

**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 4:00PM**

**CITY HALL COUNCIL CHAMBERS**

**104 S. MUSKOGEE**

**CLAREMORE, OKLAHOMA**

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

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

**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 Building Inspector's Office at 341-0457.

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

City of Claremore – 724 Ramm Road - Claremore, Oklahoma 74017 - (918) 341 – 5576

FAX (918) 341-6147

**APPLICATION INFORMATION**

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ TAC DATE: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_ CASE NUMBER \_\_\_\_\_  
 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: \_\_\_\_\_ DEV. AREAS AFFECTED BY PUD AMENDMENT: \_\_\_\_\_ PUD PROPOSAL ATTACHED: Y [ ] N [ ]  
 PROPOSED USE: \_\_\_\_\_ NATURE OF PUD AMENDMENT: \_\_\_\_\_

APPLICANT INFORMATION		PROPERTY OWNER INFORMATION	
NAME		NAME	
ADDRESS		ADDRESS	
CITY, ST, ZIP		CITY, ST, ZIP	
DAYTIME PHONE		DAYTIME PHONE	
EMAIL		EMAIL	
FAX		FAX	
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.			
SIGNATURE & DATE:			

DOES OWNER CONSENT TO THIS APPLICATION [ Y ] [ N ]. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

**APPLICATION FEES**

BASE APPLICATION FEE		\$		
ADDITIONAL FEE	ACRES x SLIDING FEE =	\$	APPLICATION SUBTOTAL	\$
		\$		
	=	\$		
	=	\$		\$
RECEIPT NUMBER:			TOTAL AMOUNT DUE	\$

**DISPOSITION**

STAFF REC.	COUNCIL/COMMISSION ACTION
PC REC	DATE/VOTE
DATE/VOTE	ORDINANCE/RESOLUTION NO.
PLAT NAME	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 within 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 \_\_\_\_\_.

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**Applicant's Signature**

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**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 Application fee:** \$75.00 – Payable on presentation of application to the Planning Department (for each application).

**ITEM #4 Notice of hearing:** Shall be published in a newspaper of general circulation in the locality at least one (1) time twenty 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 of application is filed; the applicant will file a completed "Affidavit of Mailing", prepared by a licensed Abstractor, with the Planning Department. Failure to file the "Affidavit of Mailing" within the allotted time, or if the mailing list is found to be incorrect, may be grounds for the Planning Commission to deny the application. Mailings of "Notice to Property Owners" will be mailed to all owners of record, at their last known mailing address, or property within three hundred (300) feet of the effected 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***

**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 FILING DOCUMENTS WITH THE COUNTY CLERK.**

**THE FOLLOWING DOCUMENTS  
ARE TO BE FILLED OUT BY  
ABSTRACT COMPANY**

**HEARING DATE(S) 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 P.M. IN THE CITY HALL COUNCIL CHAMBERS,  
104 S. MUSKOGEE  
CLAREMORE, OK**



TO: THE CITY OF CLAREMORE –ROGERS COUNTY METROPOLITAN AREA PLANNING COMMISSION

In the matter of the application )  
of )  
\_\_\_\_\_) )  
(Applicant)

FILE # \_\_\_\_\_

**AFFIDAVIT OF MAILING**

I, \_\_\_\_\_ of lawful age and being first duly sworn upon oath state; that I did on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the request of the City of Claremore – Rogers County Metropolitan Area Planning Commission, mail and deposit in the United States Post Office at Claremore, Oklahoma, with postage thereon prepaid, correct and true copies of "Notice to Property Owners", to all owners of record of property within three hundred (300) feet of The Property that is the subject of this application, at their last known mailing address as follows, to wit:

**NAME**

**ADDRESS**

- 1.
- 2.
- 3.
- 4.
- 5.

*(Use reverse side for additional names)*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(ABSTACTOR – AGENT)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

(SEAL)

My commission expires: \_\_\_\_\_

**NOTICE TO PROPERTY OWNERS**

The Rogers County Land Records indicate you are the owner of property located within three hundred (300) feet of the following described property, to wit:

*(Insert complete legal description)*

The owner of the above described property \_\_\_\_\_  
has applied for a change of zoning from \_\_\_\_\_ to \_\_\_\_\_ so they may use the property  
for \_\_\_\_\_.

A public hearing on this application will be held by the City of Claremore –Rogers County Metropolitan Area Planning Commission, whose mailing address is 724 Ramm Road, Claremore, Oklahoma 74017, telephone number (918) 341-5576. This hearing will be held Tuesday, \_\_\_\_\_, 20\_\_\_\_, at 4:00 P.M. in the CITY HALL COUNCIL CHAMBERS, 104 S. MUSKOGEE, CLAREMORE, OK.

You may appear, if you so desire, either in person or by Agent or Attorney and be heard. The hearing of this appeal is not limited to those receiving copies of this notice and if you know of any neighbor or effected property owner, who, for any reason failed to receive a copy, it would be appreciated if you would inform them of this hearing.

\_\_\_\_\_  
*(Applicant)*

\_\_\_\_\_  
*(Applicant)*

DATE NOTICE MAILED: \_\_\_\_\_

**CITY OF CLAREMORE PLANNING COMMISSION**

Specifications for Posting Official Notice

The size of the sign imparting notice of public hearing will be four (4) feet by three (3) feet and will have a yellow background with black letters, capital block style stating the following information:

	<u>Lettering Size</u>
<b>NOTICE TO THE PUBLIC</b>	2 ½ Inches
IT IS PROPOSED TO CHANGE	2 inches
THE ZONING CLASSIFICATION	2 inches
OF THIS PROPERTY	2 inches
FROM _____ DISTRICT	2 inches
TO _____ DISTRICT	2 inches
FOR _____ PURPOSE	2 inches
A PUBLIC HEARING WILL BE HELD	2 inches
AT THE <u>CITY HALL COUNCIL CHAMBERS,</u>	1 ½ inches
<u>104 S. MUSKOGEE</u>	1 ½ inches
ON _____, 20 ____ AT 4:00 P.M.	1 ½ inches
BY CITY OF CLAREMORE-ROGERS COUNTY	2 inches
METROPOLITAN AREA	
PLANNING COMMISSION	
918-341-5576	

Signs will be posted in a clear opening on a building or a post not less than twelve (12) inches nor more than forty-eight (48) inches from the ground on or within thirty (30) feet of the property line. The sign shall be in full view from the public street or streets toward which it faces.

