

APPLICATION

CITY OF CLAREMORE-ROGERS COUNTY METROLOPOLITAN AREA PLANNING COMMISSION

THE 1ST AND 3RD 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: _____ 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
CELL	CELL
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 RELATIONSHIP TO OWNER?

APPLICATION FEES		
BASE APPLICATION FEE:		\$75.00
ADDITIONAL FEE	ACRES X SLIDING FEE	\$
	=	\$
PUBLIC NOTICE FEE	=	\$600.00
RECEIPT NUMBER:		
TOTAL AMOUNT DUE:		\$

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: \$600.00 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 \$300.00, 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: _____

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

HEARING DATES AND TIME

THE CITY OF CLAREMORE-ROGERS COUNTY
METROPOLITAN PLANNING COMMISSION
HEARINGS
ARE SCHEDULED FOR THE FIRST (1ST) AND THIRD (3RD)
TUESDAY OF EACH MONTH
AT 4:00 PM 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) FILE # _____
_____))
(Applicant)

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:

- | | <u>NAME</u> | <u>ADDRESS</u> |
|----|-------------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

(Use reverse side for additional names)

DATED this _____ day of _____, 20_____.

(ABSTRACTOR – 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 that 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
Rd., Claremore, OK 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:

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

