



City Staff to complete this section

CASE NUMBER _____

TRACKING #: _____

DATE: _____

APPLICATION TO THE BOARD OF ADJUSTMENT

APPLICATION IS HEREBY MADE TO THE BROKEN ARROW BOARD OF ADJUSTMENT TO CONSIDER ONE OF THE FOLLOWING:

VARIANCE _____

APPEAL _____

- Fee: \$350.00 Plus \$6.00 per address notification.
- The current property owner must sign the application or the City’s form authorizing the owner’s representative to sign the application on behalf of the owner.
- A pre-application meeting with City Staff is required prior to this application submittal.
- Written notes of this pre-application meeting shall be submitted with this application
- All drawings must be drawn to scale. Document submittal must consist of one paper copy and one electronic copy in PDF format. All documents larger than 8-1/2” x 11” must be folded to that size.

PRE-APPLICATION MEETING DATE: _____ MEETING NOTES ATTACHED:

PROJECT OR SUBDIVISION NAME: _____

NAME OF APPLICANT: _____ Phone: _____
Person/Firm (Please Print)

ADDRESS: _____ ZIP CODE: _____
CITY/STATE

EMAIL: _____ FAX: _____

PROPERTY OWNER: _____ PHONE: _____
(Please print)

OWNER’S ADDRESS: _____ ZIP CODE: _____
CITY/STATE

EMAIL: _____ FAX: _____

COUNTY: _____ QUARTER SECTION: _____ SECTION/TOWNSHIP/RANGE: _____

ACREAGE: _____ NO. OF LOTS: _____ PLAT/ SUBDIVISION: _____

PROJECT OR SUBDIVISION NAME: _____

LEGAL DESCRIPTION (MAY BE ATTACHED): _____

ANY PRIVATE DEED/PLAT RESTRICTIONS ON THE PROPERTY? YES NO, IF YES, EXPLAIN:

PROJECT ADDRESS OR GENERAL LOCATION: _____

PRESENT ZONING/USE: _____

RELATED CASE NUMBERS _____

100 YEAR FEMA FLOODPLAIN ON PROPERTY? YES NO

ACTION BEING REQUESTED: _____

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE 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.

SIGNATURE OF APPLICANT: _____ DATE: _____

(TYPE OR PRINT NAME OF APPLICANT SIGNING): _____

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER: _____ DATE: _____

(PRINT NAME OF OWNER SIGNING) _____

PROJECT OR SUBDIVISION NAME: _____

CONTACT PERSON FOR THIS APPLICATION: _____

(Please Print)

CONTACT PERSON'S PHONE NUMBER: _____

DO NOT WRITE BELOW THIS LINE

DATE REC'D: _____ REC'D BY: _____ FEE: _____

BOA MEETING DATE: _____

Received Date
(Date Stamp Here)

**GUIDELINES FOR BOARD OF ADJUSTMENT APPLICATIONS
CITY OF BROKEN ARROW, OKLAHOMA
(See Zoning Ordinance No. 2931, Chapters 6 and 7)**

FEES:

- THE APPLICATION FEE IS \$350.00. IN ADDITION, A \$6.00 *PER* PROPERTY OWNER MAILING FEE WILL BE CHARGED.
- THE APPLICANT IS ALSO RESPONSIBLE FOR THE COST OF PUBLICATION OF A NOTICE WHICH WILL BE PUBLISHED BY THE CITY IN A NEWSPAPER OF GENERAL CIRCULATION IN BROKEN ARROW NOT LESS THAN 20 DAYS, BUT NOT MORE THAN 30 DAYS PRIOR TO DATE OF THE PUBLIC HEARING. THE APPLICANT WILL BE BILLED DIRECTLY BY THE NEWSPAPER.

