

**CREEK COUNTY BOARD OF ADJUSTMENT**

**APPLICATION FOR VARIANCE**

*Creek County Planning Office \* 317 E. Lee, Suite 101 \* Sapulpa, OK 74066 \* 918.227.6369*  
[www.creekcountyonline.com/planning](http://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 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. A Variance 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. A Variance 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 name 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. You are strongly encouraged to attend 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.

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|---|--------|
| <b>APPLICANT INFORMATION –</b><br>Owner’s signed authorization designating agent is required if owner is not applicant. |        |
| Contact Name:   |        |
| Address:  |        |
| City, State, Zip:   |        |
| Phone:  | email: |
| <b>OWNER INFORMATION</b>  |        |
| Owner of Record:  |        |
| Address:  |        |
| City, State, Zip:   |        |
| Phone:  | email: |

**NATURE OF VARIANCE REQUESTED**

|  |   |
|--|---|
| Section,<br>Township and<br>Range of<br>requested<br>Variance<br><hr/> | Type of Land Use:<br><hr/> Development Name (if other than Residential):<br><hr/> Description of Land Use |
|--|---|

**PROJECT INFORMATION**

|                   |
|-------------------|
| Project Location: |
| Current Zoning:   |
| Current Use:      |

**JUSTIFICATION FOR VARIANCE**

The Board of Adjustment may grant a variance 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 strict application of these regulations to this piece of property will create an unnecessary hardship because:
  
2. There are conditions which are peculiar or exceptional to this piece of property which do not apply to other properties within this same zoning district:
  
3. The Variance, if granted, will not cause substantial detriment to the public good or impair the purpose and intent of the Zoning Regulations or the Comprehensive Plan because:

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 landowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**FOR CREEK COUNTY PLANNER'S OFFICE USE ONLY:**

CCBOA- \_\_\_\_\_ Fee Amount \_\_\_\_\_ Check # \_\_\_\_\_

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

CCBOA Date \_\_\_\_\_ Action: \_\_\_\_\_ Reference Case #: \_\_\_\_\_

Decision of Record #: \_\_\_\_\_