

# CREEK COUNTY BOARD OF ADJUSTMENT

**CREEK COUNTY PLANNING OFFICE** \* **317 E. Lee, Suite 101, Sapulpa, OK 74066** \* **918.227.6369**

APPLICATION FOR SPECIAL EXCEPTION FOR LARGE OUTDOOR ACTIVITIES
REVISED 01/11/2024

**APPLICATION INFORMATION (For Office Use)**

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

S-T-R: \_\_\_\_\_ CZM: \_\_\_\_\_ SUBJECT ZONING: \_\_\_\_\_ SURROUNDING ZONING: \_\_\_\_\_ WITHIN FENCELINE OF: \_\_\_\_\_

AREA PREVIOUS CASE NUMBERS: \_\_\_\_\_ COMPREHENSIVE PLAN DESIGNATION: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION -Applicant Section**

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION (ATTACH COPY OF DEED): \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_

**INFORMATION ABOUT YOUR REQUEST (A SITE PLAN IS REQUIRED TO ILLUSTRATE YOUR REQUEST)**

ACTION(S) REQUESTED: .....

**APPLICANT INFORMATION**

NAME  
ADDRESS  
CITY, ST, ZIP  
DAYTIME PHONE  
EMAIL

**PROPERTY OWNER INFORMATION (If other than applicant)**

NAME  
ADDRESS  
CITY, ST, ZIP  
DAYTIME PHONE  
EMAIL

DOES THE OWNER CONSENT TO THIS APPLICATION [  ] Y [  ] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

APPLICATION FEES		(NOTE: NEWSPAPER PUBLICATION	BILLED SEPERATLEY)
BASE REQUEST	\$135.00		
ADDITIONAL REVIEW FEES	\$	APPLICATION SUBTOTAL	\$
CERTIFIFED LETTERS	\$9.00 x        = \$	NOTICE SUBTOTAL	\$
		TOTAL AMOUNT DUE	\$

**DISPOSITION**

BOARD ACTION: \_\_\_\_\_

FINAL DATE: \_\_\_\_\_ VOTE: \_\_\_\_\_

## INSTRUCTIONS

Complete the application and submit it to Planner's office (317 East Lee, Suite 101) by scheduled calendar meeting dates. The Creek County Board of Adjustment meets at 5:00 P.M. in the Commissioners Meeting Room in the Collins Building, 317 East Lee Ave., Suite 103, Sapulpa, OK 74066. The applicant and the property must attend the meeting to represent the application.

APPLICATION AND ALL SUPPORTING DOCUMENTS ARE DUE BY 4:00 PM ON DEADLINE DAY.

### The following items must be submitted as part of the application:

1. Submit one (1) copy of a scaled Site Plan on 11x17 paper. Other drawings, photographs or exhibits may be submitted at the hearing. The Site Plan must contain the following minimum information; however, Staff or the BOA may request additional information to make a final determination:
  - a. All existing property lines and easements with dimensions.
  - b. All existing buildings, facilities, improvements and their setbacks from property lines.
  - c. All adjacent streets, street widths (both public and private) and any existing access limitations.
  - d. North arrow, location map, scale not to exceed 1: 100 and a legend if applicable.
  - e. Location of activities of event, i.e. stage, parking, food service, security, restrooms/privies, etc., as specified below.
2. A filed Deed of ownership with the Book & Page stamp from the County Clerk.
  - a. Provide a copy of covenants, if applicable.
3. Certified List of property owners within a 300-foot radius of the subject property, plus mailing labels of the names and addresses, PREPARED BY a Title Abstract Company.
4. Recording fee of \$20.00. Check made payable to "County Clerk" for recording of Decision of Record (§8.3).
5. Any other information that may be required so that Staff and the Board may make a final determination.
6. All fees made payable by check, cash or money order to Creek County at the time of application.

### ***SPECIAL EXCEPTION - Conditions and requirements for approval:***

The Board of Adjustment is allowed to approve a Special Exception only after the following requirements and findings have been made. Please be ready to describe in writing how your request satisfies each of these conditions:

1. Submit all information required/requested at the time of application. No incomplete application will be accepted.
2. The impacts of the proposed use upon adjoining properties have been considered, planned for and mitigated by the applicant.
3. The Special Exception, if granted, will not cause detriment to the public good or impair the purpose and intent of the Zoning Code or the comprehensive plan.
4. In granting a Special Exception, the Board may make appropriate conditions or safeguards and may require a bond or other guarantee necessary to enforce compliance with the conditions.
5. A major criteria for approval of the Special Exception is the location of the event on a State Highway, with approval from the Oklahoma Department of Transportation, to be submitted with the application, or,
6. Location on an improved and County maintained Section Line Road or Arterial Street dedicated to the public.

