



**Sapulpa Board of Adjustment (BOA)**

**Application for Special Exception or Variance (circle one)**

<i>For Office Use</i>		
Date Application Submitted _____	Received by _____	Complete? Yes or No
Date of Public Hearing _____	Case Number _____	Approved? Yes or No

**Applicant** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

**Owner (if different\*\*)** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Zoning** \_\_\_\_\_ **S-T-R** \_\_\_\_\_

**Lot** \_\_\_\_\_ **Block** \_\_\_\_\_ **Subdivision** \_\_\_\_\_

\*\*Does the Applicant have permission from the Owner to request a variance and/or special exception? **Y** or **N**

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The following items must be submitted as part of the application for a Special Exception or a Variance.

1. Site Plan – A site plan shall consist of drawing(s) containing:
  - o A north arrow;
  - o Proposed location of structures, off-street parking, and open space;
  - o Dimensions of buildings and other structures;
  - o Distances between existing and proposed structures, as well as setback dimensions;
  - o Proposed locational of buffer areas, screening, and landscaping;
  - o Sufficient surrounding area to demonstrate the relationship to adjoining uses; and
  - o A brief description of the character of the proposed development.
2. Filed Deed of ownership with the Book & Page stamp from the County Clerk
3. A signed and sealed 300' property ownership list from a Certified Abstract company (email ownership list in a Word document to [bbillinglsy@sapulpaok.gov](mailto:bbillinglsy@sapulpaok.gov))
4. Any additional information required by staff to aid the BOA in making a final determination
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.

**SPECIAL EXCEPTIONS**

The Board of Adjustment may grant the Special Exception after finding that the Special Exception will be in harmony with the spirit and intent of the code, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

If necessary to grant a Special Exception the Board of Adjustment may prescribe appropriate conditions and safeguards, and it may require such evidence and guarantee or bonds as it may deem necessary to enforce compliance with the conditions and safeguards.

Special Exception requested \_\_\_\_\_

Applicable Zoning Code Section \_\_\_\_\_



**VARIANCES**

The Board of Adjustment may approve variances only after determining that certain conditions exist. The applicant must prove a hardship to the Board of Adjustment. Financial hardship to the applicant is not a consideration in determining a variance request.

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 and safeguards.

Describe how your request for a variance satisfies the three (3) following conditions:

1) Application of the zoning ordinance requirements to this particular piece of property will create unnecessary hardship to the property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ADDITIONAL INFORMATION FOR SPECIAL EXCEPTIONS AND VARIANCES**

If the application is approved further platting and zoning steps may be required.

The approval of a Variance or Special Exception 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 meeting.

Applicants must submit application and supporting documents a minimum of thirty (30) days prior to the scheduled SMAPC meeting date.

Unless otherwise indicated, the Sapulpa Board of Adjustment meets the 4th Tuesday of each month at 11:00 a.m. in the City Council Chambers, City Hall – 2<sup>nd</sup> Floor – 425 E. Dewey Avenue.

You may contact the Urban Development Department with questions – 918-248-5917

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

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

\_\_\_\_\_  
**Date**

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**Fee Schedule for Board of Adjustment Applications within the City of Sapulpa, Oklahoma**

BASE APPLICATION FEE                      \$170.00  
 300' or 1320' MAILING LIST              \$6.74 for each name on list (postage – certified mail with return)  
 NOTICE PREPARATION                    \$30.00 flat fee  
 NEWSPAPER PUBLICATION\*              Sapulpa Legal News will bill the applicant directly

*For Office Use*

<b>Application Fees</b>	<b>Totals</b>
Base Application Fee	\$170.00
Notice Preparation	\$30.00
Property Owners Mailing & Postage \$6.xx _____	\$
<b>Total Amount Due</b>	<b>\$</b>