



APPLICATION FOR REZONING PROPERTY

City Staff to complete this section

CASE NUMBER _____

RELATED CASE NUMBERS:

- Application fee: 0 – 0.99 ACRES - \$125.00*
1 – 4.99 ACRES - \$175.00*
5 – 19.99 ACRES - \$225.00*
20 OR MORE ACRES - \$325.00*
***Plus \$6.00 per address notification.**

- **If your rezoning request is not in conformance with the Comprehensive Plan**, a pre-application meeting with City Staff is required prior to the submittal of this application.
- 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.
- 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

PROJECT NAME: _____

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

ADDRESS: _____
CITY/STATE ZIP CODE:

EMAIL: _____ PHONE NO.: _____

PROPERTY OWNER: _____

CONTACT PERSON: _____

OWNER ADDRESS: _____
CITY/STATE ZIP CODE:

EMAIL: _____ PHONE NO.: _____

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

ACERAGE: _____ NO. OF LOTS: _____ PLAT/SUBDIVISON NAME: _____

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

PROJECT ADDRESS OR GENERAL LOCATION: _____

PRESENT ZONING/USE: _____ PROPOSED ZONING USE: _____ COMP PLAN LEVEL: _____

RELATED CASE NUMBERS: _____

100 YEAR FEMA FLOODPLAIN ON PROPERTY? YES NO

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: _____

(PRINT NAME OF APPLICANT SIGNING): _____

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER: _____ DATE: _____

(PRINT NAME OF OWNER SIGNING): _____

CITY STAFF TO COMPLETE THIS SECTION

DATE SUBMITTED: _____

CUTOFF DATE: _____

PLANNING COMMISSION DATE: _____

REC'D BY: _____

FEE: _____ PAID: _____

DATE SUBMITTED
STAMP

GUIDELINES FOR SUBMITTAL OF REZONING APPLICATION

CITY OF BROKEN ARROW, OKLAHOMA (SEE ZONING ORDINANCE NO. 2931)

ZONING PRESCRIBES WHAT KINDS OF USES ARE ALLOWED ON PARTICULAR PIECE OF PROPERTY AND IS A TOOL THAT IMPLEMENTS THE LONG-RANGE PLAN FOR THE COMMUNITY PURSUANT TO THE BROKEN ARROW COMPREHENSIVE PLAN.

SUBMITTAL:

- APPLICATIONS ACCOMPANIED BY LEGAL DESCRIPTION/S AS SEPARATE ATTACHMENTS, MUST BE SUBMITTED WITH AN ELECTRONIC COPY IN PDF FORMAT.
- **THE APPLICANT IS *ENCOURAGED* TO COMMUNICATE WITH OWNERS OF ADJACENT PROPERTY AND HOMEOWNER ASSOCIATIONS BEFORE BEGINNING THE REZONING PROCESS.**
- THE APPLICANT MUST PROVIDE 1.) THE COMPLETED APPLICATION, 2.) A LEGAL DESCRIPTION. (IF SUBMITTED AS AN ATTACHMENT, THE LEGAL DESCRIPTION MUST BE SUBMITTED IN A SEPARATE PDF DOCUMENT, 3.) A LIST OF ALL OWNERS AND THEIR MAILING ADDRESSES OF PROPERTY LOCATED WITHIN A **300'** RADIUS OF THE EXTERIOR OF THE TRACT AND ADDRESSED ADHESIVE ENVELOPE LABELS, MUST ACCOMPANY ALL APPLICATIONS, EXCEPT FOR THOSE WHICH INCLUDE MULTI-FAMILY OR GROUP HOME ZONING, WHICH REQUIRES A RADIUS OF **1,320** FEET. THE LIST MUST BE OBTAINED FROM A REGISTERED, BONDED ABSTRACT COMPANY OR A LICENSED TITLE INSURANCE COMPANY. 4.) ADDRESSED ADHESIVE ENVELOPE LABELS WITH ALL ADDRESSES AS THEY APPEAR ON THE RADIUS REPORT.

FEES:

- THE OWNER OR REPRESENTATIVE OF THE PROPERTY MUST PAY A FILING FEE, WHICH IS BASED ON THE TOTAL ACREAGE OF THE TRACT. THE FILING FEES ARE:
 - 0 – 0.99 ACRES - \$125.00
 - 1 – 4.99 ACRES - \$175.00
 - 5 – 19.99 ACRES - \$225.00
 - 20 OR MORE ACRES - \$325.00
- IN ADDITION TO THE ABOVE FEE, A \$6.00 MAILING FEE WILL BE CHARGED FOR *EACH* NOTICE MAILED TO PROPERTY OWNERS. THE TOTAL AMOUNT IS DUE WHEN THE APPLICATION IS SUBMITTED TO THE CITY.
- A LEGAL NOTICE WILL BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN BROKEN ARROW, NOT LESS THAN 20 DAYS, BUT NOT MORE THAN 30 DAYS PRIOR TO THE PUBLIC HEARING. ARRANGEMENTS FOR THIS PUBLICATION WILL MADE BY THE CITY AND THE APPLICANT IS RESPONSIBLE FOR THE PUBLICATION COST, WHICH WILL BE BILLED DIRECTLY TO THE APPLICANT, BY THE NEWSPAPER.
- THE CITY OF BROKEN ARROW WILL POST SIGNS ON THE PROPERTY TO BE REZONED AT LEAST 20 DAYS PRIOR TO THE PUBLIC HEARING.
- IF THE PLANNING COMMISSION RECOMMENDS APPROVAL OF THE APPLICATION, IT WILL BE FORWARDED TO THE SECOND CITY COUNCIL MEETING AFTER THE PLANNING COMMISSION MEETING.
- IF THE PLANNING COMMISSION DENIES THE PETITION, THE APPLICANT MAY APPEAL THE COMMISSION'S DECISION TO THE CITY COUNCIL. TO APPEAL, THE APPLICANT MUST FILE A WRITTEN REQUEST WITH THE DEVELOPMENT SERVICES DEPARTMENT WITHIN 15 DAYS FROM THE DATE OF THE PLANNING COMMISSION'S ACTION. THE FEE TO FILE A ZONING APPEAL IS \$125.00.

FOR FURTHER INFORMATION, PLEASE CALL THE BROKEN ARROW DEVELOPMENT SERVICES DEPARTMENT AT 259-8412. APPLICANTS MAY ALSO VISIT THE CITY'S WEB SITE AT WWW.BROKENARROWOK.GOV