



**Creek County, Oklahoma
Creek County Planning Commission (CCPC)**

REZONING APPLICATION

1. Application and all supporting documents are due by 4:00 PM on the scheduled deadline day. The Planning Commission meets the 3rd Tuesday of every month at 6:00 P.M. in the meeting room of the Collins Building, 317 East Lee Street, Sapulpa, OK 74066.

2. Submit the following with this application:

A. Copy of deed to the land requesting zoning change.

B. Provide a copy of the covenants, if applicable.

C. A current certified survey with a north arrow that is to scale and that has been signed and sealed by a registered land surveyor or professional engineer.

- All proposed property lines and dimensions.
- All proposed buildings, improvements, and their setbacks from property lines.
- All adjacent streets, street widths and existing access limitations.
- North Arrow, scale of drawing and drawing preparation date.
- Landscape Plan
- Location of existing easements, if applicable
- Provide the total area of the property in acres and square feet.

E. A Microsoft word copy of the legal description emailed to the planner@creekcountyonline.com

A full legal description of the property with attached copies of any instruments referred to such as deeds, plats, covenants, or restrictions.

F. Rezoning for Agriculture, Light Residential, Heavy Residential, or Manufactured Home District 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, prepared by the Planning and Zoning office with the Assessor data or by a Certified Title Abstract office plus \$8.00 fee per name on the list.

Rezoning for Commercial District or Industrial District 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. If zoning to Commercial or Industrial, a business/project plan will need to be submitted.

H. Notice of Publication in the Sapulpa Herald newspaper – they will bill you directly.

I. Appropriate fee for zoning (make check payable to Creek County Planning)

1. Agriculture, Light Residential, Heavy Residential, Manufactured Home \$125.00
2. Commercial or Industrial \$225.00
3. Sign Posting Fee..... \$ 25.00.
4. 300-foot radius in Planning office..... \$25.00



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3. At the Public Hearing, the CCPC will recommend approval or denial based on the facts presented. The applicant and landowner must be in attendance to respond to any questions or requests for clarification that the Board might have.

4. Finally, the Board of Creek County Commissioners will hear your case and consider the recommendation of the CCPC before taking final action. The Board of Creek County Commissioners meets every Monday at 9:00 AM in the Collins Building, 317 E. Lee Suite 103.

Current Zoning: _____ Current Use _____

Requested Zoning: _____ Proposed Use _____

Address of Tract: _____

Written Explanation of Project or Proposed Use: _____

Applicant Information: _____ **Date:** _____

Phone # _____

Mailing Address _____ **Email:** _____

Applicant Signature: _____ **Date:** _____

Owner Information: _____ **Date:** _____

Phone # _____

Mailing Address _____ **Email:** _____

Owner Signature: _____ **Date:** _____

For Creek County Planner's Office Use Only:

CCZ - _____ **Fee Amount** _____ **Check #** _____

Application Received By: _____ **Date:** _____ **Reference Case #:** _____

CCPC Date _____ **Action:** _____

BOCC Date _____ **Action:** _____ **Resolution #:** _____