



Zoning Change Application

City of Wagoner

231 Church Street
Wagoner, Oklahoma 74467

Development Services

Phone: (918) 485-2554

Fax: (918) 485-4748

INSTRUCTIONS

Zoning prescribes what kinds of uses are allowed on a particular piece of property and is a tool that implements the long-range plan for the City of Wagoner pursuant to the City of Wagoner Comprehensive Plan.

Time for Filing

Each application shall be filed with the Planning Commission at least thirty (30) days prior to the date of the public hearing at which it is to be considered.

Filing Fee

Residential—\$200

Office, Commercial, Industrial, Mixed Use—\$300

Notice

Notice shall be published in a newspaper of general circulation in the City of Wagoner at least one (1) time, fifteen (15) days prior to the hearing date. Written notice must be sent at least twenty (20) days prior to the hearing date and be sent to all owners of real property included in the proposed change and all owners of real property within a three hundred (300) foot radius of the exterior boundary of the property. Notice shall be given by posting a sign on the subject property at least (20) days prior to the public hearing date.

Affidavit of Mailing

An Affidavit of Mailing, prepared by a licensed abstractor, shall be filed with the Planning Commission prior to the public hearing date. Failure to file the Affidavit of Mailing within the allotted time, or if the mailing list is found to be incorrect, may be grounds for the Commission to deny the application.

Meeting

Regular meetings for the Wagoner Metropolitan Planning Commission are held on the last Tuesday of each month. The meetings are called to order at 6:00 P.M., at the Wagoner Civic Center, located at 301 S Grant Avenue, Wagoner, OK.

Planning Commission Approval

If the Planning Commission recommends approval of the application for zoning change, it will be forwarded to the next regularly scheduled City Council meeting.

Planning Commission Denial

If the Planning Commission denies the application, the applicant may appeal the Commission's decision to the City Council. To appeal, the applicant must file a written request with the City Clerk within ten (10) days from the date of Planning Commission's action.

Other Information

Site plans, photographs, and other factual information and evidence which will help the Planning Commission reach an intelligent decision must be attached to the application at the time of filing.



Zoning Change Application

City of Wagoner

231 Church Street
Wagoner, Oklahoma 74467

Development Services

Phone: (918) 485-2554

Fax: (918) 485-4748

APPLICANT NAME: _____ CONTACT #: _____

ADDRESS: _____

PROPERTY OWNER (if different from applicant): _____ CONTACT #: _____

ADDRESS: _____

SUBJECT PROPERTY LEGAL DESCRIPTION:

SUBJECT PROPERTY ADDRESS (if applicable):

I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEW IF REQUIRED AND ALL FEES AND CHARGES RELATED TO STIE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS. I/WE FURTHER STATE THAT A FULLY COMPLETED AFFIDAVIT OF MAILING ALONG WITH A LIST OF ALL OWNERS OF RECORD WITHIN 300 FEET OF THE SUBJECT TRACT FOR WHICH THIS ZONING HEARING IS REQUESTED WILL BE FILED WITH THE PLANNING COMMISSION 20 DAYS PRIOR TO THE DATE OF THE PUBLIC HERING OF THIS REQUEST. WHEREFORE, YOUR APPLICANTS RESPECTFULLY REQUEST THAT THIS APPLICATION BE SET FOR PUBLIC HEREING IN ACCRODANCE WITH THE LAW AND THAT DUE NOTICE WILL BE GIVEN, AND UPON PUBLIC HEARING HAVING BEEN DULY HELD, THAT SAID ZONING AS ABOVE REQUESTED BE GRANTED.

