council Chambers on the 3rd<sup>nd</sup> Floor of the Glenpool Conference Center/City Hall located at 12205 South Yukon Ave, Glenpool, Ok 74033. A person knowledgeable of the application and the property must attend the meeting to represent the application. Site Plans must be submitted at the time of application. Other drawings, photographs or exhibits may be submitted at the hearing.

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**VARIANCES:**

The applicant must prove a hardship to the Board. The Board of Adjustment is allowed to approve variances only after determining that the following conditions exist. Please be ready to describe how your request satisfies each of these conditions at the hearing:

1. Application of the zoning ordinance requirements to this particular piece of property will create unnecessary **HARDSHIP** to the property. This does not include financial hardship to the applicant.
2. There are conditions that are peculiar to this piece of property, which do not apply to other properties in the same zoning district.
3. The variance, if granted, will not cause substantial detriment to the public good or impair the purpose and intent of the zoning ordinance or the comprehensive plan.

In granting a variance, the Board may make appropriate conditions or safeguards and may require a bond or other guarantee necessary to enforce compliance with the conditions.

Please state your hardship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature:

**SPECIAL EXCEPTIONS:**

The Board of Adjustment is allowed to approve special exceptions only after determining that the following conditions exist. Please be ready to describe how your request satisfies each of these conditions at the hearing:

1. The special exception will be in harmony with the spirit and intent of the Zoning Code.
2. The special exception will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

In granting any special exception, the Board may make appropriate conditions or safeguards, may limit the approval to a specified period of time and may require a bond or other guarantee necessary to enforce compliance with the conditions.

**Applicant Signature:** \_\_\_\_\_