**NOTES:** \* Private streets/roads are generally not considered acceptable access-ways for approval.

### ***REQUIRED INFORMATION***

1. Anticipated Daily Attendance: 50 to 200 \_\_ ; 201 to 500 \_\_ ; 501 to 1,000 \_\_ ; Greater than 1,000 \_\_
2. Will Admission be charged? Yes \_\_\_ No \_\_\_\_\_ Cost: \_\_\_\_\_
3. Anticipated event frequency: \_\_\_\_\_

4. Hours of Operation for Activities: Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

5. Overnight Camping: Yes \_\_\_\_\_ No \_\_\_\_\_ RV Hookups: Yes \_\_\_\_\_ No \_\_\_\_\_

6. Commercial Vendors Providing Supplies, Merchandise, and Consumable Products (List):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Features which may affect adjacent properties (Specify Yes/No and Describe): Amplified Sound or Paging Systems: \_\_\_\_\_;

Lighting \_\_; Noise \_\_ ; Dust \_\_ ; Mechanical Equipment \_\_; Temporary Structures (rides, etc.) \_\_ \_\_ \_\_ ;  
Events (racing), etc. \_\_\_\_\_

8. Adult Oriented Entertainment or Activities? Yes No \_\_\_\_\_ Or Suitable for Children? Yes No \_\_\_\_\_

9. Please Describe Date, Time/Duration of Previous Functions, Events or Promotions of the Same Nature Held by Applicant:

\_\_\_\_\_  
\_\_\_\_\_

10. As Required, State, County or Other Local Licensing or Permitting, Fees Paid, Etc. Answer **YES, NO,** or **N/A** (Not Applicable) and Explain on Separate Sheet as Required: Provide evidence of any and all required licenses.

a. Serve Alcohol Beverages: \_\_\_\_\_

b. Tobacco: \_\_\_\_\_

c. Firearm: \_\_\_\_\_

d. Department of Labor: \_\_\_\_\_

e. Food Handlers Licenses: \_\_\_\_\_

f. Sales Tax Number: \_\_\_\_\_

g. Construction and Safety Inspection of Buildings, Plumbing, Wiring, Public Rides, Etc.: \_\_\_\_\_

h. Public Health and Safety Disclosures: \_\_\_\_\_

i. Water: Potable water service supplier shall provide written certification of the ability to serve the event, and to provide the service without any detrimental effect to their regular service and fire protection to the area: \_\_\_\_\_

j. Sanitary Waste Disposal: Oklahoma Department of Environmental Quality and Creek County Health Department certification of code compliance for adequate sewer facilities to serve the event is required: \_\_\_\_\_

k. Law Enforcement and Security: Security to be provided by a licensed and bonded agency, approved by State, local and county law enforcement agencies. \_\_\_\_\_

l. Fire Protection: Plan for fire protection response approved by local fire officials. \_\_\_\_\_

m. Ambulance Service: Plan for ambulance service response approved by local ambulance service officials. \_\_\_\_\_

n. Emergency Medical Service and First Aid. Staffed and Equipped First Aid facilities are Proposed: \_\_\_\_\_

o. Access and Traffic Control: Must receive satisfactory review and approval from the applicable State, County and local jurisdiction as making reasonable and acceptable efforts to provide a smooth flow of traffic generated by the event; assuring safe ingress and egress from the local highway system (signage, approved traffic control devices, or trained and certified traffic control personnel). The County suggests the MUTCD Manual as a guide. \_\_\_\_\_

- p. Parking: Sufficient parking to accommodate the patrons of the event shall be provided for on the property or attendees may be delivered by a shuttle service from another approved area. At no time shall State, County or other local roads be utilized for event parking. Show the layout of all parking areas and drives on the Site Plan:  
\_\_\_\_\_
- q. Refuse Disposal and Cleanup: Solid waste byproducts from the event shall be disposed of in a proper manner upon completion of each event: Contractor's Name, Address, Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- r. Insurance and Bonding: Certificates of Coverage for Property and Casualty risks, and Workers Compensation or Bonding is required at the discretion of the Board if, in their judgment, the nature of the event warrants such public and private protections: \_\_\_\_\_

11. Such other information as might be required to completely evaluate the proposed activity and planned events. Specify Other information submitted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All application submitted to the Planning Office met meet al filing deadlines and be complete. If the application is not complete or is filed after the deadline, the application will not be accepted or placed upon the agenda for the next meeting.**

In granting any Special Exception, the Board may make appropriate conditions or safeguards, or may require additional information and/or submittals, may limit the approval to a specified period of time and may require a bond or other guarantee necessary to enforce compliance with the conditions.

**If your application is approved, you may need additional permits.**

I have read and understand and accept the above requirements. Additionally, I understand that the applicant is responsible for providing the names and mailing addresses of the owners of those properties that are within the required 300' notice area signed and sealed by a Certified Abstract Company.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Land Owner Signature

\_\_\_\_\_  
Date