

GLENPOOL REZONING PROCEDURES

When the owner of any property within the City limits of Glenpool proposes to use his property in a manner that is prohibited by the current zoning of the land, he/she may apply to have the zoning changed.

1. The first step in seeking a rezoning is to request a pre-application conference with the City Planner.

Bring with you the following:

- The address of the property in question;
- The legal description of the property, available from the County Clerks' Office, County Assessors' records, your deed or your abstract; and
- Your tentative plans for using or developing the land.

The purpose of the pre-application conference is to review with the City Planner your proposed rezoning and development for the site, as well as to learn how the City of Glenpool's Comprehensive Plan, may affect the site in question.

2. Gather the following materials and submit them to the City Planner at the time of application:

- Legal description of subject property;
- Filing fee of \$100.00 for Low-Intensity, \$150.00 for Medium-Intensity and \$200.00 for High-Intensity [link to Use Unit Matrix](#);
- Rezone Sign, check to the City of Glenpool for \$50.00;
- Drawings or site plans as required; and
- Completed application form submitted before zoning deadline [link to calendar](#)

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, GZ-____. Staff will advertise your case one time in the *Glenpool Post* and post a sign on the subject tract as required by law. Glenpool Post will bill you directly for the cost of the notice. The same notice run in the paper will be mailed to the property owners on the 300' list. 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. [link to calendar](#)

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 Commission may ask questions at any time. After both sides and the staff have been heard, the Planning Commission will vote recommend approval or denial of the request to the City Council.

5. At the City Council public hearing, the same procedures will take place. The Chairperson will announce the application and all interested parties will be allowed to speak. The City Council will then vote to approve, conditionally approve, or deny the request. If the City Council approves the request, an Ordinance will be prepared and published in the *Glenpool Post*, completing the final step of the rezoning process. If your application is denied, you have three options:
 1. Revise your request substantially and resubmit our application any time;
 2. You can reapply for the same zoning in six (6) months; or
 3. You can appeal the decision to the District Court.

Please be advised that with a successful rezoning, platting is required. Section 260 of the Glenpool Zoning Code provides:

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 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 the Planning Commission for their review and recommendation, approve by the City Council, and filed in the Office of the County Clerk where the property is situated. Provided that the City Council, pursuant to their exclusive jurisdiction over subdivision plats, may remove the platting requirement upon a determination that the above state purposes have been achieved by previous platting or could not be achieved by a plat or replat.