



# Community Development Department



.....PRESERVING THE PAST; PLANNING THE FUTURE

## SPECIAL ZONING PERMIT PROCEDURE AND APPLICATION

The following information is provided with this “Application for Special Zoning Permit” to assist you in completing and submitting your application for consideration by the Board of Adjustment (BOA). Your Community Development Department contact is Nancy Warring, Assistant Planner. Her phone number is 918-338-4243 and email: [newarring@cityofbartlesville.org](mailto:newarring@cityofbartlesville.org).

The *City BOA* meets the fourth Thursday of each month at 5:00 p.m. in the City Council Room, City Center Building, 401 South Johnstone Avenue, Bartlesville, Oklahoma. Your application completed in its entirety must be submitted *30 days prior to the next scheduled meeting*.

- City BOA meeting is scheduled for \_\_\_\_\_.

### ***THE REQUIREMENTS OF A COMPLETED APPLICATION:***

- A non-refundable application fee of \$50.00 must accompany the completed application
- The Application Form
- Plot Plan (example attached)

Vicinity sketch showing boundary lines and dimensions, adjoining streets, rights-of-ways, existing utilities and location of existing and proposed structures.

- Property Owner Information
  1. A complete list of property owners and their mailing addresses who are located within 300 feet of the perimeter boundary of the property, as reflected by the tax rolls in the office of the County Treasurer for Washington County, Oklahoma, and the last recorded conveyance in the office of the County Clerk for Washington County, Oklahoma. *The preferred method for obtaining this information is for you, the applicant, to contract with a title company of your choice, such as Musselman Abstract, Southern Abstract or another title company, to research the records at the Washington County Courthouse.*

2. If you wish to provide this information yourself, attached is a copy of a certificate that must be completed and signed by you certifying that the list of property owners and addresses are correct.
3. **This information is to be typed or legibly printed on self-stick mailing labels.** Failure to provide such addresses on mailing labels shall render the application incomplete for processing, and the application shall be returned to you.

✓ **MOBILE HOME APPLICANTS** must submit photographs of proposed mobile home and/or a brochure showing proposed mobile home. Additionally, applicant must give a description of the mobile home including the size, make, model and number of bedrooms.

✓ **CARPORT APPLICANTS** must complete the Carport Form (attached)

***APPLICANT REQUIREMENTS ONCE THE APPLICATION HAS BEEN ACCEPTED:***

- The applicant and/or his or her agent must be present at the meeting in order for the matter to be considered.
- The applicant and/or agent should be prepared to make a presentation and/or answer questions for the BOA.

***INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.***



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## ***APPLICATION FOR SPECIAL ZONING PERMIT***

Case No.:	_____
Date Received:	_____
Hearing Date:	_____
Schedule Public Hearing for:	City BOA
Zoning District:	_____

**NAME OF APPLICANT:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Location of property for which Special Zoning Permit is requested (address and legal description or legal description and general location):**

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**Type of Special Zoning Permit Requested:** \_\_\_\_\_

**Reason Special Zoning Permit is Sought:** \_\_\_\_\_

**The following items are attached:**

- |  | <u><b>Attached</b></u>   |
|--|--------------------------|
| 1. Application fee of \$50.00  | <input type="checkbox"/> |
| 2. Plot Plan – Vicinity sketch   | <input type="checkbox"/> |
| 3. List of names and address of all property owners within 300-feet of the perimeter boundary of the property  | <input type="checkbox"/> |
| 4. Self-stick mailing labels, either typed or legibly printed, of names and addresses of all property owners within 300-feet of the perimeter boundary of the property | <input type="checkbox"/> |
| 5. Surrounding Property Owner Certification (if applicable)  | <input type="checkbox"/> |
| 6. If mobile home applicant, photographs of mobile home and description  | <input type="checkbox"/> |
| 7. If carport applicant, completed Carport Form  | <input type="checkbox"/> |

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

**SIGNATURE (Property Owner if different than Applicant)** \_\_\_\_\_



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## SURROUNDING PROPERTY OWNER CERTIFICATION

**STATE OF OKLAHOMA**

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**WASHINGTON COUNTY**

The undersigned, \_\_\_\_\_, in and for said County and State, does hereby certify:

That the attached is a complete and correct list of property owners within 300-feet of the property described below as reflected by the tax rolls in the office of the County Treasurer for Washington County, Oklahoma and the last recorded conveyance in the office of the County Clerk for Washington County, Oklahoma

Dated at Bartlesville, Oklahoma this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Typed or Printed Name**

Legal description of property:

\_\_\_\_\_  
\_\_\_\_\_

**CARPORT FORM**

***PLEASE CIRCLE THE TYPE OF CARPORT PROPOSED***

**A**



**B**



**C**



Estimated Value: _____
Materials: _____
Type of Roof: _____
Color: _____
Additional Comments: _____
_____
_____
_____

**Section 9.54 of the Bartlesville Zoning Regulations**

Open carports shall be permitted to extend beyond the minimum front yard setback requirement in residential districts upon approval of a Special Zoning Permit by the Board of Adjustment as provided for in Section 10.5 and subject to the following conditions:

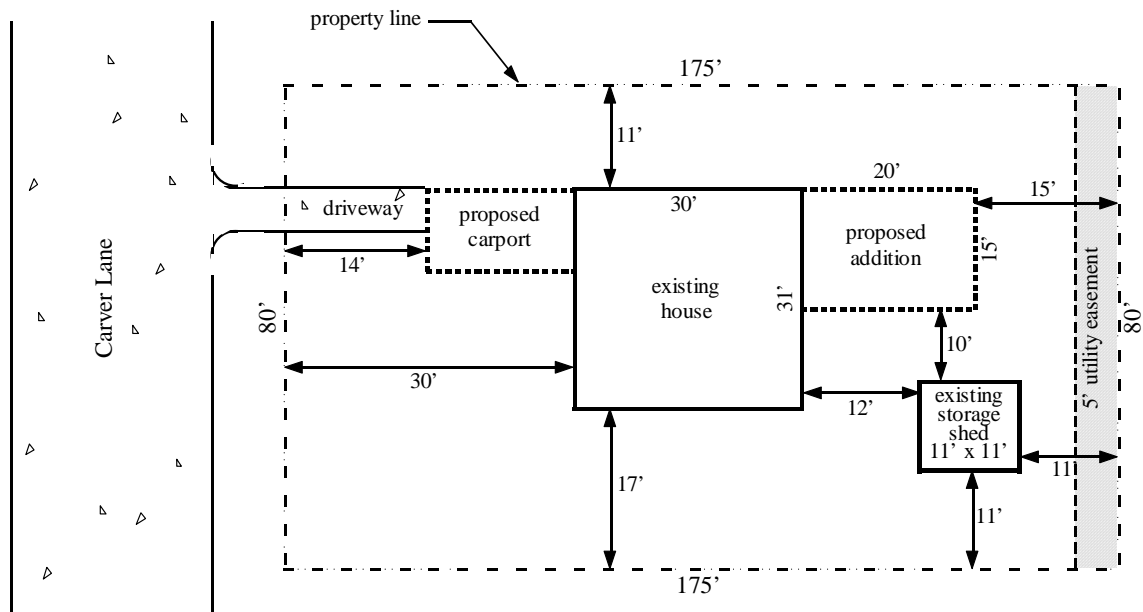
- A. The area of the carport, combined with all other structures on the lot, shall not exceed the maximum lot coverage established for the zoning district in which it is located.
- B. No part of the carport canopy or appurtenance may extend beyond the front property line or onto the public right-of-way.
- C. Said open carport shall not be used for the outside storage of materials, equipment or goods or the parking and/or storage of inoperable vehicles.
- D. The carport is compatible with other residential improvements in the neighborhood as to both value and exterior appearance (such as type of roof, color, structural design, etc.).
- E. A building permit shall be required prior to construction and the structure shall comply with all applicable building, zoning and development codes.
- F. The carport shall not be enclosed or the building permit shall be revoked and the owner cited for noncompliance.



# City of Bartlesville Plot Plan Guidelines

1. Draw to scale.
2. Provide address and legal description of property.
3. Show north arrow.
4. Show all property lines and dimensions, easements, and adjacent streets.
5. Show all existing and proposed structures.
6. Provide dimensions of structures, distance between structures, and distance between structures and property lines.

Helpful Hint: The best place to start on this is with a xerox copy of the mortgage loan survey for your property. If you got a loan when you purchased your property, very likely you were required to have a mortgage loan survey of the property which shows this information (it is usually included in your closing paperwork). Make a copy of this survey and then draw onto it any proposed improvements to the scale of the survey. This can be used to meet the plot plan requirements in order to obtain the necessary building permits.

## SAMPLE PLOT PLAN



	<b>Lot 10, Block 3, Oak Meadows Addition</b> <b>310 S. Carver Lane</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>0'</span> <span>10'</span> <span>20'</span> <span>30'</span> </div>  <p>scale</p>
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