



COMMUNITY DEVELOPMENT DEPARTMENT

SPECIAL ZONING PERMIT PROCEDURE

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). The BOA generally meets the fourth Thursday of each month (unless altered by a holiday) at 5:00 p.m. in the City Council Chambers, City Hall, 401 S. Johnstone Ave., Bartlesville, OK. **Your application and required attachments must be submitted 30 days prior to the next scheduled meeting.** Your staff contact person is Holly Mayhew, Planner I. You can reach her at 918-338-4286, or by email at hjmayhew@cityofbartlesville.org.

The procedure for a Special Zoning Permit is as follows:

1. The Special Zoning Permit shall provide the following information either on the application itself or in written text that accompanies the application:
 - a. Completed application form and a nonrefundable application fee of \$50.00;
 - b. Plot plan; and
 - c. A vicinity sketch showing boundary lines and dimensions, adjoining streets, rights-of-way, existing utilities and location of existing and/or proposed structures.
2. The City of Bartlesville Zoning Regulations require applicants for a Special Zoning Permit to submit with their application a list of the names and addresses of all property owners of record within a 300-foot radius of the exterior boundaries of the subject property. This list must be certified as current and accurate by a registered professional engineer, an attorney, a bonded abstractor, or a registered land surveyor. The attached certification must be submitted with this list (see Exhibit A). In addition to the certified list of names and addresses, one (1) set of these names and addresses are to be provided with your application on self-stick mailing labels.
3. Complete the Special Zoning Permit application and bring it with *all required material*, including a \$50 filing fee, to the Community Development Department at the address below. Staff will make sure your application is complete; incomplete applications will not be accepted.
4. Your application, along with the filing fee, must be submitted before 5:00 p.m. Thursday, 30 days prior to the next Board of Adjustment meeting. Applications that do not meet this deadline schedule will not be accepted.
5. After your complete application and required materials are submitted, legal notice of the request will be published in the Bartlesville Examiner-Enterprise as required by State law. Also at this time, every property owner within 300 feet of the exterior boundaries of your property will be notified by letter of

your request and invited to present comments at the BOA public hearing. These owners, and any other citizen, may protest your proposal at the public hearing if they so desire.

6. Your request will be considered at a public hearing at the next scheduled BOA meeting. You will be sent notice of this meeting, and you and/or your representative must be present. Staff will introduce your request, and you and any interested citizen will have the opportunity to speak to the board concerning your request. Information concerning presentations before the BOA is provided in Exhibit C.
7. At the conclusion of this public hearing, the BOA, by majority vote, will take action to approve, conditionally approve, deny, or table the proposal.

MOBILE HOMES. 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 size, make, model, and number of bedrooms.

CARPORTS. Carport applicants must complete the attached Carport Form (Exhibit B).



Case No.: _____
Date Received: _____
BOA Hearing Date: _____

APPLICATION FOR SPECIAL ZONING PERMIT

APPLICANT INFORMATION

Name: _____ Daytime Phone: _____

Applicant Address: _____

Email: _____

As Applicant, what is your interest in this property?

Present Owner
 Purchaser (attach copy of contract for purchase)
 Attorney for Owner
 Representative for Owner
 Other: _____

SITE INFORMATION

General Location: _____

Address and Legal Description: _____

Record Owner (if other than applicant): _____

Type of Special Zoning Permit Requested: _____

Reason Special Zoning Permit is Sought: _____

THE FOLLOWING ITEMS ARE ATTACHED:

1. Application fee of \$50.00
2. Plot Plan – Vicinity Sketch
3. List of names and addresses of all property owners within 300 feet (or greater, as may be required by Community Development Director) of the perimeter boundary of the property
4. One (1) set of self-stick mailing labels, either typed or legibly printed, of names and addresses of all property owners within 300 feet (or greater as may be required by Community Development Director) of the perimeter boundary of the property
5. Surrounding Property Owner Certification
6. If mobile home applicant, photographs of mobile home and description
7. If carport applicant, completed Carport Form

SIGNATURE (Applicant) _____

SIGNATURE (Property Owner if not Applicant) _____

EXHIBIT A

CERTIFICATE

STATE OF OKLAHOMA)
) ss
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 _____, 20__.

Signature

Typed or Printed Name

Legal description of property:

EXHIBIT B

CARPORT FORM



Style: ___ 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 a 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.

EXHIBIT C

PUBLIC HEARINGS

WHAT IS A PUBLIC HEARING?

State Law requires a Public Hearing, also known as the Oklahoma Open Meeting Act, for all meetings of public bodies to be held at specified times and places which are convenient to the public and shall be open to the public.

