

APPLICATION TO AMEND THE CITY'S ZONING MAP (RE-ZONE)

Prior to submitting an application, the applicant shall meet with City staff and conduct one or more Technical Advisory Committee (TAC) conferences. Minutes of a TAC conference shall be taken by the City, provided to the applicant, and become a permanent part of the application, should an application be filed, or in the official records of the City Planner if an application is not filed.

APPLICATION REQUIREMENTS:

A request to amend the zoning map shall be initiated by the filing of this application and shall be set for public hearing in accordance with all statutory requirements; the rezone application shall include:

	APPLICANT INITIAL	COG INITIAL	SUBMITTAL MATERIALS
1			COMPLETED APPLICATION
2			NOTES FROM TAC MEETING
3			IF PROPERTY IS NOT PLATTED, ATTACH LEGAL DESCRIPTION (8.5 X 11 AND ELECTRONIC: WORD.DOC OR PDF)
4			LIST OF PROPERTY OWNERS WITHIN 300 FOOT RADIUS OF OUTER BOUNDARIES OF SUBJECT SITE, AS WELL AS 2 COPIES OF ADDRESSED ADHESIVE ENVELOPE LABELS FOR SUCH PROPERTY OWNERS AS LISTED IN THE OFFICE OF COUNTY CLERK COMPILED BY A FULLY BONDED ABSTRACT AND TITLE COMPANY
5			PROCESSING FEE (VARIES, SEE FEE SCHEDULE) + SIGN FEE (\$50.00) + (\$2.00) FOR EACH REQUIRED PUBLIC HEARING NOTICE. ¹

In accordance with Title 11, Oklahoma Statutes, Sections 43113, 43114, 45106 and 43109.1, the requirements set out below govern the rezoning process:

- Planning Commission Action.** The Planning Commission, after conducting a public hearing, receiving the comments from TAC, if applicable, the recommendation of the City Planner, and any public comments, shall make a recommendation to the City Council to approve, conditionally approve, or deny the application.
- City Council Action.** The City Council, after conducting a public hearing, receiving the recommendation of the Commission and City Planner, TAC comments, if applicable, and public comments, shall take action to approve, conditionally approve, or deny the application.

¹ An application for a rezone requires the public hearing notice be published in newspaper of general circulation; the Tulsa World will contact you, the applicant, to collect the publication fee prior to publication, failure to pay could result in delay of the public hearing.

A. APPLICANT

NAME: _____

COMPANY/INSTITUTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

B. PROPERTY OWNER

SAME AS APPLICANT: YES: _____ NO: _____

NAME: _____

COMPANY/INSTITUTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

C. SUBJECT PROPERTY

STREET ADDRESS: _____

PLAT NAME²: _____ LOT NO. _____ BLOCK NO. _____

ZONING OR PUD NO.: _____ PRESENT USE: _____

COMPREHENSIVE PLAN DESIGNATION: _____

PARCEL NO. _____ PARCEL NO. _____

PARCEL NO. _____ PARCEL NO. _____

If the property has not been platted, is a legal address attached? YES ☐

² If property is not yet platted, note on application, *UNPLATTED*

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I HAVE BEEN NOTIFIED ON THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.

APPLICANT SIGNATURE: _____ DATE: _____

PROPERTY OWNER SIGNATURE: _____ DATE: _____

D. APPLICATION FEES

Request for change of zoning fee:	single-family residential	\$200.00
	multi-family residential (including RD)	\$250.00
	mobile home	\$200.00
	office, commercial, industrial	\$300.00
\$2.00 per property owner on Title/Abstract report	(_____) X \$2.00 = _____	
Posting of public hearing sign	\$50.00	
Publication in Tulsa World Legal Notices fee	Tulsa World to invoice	
TOTAL:	\$ _____	

FOR ADDITIONAL INFORMATION, PLEASE CALL THE CITY OF GLENPOOL COMMUNITY DEVELOPMENT DEPARTMENT AT 918-209-4610 OR VISIT THE CITY'S WEBSITE:
<https://www.glenpoolonline.com/>