

# CITY OF PRYOR CREEK BOARD OF ADJUSTMENT

[ ] VARIANCE [ ] SPECIAL EXCEPTION

P.O Box 1167, 12 North Rowe Street, Pryor Creek, Oklahoma 74362 - (918) 825-0888 - FAX (918) 825-6577

www.pryorcreek.org

## APPLICATION INFORMATION

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

[ ] RESIDENTIAL [ ] NON-RESIDENTIAL [ ] MIXED USE BUILDING PERMIT APPLICATION NUMBER \_\_\_\_\_

NEIGHBORHOOD ASSOCIATIONS: \_\_\_\_\_

## SUBJECT PROPERTY INFORMATION

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

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

PRESENT USE: \_\_\_\_\_ PRESENT ZONING \_\_\_\_\_ COMPREHENSIVE PLAN DESIGNATION: \_\_\_\_\_

SURROUNDING ZONING: \_\_\_\_\_ FLOODPLAIN DESIGNATION: \_\_\_\_\_

## INFORMATION ABOUT YOUR REQUEST

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

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

VARIANCE SECTIONS: \_\_\_\_\_ SPECIAL EXCEPTION SECTIONS: \_\_\_\_\_

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	
<b>I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.</b>			
SIGNATURE & DATE: _____			

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

APPLICATION FEES			
BASE REQUEST	\$10.00		
ADDITIONAL REQUESTS	\$	APPLICATION SUBTOTAL	\$
NEWSPAPER PUBLICATION	\$		
SIGN POSTING	\$18.50		
300' PROPERTY OWNERS LIST (SUPPLIED BY APPLICANT)		FILING FEE	\$
1320' PROPERTY OWNERS LIST (SUPPLIED BY APPLICANT)			
300' PROPERTY OWNERS CERTIFICATE OF MAILING & POSTAGE	\$2.18 x = \$		
1320' PROPERTY OWNERS CERTIFICATE OF MAILING & POSTAGE	\$2.18 x = \$	NOTICE SUBTOTAL	\$
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

Board of Adjustment Case Number: \_\_\_\_\_ Date: \_\_\_\_\_, 7:00 p.m.

**City Council Chambers, 12 North Rowe Street**

**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.

***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. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography.
2. Application of the zoning ordinance requirements to this particular piece of property will create unnecessary **hardship** to the property, not self-imposed by the owner or developer. This does not include financial hardship to the applicant.
3. There are conditions that are peculiar to this piece of property, which do not apply to other properties in the same zoning district.
4. 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. However, no variance may be granted for a use of land, buildings or structure that is prohibited by the zoning ordinance.

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:**

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**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.

Further, if the **special exception** is for “**special residential facilities**” the following factors shall be considered. Please be ready to address each of these items at the hearing:

- |   |  |
|---|--|
| A. Size of the facility;                            | F. Compliance with state licensure and certification requirements;   |
| B. Number of staff and staff-to-client ratio;       | G. Proximity to similar uses;  |
| C. Levels of treatment;                             | H. Distance from sensitive uses (single-family residential districts, schools, parks, child day care centers). |
| D. Location of site in relation to needed services; |  |
| E. City infrastructure in the area;                 |  |

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.

**If your application is approved, you may need additional permits.** Contact the City of Pryor Creek Building Inspector's Office at (918) 825-1679.

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