A public hearing is required when citizens or businesses apply for a special zoning permit to place a mobile home on a lot, build a carport, request a zoning change or a planned unit development. Applicants are required to attend the meeting, present their application and be prepared to answer questions. The public is always invited to attend as well.

Although public hearings are a required part of the process, the Community Development staff do their best to keep the process simple and customer friendly! We know public speaking is not for everyone, and many suffer anxiety at the thought of standing before a council, committee or board, and others in an audience, to answer questions or present information. Do not worry – everyone there are fellow citizens and neighbors!

Whom should you expect to see in a Public Hearing?

In most cases, the public entities involved in public hearings are the Bartlesville City Council, the City Planning Commission (CPC), and the Board of Adjustment (BOA). These people are dedicated to preserving the integrity of your town and are fair-minded and unbiased. It is a vital part of their responsibility to interpret and apply City regulations, ordinances and resolutions to each individual application.

Depending on the type of application, one of the following entities will hear it:

- The CPC considers requests for: Rezoning; Planned Unit Developments; Site Development Plans; Lot Splits; Sketch Plans; Preliminary Plats; and Text Amendments to City Regulations. The CPC was established to oversee the development of land within the City of Bartlesville and preserve the integrity of the Comprehensive Plan and Zoning Regulations. The seven (7) members are appointed by the Mayor and City Council.
- The City Council hears recommendations from the CPC on the above listed applications, as well as a variety of other city matters. They make well researched and educated decisions, and by vote, make a final determination. The five (5) City Council members are voted upon by citizens.
- The BOA hears applications for special zoning permits, variances, nonconforming uses and appeals. This usually entails carports, mobile home placement, wireless communication towers, etc. they are also appointed by the Mayor and City Council and are comprised of five (5) members.



Seated in the audience will be any interested neighbors that have been contacted concerning the application. City regulations require that neighbors who live within a 300-foot radius of the property listed on the application must

be notified of the proposed construction. Interested citizens and neighbors are always welcome and are given the opportunity to speak at a certain point in the hearing. The council, committee or board will listen to all public input before making their final decision.

Community Development Staff will also be present. They have researched and prepared the information that will assist in the decision making process. A copy of the staff report is provided to the council, committee or board, as well as to the applicant, one week prior to the meeting. Copies of the staff report are available to the public, upon request, from the Community Development Department.

How are the hearings conducted? What is the procedure? What do I do?

The hearings are conducted under Parliamentary Procedure. Parliamentary Procedure is simply a time proved method that keeps a meeting in order, allows everyone a chance to speak and ensures that motions and votes are made a part of the public record. An agenda is followed, with the chairperson or Mayor opening and conducting the meeting. A week prior to the hearing, an applicant will receive a copy of the agenda with their copy of the staff report. Notice of the meeting is posted in the local newspaper, and the agenda is posted at City Hall one week before the meeting for public information.

Upon entering the City Council Chambers, the council, committee or board will be seated at the front of the room. They have microphones for enhanced listening for the audience. The meeting will be taped and/or taken by transcription by a clerk or administrative assistant. Minutes are available to the public upon request.

A podium and microphone is placed directly in front of the council, committee or board. Each application will be heard in the order it appears on the agenda. The council, committee or board will listen to the staff report, then will ask the applicant to come forward and add any information to what has already been reported. At this time, the applicant should step up to the podium and state his/her name and address for the record. The applicant can then provide any additional information or simply wait for the council, committee or board to make inquiries. Once they have completed their questions, the applicant can then be seated. The Chairperson will open the hearing to the public, and at that time, anyone wishing to speak may do so. Citizens should also step up to the podium and clearly state their name and address for the record. All parties are given an opportunity to speak either in favor of or in opposition to the particular application.

Once the council, committee or board feels they have all the information necessary to make a decision, a motion is made to approve the application. It will be seconded and a roll call vote is taken. Once the vote has been taken and the application either approved or denied, the applicant and neighbors are welcome to take leave of the hearing. A formal letter will be forwarded to applicants the following day for their records with further instructions if necessary.

Public hearings are a good venue for citizens to participate in the decisions and development of their town. We invite you to attend and take an active part in our community!

FOR MORE INFORMATION:

Inquiries about public hearings, or any city business, are welcomed. Please feel free to call us at 918-338-4238 between 8:00 a.m. and 5:00 p.m., Monday through Friday. We will be happy to answer your questions and provide assistance. Information can also be found on the City of Bartlesville website at www.cityofbartlesville.org. Zoning regulations, permit requirements, code enforcement, and much more can be found on this informative and easy to use website.