

# APPLICATION

## CITY OF CLAREMORE-ROGERS COUNTY METROLOPOLITAN AREA PLANNING COMMISSION

THE 1<sup>ST</sup> AND 3<sup>RD</sup> TUESDAY OF EACH MONTH AT 4:00 PM

CITY HALL COUNCIL CHAMBERS

104 S. MUSKOGEE

CLAREMORE, OKLAHOMA

City of Claremore-Rogers County Metropolitan Area Planning Commission Case #: \_\_\_\_\_

Scheduled for Planning Commission Meeting Date of: \_\_\_\_\_

**A person knowledgeable of the application and the property must attend the meeting to represent the application.** Site Plans and development proposals should be submitted at the time of application. Photos or renderings may be presented at the hearing.

### **PLATTING REQUIREMENTS:**

For any land which has been rezoned upon application of a private party, no building permit or zoning clearance permit may 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 and approved by the Planning Commission, and filed of record in the office of the County Clerk where the property is situated. Provided that the Planning Commission, pursuant to their exclusive jurisdiction over subdivision plats, may waive the platting requirement upon a determination that the above stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.

**If your application is approved, you will need additional permits.**

CONTACT:

City of Claremore Planning & Development Office at 918-341-2066.

**CITY OF CLAREMORE-ROGERS COUNTY METROPOLITAN AREA PLANNING COMMISSION**  
 ZONING       PUD       CORRIDOR PLAN       PUD MAJOR AMENDMENT

**APPLICATION INFORMATION:**

PUBLIC HEARING DATE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_  
 RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ TAC DATE: \_\_\_\_\_  
 RES  NON-RES  COMBO  RELATED ZONING OR PUD #: \_\_\_\_\_  
 BUILDING PERMIT APPLICATION NUMBER: \_\_\_\_\_  
 NEIGHBORHOOD ASSOCIATIONS: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION:**

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_ TRACT SIZE: \_\_\_\_\_  
 LEGAL DESCRIPTION:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ S-T-R: \_\_\_\_\_ CZM: \_\_\_\_\_ ATLAS: \_\_\_\_\_ PD: \_\_\_\_\_ CD: \_\_\_\_\_

**INFORMATION ABOUT YOUR PROPOSAL:**

PROPOSED NEW ZONING: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_  
 DEV. AREAS AFFECTED BY PUD AMENDMENT \_\_\_\_\_  
 PUD PROPOSAL ATTACHED: Y  N   
 NATURE OF PUD AMENDMENT: \_\_\_\_\_

<b>APPLICANT INFORMATION:</b>	<b>PROPERTY OWNER INFORMATION:</b>
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
CELL	CELL
<b>I THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.</b>	

**SIGNATURE & DATE:** \_\_\_\_\_

DOES OWNER CONSENT TO THIS APPLICATION  Y  N RELATIONSHIP TO OWNER?

<b>APPLICATION FEES</b>		
BASE APPLICATION FEE:		\$75.00
ADDITIONAL FEE	ACRES X SLIDING FEE	\$
	=	\$
PUBLIC NOTICE FEE	=	\$750.00
<b>RECEIPT NUMBER:</b>		
<b>TOTAL AMOUNT DUE:</b>		\$

**DISPOSITION**

STAFF REC.  
 PC REC.  
 DATE/VOTE  
 PLAT NAME

COUNCIL/COMMISSION ACTION  
 DATE/VOTE  
 ORDINANCE/RESOLUTION NO.  
 PLAT WAIVER: Y  N

PLATTING REQUIREMENT

For the purposes of providing a proper arrangement of streets and assuring the adequacy of open spaces for traffic, utilities, and access of emergency vehicles, commensurate with the intensification of land use customarily incident to a change of zoning, a platting requirement is established as follows:

For any land which has been rezoned to a zoning classification other than AG upon application of a private party or for any land which has been granted a Special Exception by the Board of Adjustment as enumerated with Use Units 2, 4, 5, 8, and 20, no building permit or zoning clearance 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 and approved by the Planning Commission, and filed of record in the office of the County Clerk where the property is situated. Provided that the Planning Commission, pursuant to their exclusive jurisdiction of subdivision plats, may remove the platting requirement upon a determination that the above stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.

I hereby certify that I have read and understand the above requirements and that I will plat, replat or have the platting requirements waived for the subject property in Case Number: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE:

**AMENDMENT OF ZONING REGULATIONS (CHANGES OF ZONING) SECTION 7.8 – CITY OR COUNTY ZONING REGULATIONS.**

**ITEM #1: Who may apply:** Any person, Firm, Association or Agency of Government may apply for amendment of these regulations.

**ITEM #2: Time for filing:** Each application shall be filed with the Planning Department at least thirty (30) days prior to the date of the public hearing at which is to be considered, unless the Planning Commission by a two-thirds (2/3) permits a shorter period for reasons shown.

**ITEM #3: Fees:** Application fee of \$75.00 Payable on presentation of application to the Planning Department (for each application). Publication Notice Fee: \$750.00 Payable on presentation of application to the Planning Department (for each application), The abstract company will be paid by the City of Claremore, the breakdown of the fees as follows: Ownership \$450.00, Sign \$165.00, Publication \$85.00 and Map \$50.00. See attached pricing sheet from RC Abstract.

**ITEM #4: Notice of hearing:** Shall be published in a newspaper of general circulation in the locality at least one (1) time twenty (20) days by the posting, on the property, of a sign whose dimension, design, content and location shall conform to specifications established by the Planning Commission twenty (20) days prior to and including the date of public hearing. Sign must be legible from public thoroughfare. If property is inaccessible to public thoroughfare, two (2) signs must be posted, one (1) on the access leading to the property.

**ITEM #5: Within ten (10) days** of the date the application is received, by the Planning Department; the completed file will be submitted to a licensed Abstractor, to complete the "Affidavit of Mailing". The "Notice to Property Owners" will be mailed to all owners of record at their last known mailing address, of property within three hundred (300) feet of the subject property.

**ITEM #6:** Plot plans, photographs and other factual information and evidence that will help the Planning Commission reach an intelligent decision must be attached.

**ITEM #7:** A narrative statement as to intent, and planned starting date is required on all zoning requests.

**IMPORTANT PLEASE READ**

**NOTE:** Failure on the part of the applicant to fulfill any part of the above instructions will constitute grounds for denial of the application. Applicant will be responsible for fees incurred for any zoning ordinance change if approved by City Council. Once approved by Council, you will be billed by the City Clerk for fees associated with the Ordinance publication and filling documents with the County Clerk.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **HEARING DATES AND TIME**

THE CITY OF CLAREMORE-ROGERS COUNTY  
METROPOLITAN PLANNING COMMISSION  
HEARINGS  
ARE SCHEDULED FOR THE FIRST (1<sup>ST</sup>) AND THIRD (3<sup>RD</sup>)  
TUESDAY OF EACH MONTH  
AT 4:00 PM IN THE CITY HALL COUNCIL CHAMBERS  
104 S. MUSKOGEE  
CLAREMORE, OK