



CITY OF SAPULPA, OKLAHOMA
URBAN DEVELOPMENT DEPARTMENT
APPLICATION FOR REZONING

For Office Use
Case No. SAZ- _____ SPC Meeting Date _____ Complete? Yes or No
Date Application Submitted _____ Received by _____

Applicant Information

Name _____

Billing Address _____

Phone _____

***Does the Applicant have permission from the Owner to request a rezoning? Y or N

Owner Information (if different than applicant)

Name _____

Phone _____

Property Information

Address _____

Lot _____ Block _____ Subdivision _____

Current Zoning _____ Requested Zoning _____

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The following must be submitted as part of the Rezoning Application.

- 1. Site Plan - A site plan shall consist of drawing(s) containing:
- A north arrow;
- Proposed location of structures, off-street parking, and open space;
- Dimensions of buildings and other structures;
- Distances between existing and proposed structures, as well as setback dimensions;
- Proposed locational of buffer areas, screening, and landscaping;
- Sufficient surrounding area to demonstrate the relationship to adjoining uses; and
- A brief description of the character of the proposed development

2. Filed Deed of ownership with the Book & Page stamp from the County Clerk. If the property being rezoned is smaller than the legal description on the Deed and accurate legal description must accompany the application.

3. A signed and sealed 300' property ownership list from a Certified Abstract company. **(email ownership list in a Word document to bbillingsly@cityofsapulpa.net)** If the requested rezoning is for multi-family, the notification list must be 1320' from the perimeter of the subject property
4. A survey of the subject property done by a registered land surveyor or a professional engineer licensed in the State of Oklahoma. The survey MUST be stamped and signed.
5. A check payable to the City of Sapulpa (no cash or money orders) at the time of application.
6. The completed and signed copy of this application

Staff will not accept an application unless the required documentation and the application fees are submitted.

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ADDITIONAL INFORMATION FOR REZONING APPLICATIONS

The Sapulpa Planning Commission (SPC) is a recommended body. The application will be heard at the City Council meeting for final review.

The approval of a requested rezoning does not in any way negate or circumvent the other requirements of development as stated in the City Codes.

If the application is approved, additional permits will be required prior to construction.

A person knowledgeable of the application and the property must attend the meetings.

Applicants must submit application and supporting documents a minimum of thirty (30) days prior to the scheduled SPC meeting date. If the rezoning application is for a multi-family use, additional time for notification is required.

Unless otherwise indicated, the Sapulpa Planning Commission meets the 4th Tuesday of each month at 5:30 pm in the City Council Chambers, City Hall – 2nd Floor – 425 E. Dewey Avenue.

You may contact the Urban Development Department with questions – 918-248-5918

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FEE SCHEDULE FOR REZONING APPLICATIONS WITHIN THE CITY OF SAPULPA, OKLAHOMA

AG, RE, RS-1, RS-2, or RS-3	\$170.00 + \$2.00 for each acre over 10 - \$300.00 max
RD, RM-1, RM-2, RMH, RMT	\$170.00 + \$5.00 for each acre over 10 - \$700.00 max
OL, OM, CS, CG, CBD, IL, IM, IH	\$350.00 + \$10.00 for each acre over 10 - \$800.00 max
300' or 1320' MAILING LIST	\$6.90 for each name on list (postage – certified mail with return)
NOTICE PREPARATION	\$30.00 flat fee
SIGN POSTING	\$25.00 flat fee
ORDINANCE PUBLICATION	\$100.00 flat fee
NEWSPAPER PUBLICATION*	Sapulpa Herald will bill the applicant directly

Application Fees	Totals
Base application Fee (Zoning District Requested) _____	\$ _____
Acres Over 10 _____ x Fee _____	\$ _____
Sign Posting	\$ 25
Notice Preparation	\$ 30
Property Owners Mailing List (\$ 6.90 x _____)	\$ _____
Ordinance Publication	\$ 100
Total Amount Due	\$ _____

I hereby certify that I have read and understand the above requirements.

Applicant's Signature **Date**