

**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 OF CLAREMORE COUNCIL CHAMBERS  
104 SOUTH 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 LOT SPLIT REQUIRING WAIVER

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

WAIVER REQUESTED: \_\_\_\_\_

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: \$25.00

RECEIPT NUMBER: _____	TOTAL AMOUNT DUE \$ _____
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## DISPOSITION

STAFF REC.	COUNCIL/COMMISSION ACTION
PC REC	DATE/VOTE
DATE/VOTE	ORDINANCE/RESOLUTION NO.
PLAT NAME	PLAT WAIVER: Y <input type="checkbox"/> N <input type="checkbox"/>

## 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 \_\_\_\_\_.

\_\_\_\_\_  
**Applicant's Signature**

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

## **REQUIREMENTS FOR LOT SPLITS REQUIRING A WAIVER (Section 6.3-5 of Subdivision 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 Filing fee:** \$25.00 – 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:** Notice of such hearing shall be required only on lot-splits requiring waivers and be given to the abutting property owners (including lot owners separated only by a residential street) by the mailing of a written notice ten (10) days prior to the hearing before the Planning Commission of the application for waiver and lot split-approval.

**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.

**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 OF CLAREMORE COUNCIL CHAMBERS,  
LOCATED AT 104 S. MUSKOGEE AVENUE, CLAREMORE, OK.**

**NOTICE TO PROPERTY OWNERS**

The Rogers County Land Records indicate you are the owner of property abutting the following described property, to wit:

*(Insert complete legal description)*

The owner of the above described property \_\_\_\_\_

has applied for a lot split requiring a waiver 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 CLAREMORE CITY HALL COMPLEX, 104 SOUTH MUSKOGEE, CLAREMORE, OKLAHOMA.

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: \_\_\_\_\_