SUBMITTAL:

- THE APPLICANT MUST PROVIDE, THROUGH A BONDED ABSTRACT COMPANY OR A LICENSED TITLE INSURANCE COMPANY, A LIST OF PROPERTY OWNERS AND THEIR ADDRESSES WITHIN A 300' RADIUS OF THE EXTERIOR OF THE TRACT. FOR PROPERTIES THAT HAVE MULTI-FAMILY OR GROUP HOME ZONING, THE RADIUS SHALL BE 1,320 FEET.
- THE APPLICANT MUST PROVIDE ADDRESSED ADHESIVE ENVELOPE LABELS WITH ALL MAILING ADDRESSES PROVIDED ON THE RADIUS REPORT. THE CITY WILL NOTIFY THESE OWNERS BY MAIL OF THE UPCOMING HEARING.
- WHEN APPLICABLE, APPLICATIONS SHALL BE ACCOMPANIED BY A SKETCH PLAN OR SURVEY OF THE AREA INVOLVED, DRAWN TO SCALE.
- IF THE APPLICATION IS DENIED, THE APPLICANT OR HIS OR HER REPRESENTATIVE MAY APPEAL TO THE DISTRICT COURT.
- THE BOARD OF ADJUSTMENT MAY APPROVE A VARIANCE ONLY IF IT FINDS THAT ALL OF THE SIX CRITERIA BELOW HAVE BEEN MET:
 - 1. THERE ARE UNIQUE PHYSICAL CIRCUMSTANCES OR CONDITIONS, SUCH AS IRREGULARITY, NARROWNESS OR SHALLOWNESS OF LOT, OR EXCEPTIONAL TOPOGRAPHICAL OR OTHER PHYSICAL CONDITIONS PECULIAR TO THE AFFECTED PROPERTY;
 2. THE UNUSUAL CIRCUMSTANCES OR CONDITIONS DO NOT EXIST THROUGHOUT THE NEIGHBORHOOD OR DISTRICT IN WHICH THE PROPERTY IS LOCATED;
 3. SUCH PHYSICAL CIRCUMSTANCES OR CONDITIONS WERE NOT CREATED BY THE APPLICANT;
 4. BECAUSE OF SUCH PHYSICAL CIRCUMSTANCES OR CONDITIONS, THE PROPERTY CANNOT REASONABLY BE DEVELOPED IN CONFORMITY WITH THE PROVISIONS OF THIS ORDINANCE;
 5. THE VARIANCE, IF GRANTED, WILL NOT ALTER THE ESSENTIAL CHARACTER OF THE NEIGHBORHOOD OR DISTRICT IN WHICH THE PROPERTY IS LOCATED, NOR SUBSTANTIALLY OR PERMANENTLY IMPAIR THE APPROPRIATE USE OR DEVELOPMENT OF ADJACENT PROPERTY; AND

6. THE VARIANCE, IF GRANTED, IS THE MINIMUM VARIANCE THAT WILL AFFORD RELIEF AND IS THE LEAST MODIFICATION POSSIBLE OF THE PROVISIONS OF THIS ORDINANCE THAT ARE IN QUESTION.

- NO VARIANCE SHALL BE GRANTED THAT VIOLATES THE INTENT OF THIS ORDINANCE OR ITS AMENDMENTS.
- NO VARIANCE SHALL BE GRANTED FROM ANY WRITTEN CONDITIONS ATTACHED BY ANOTHER DECISION-MAKING BODY TO THE APPROVAL OF A SPECIFIC USE PERMIT OR SUBDIVISION PLAT OR SITE PLAN.
- NO VARIANCE SHALL BE GRANTED IF THE CONDITIONS OR CIRCUMSTANCES AFFECTING THE APPLICANT'S PROPERTY ARE OF SO GENERAL OR RECURRENT A NATURE AS TO MAKE REASONABLY PRACTICABLE THE FORMULATION OF A GENERAL REGULATION FOR SUCH CONDITIONS OR SITUATIONS.
- NO VARIANCE MAY AUTHORIZE A USE OTHER THAN THOSE PERMITTED IN THE DISTRICT FOR WHICH THE VARIANCE IS SOUGHT; ALSO, AN APPLICATION OR REQUEST FOR A VARIANCE SHALL NOT BE HEARD OR GRANTED WITH REGARD TO ANY PARCEL OF PROPERTY OR PORTION THEREOF UPON WHICH ZONING REQUEST FOR ANY PARCEL OF PROPERTY OR PORTION THEREOF HAS NOT BEEN FINALLY ACTED UPON BY BOTH THE PLANNING COMMISSION AND BY THE CITY COUNCIL.

FOR FURTHER INFORMATION, PLEASE CALL THE CITY OF BROKEN ARROW COMMUNITY DEVELOPMENT DEPARTMENT AT 918-259-8412. OR VISIT THE CITY'S WEB SITE AT WWW.BROKENARROWOK.GOV