



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 is \$125.00***
 - *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 _____ at 6:30 p.m. in the City Council Chambers which is located on the 3rd Floor of the Glenpool Conference Center/City Hall located at 12205 South Yukon Avenue, Glenpool, OK 74033.

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.