



## APPLICATION FOR SPECIAL EXCEPTION

### CREEK COUNTY BOARD OF ADJUSTMENT

Creek County Planning Office \* 317 E. Lee, Suite 101 \* Sapulpa, OK 74066 \* 918.227.6369  
www.creekcountyonline.com/planning

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#### INSTRUCTIONS

1. Complete the application and submit it to Planner's Office (317 East Lee, Suite 101). The Creek County Board of Adjustment meets the 3rd Tuesday of every month at 5:00 P.M. in the Commissioners Meeting Room in the Collins Building, 317 East Lee, Suite 103, Sapulpa, OK 74066.
2. Submit with application:
  - A. A copy of the deed to the property.
  - B. Provide a copy of the covenants, if applicable.
  - C. A site plan/ survey that includes:
    - (1) All existing property lines and dimensions.
    - (2) All existing buildings, improvements, and their setbacks from property lines.
    - (3) Adjacent streets, street widths and existing access limitations.
    - (4) North Arrow and scale of drawing.
    - (5) Location of existing easements, if applicable.
  - D. Billing address for Legal Advertisement in the newspaper. (*They will bill you directly.*)
  - E. Special Exception for residential use needs to provide a copy of names and addresses of all adjoining property owners within a three hundred (300) foot radius of the "parent tract" subject property boundaries, can be prepared for \$25 by the Planning and Zoning office with the Assessor data or by a Certified Title Abstract office plus \$8.00 fee per each name on the list.
  - F. Special Exception for Commercial or Industrial use needs to provide three (3) copies of each of the names and addresses of all adjoining property owners within a three hundred (300) foot radius of the "parent tract" subject property boundaries, prepared, signed and sealed by a **Certified Title Abstract** company plus \$8.00 fee per each name on the Certified Title Abstract list.
  - G. Application review fee of \$110.00 plus \$8.00 per each name to be notified on the list.
  - H. Recording fee of \$20.00. Check made payable to "County Clerk" for recording of Decision of Record (§8.3).
3. At the Public Hearing, the Creek County Board of Adjustment will approve or deny your request based on the merits of the proposal and the facts presented. Applicant and Landowner must be in attendance to respond to any questions or requests for clarification that the Board might have.
4. Application and all supporting documents are due by 4:00 PM on deadline day.

APPLICANT INFORMATION –	
Owner's signed authorization designating agent is required if owner is not applicant.	
Contact Name:	
Address:	
City, State, Zip:	
Phone:	email:
OWNER INFORMATION	
Owner of Record:	
Address:	
City, State, Zip:	

Phone: \_\_\_\_\_ email: \_\_\_\_\_

**TYPE OF SPECIAL EXCEPTION**

Development Name (if other than Residential):  
\_\_\_\_\_

Section of Zoning Regulations under which request for Special Exception is made: \_\_\_\_\_

**PROJECT INFORMATION**

Project Location:  
(Street Address)

Current Zoning:

Current Use:

**JUSTIFICATION FOR SPECIAL EXCEPTION**

The Board of Adjustment may authorize a Special Exception only when it finds that the following conditions exist.  
*(Please type and attach a one-page project description in addition to this summary)*

1. The proposed use is in harmony with the purpose and intent of the Comprehensive Plan and the Zoning Code because:

2. The characteristics of the use and its operation on the property in question and in relation to adjacent properties will not create any greater adverse impact than the operation of any permitted use not requiring Special Exception approval because:

3. That the proposed activity will comply with all conditions and requirements set forth in the Zoning Code:

I, the Undersigned, hereby certify that I am the owner of the above-described property and that the Facts set forth are true and accurate.

**Signature of land owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Case #: BOA-**\_\_\_\_\_ **Ref Case # :**\_\_\_\_\_ **Meeting Date:** \_\_\_\_\_

**Cash / Check :** \_\_\_\_\_ **Total : \$**\_\_\_\_\_ **Decision of Record #**\_\_\_\_\_