Signature of Applicant: _____ Date: _____

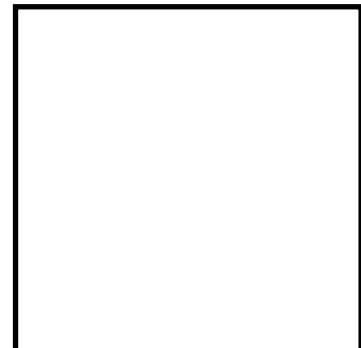
Signature of Property Owner: _____ Date: _____

NOTE: IF DENIED BY PLANNING COMMISSION AN APPEAL APPLICATION MAY BE FILED IN THE OFFICE OF THE CITY CLERK WITHIN TEN (10) DAYS.

Subscribed and sworn before me this ____ day of ____, 20__

Notary Public

My commission expires: _____



Seal



Zoning Change Application
City of Wagoner
231 Church Street
Wagoner, Oklahoma 74467

Development Services
Phone: (918) 485-2554
Fax: (918) 485-4748

Mailed Notice to Property Owners

Case # _____

The Wagoner County Land Records indicate you are the owner of property located within 300 feet of the following described property, to-wit:

The owner of the above property _____
Has applied for a change of zoning on their property from _____ to _____ so they may use their property for
a/an _____.

A public hearing on this application will be held by the Wagoner Metropolitan Area Planning commission, whose address is 202 N Casaver Ave., Wagoner, OK 74467 and the phone is (918) 485-8123.

This hearing will be held on Tuesday _____, 20____ at 6:00 pm at the Wagoner Civic Center, located at 301 S Grant Avenue, Wagoner, OK. You may appear if you so desire either in person or by agent or by attorney and be heard. The hearing is not limited to those receiving a copy of this notice and if you know of an affected property owner, who for any reason failed to receive a copy of this notice, it would be appreciated if you would inform them of this hearing date.

Date: _____

Applicant

Applicant



Zoning Change Application

City of Wagoner

231 Church Street
Wagoner, Oklahoma 74467

Development Services

Phone: (918) 485-2554

Fax: (918) 485-4748

Affidavit of Mailing

To: Wagoner Metropolitan Area Planning Commission

Case # _____

In the matter of the applicant of

Applicant

Affidavit of Mailing

This affidavit of mailing will be prepared by a licensed abstractor for the applicant.



Zoning Change Application

City of Wagoner

231 Church Street
Wagoner, Oklahoma 74467

Development Services

Phone: (918) 485-2554

Fax: (918) 485-4748

Newspaper Notice

Pursuant to O.S. 11, 45-101 to 45-106 and O.S. 19, 866.1 and 866.36, a public hearing will be held by the Wagoner Metropolitan Area Planning Commission on Tuesday, _____, 20____ at 6:00 P.M. at the Wagoner Civic Center, located at 301 S Grant Avenue, Wagoner, OK to hear the application of _____.

To rezone the following property, to-wit:

The present zoning of this property is _____. The zoning requested is _____. The intended use of the property after rezoning will be for _____.

Those who may have an interest in the above-described matter may appear and be heard.

Applicant

Applicant



Zoning Change Application

City of Wagoner

231 Church Street
Wagoner, Oklahoma 74467

Development Services

Phone: (918) 485-2554

Fax: (918) 485-4748

Sign Notice

The size of the sign imparting notice of a public hearing shall be 4 feet by 3 feet and shall have a bright yellow background with black lettering, capital block style, stating the following information:

NOTICE TO THE PUBLIC:

IT IS PROPOSED TO CHANGE

THE ZONING CLASSIFICATION

OF THIS PROPERTY

TO A/AN _____ DISTRICT

FOR _____ PURPOSES

A PUBLIC HEARING WILL BE HELD

AT THE CIVICS CENTER IN WAGONER

AT 301 S. GRANT ON _____

_____ AT 6:00 PM

BY: WAGONER METRO PLANNING COMMISSION

PHONE (918) 485-8123

Lettering of the sign shall be in 2-inch black letters.

Signs shall be posted 20 days before the date of the public hearing date. Signs shall be posted in a clear opening on a building or post not less than 12 inches nor more than 48 inches from the ground on or inside the property line no more than 30 feet.

The sign shall be in full view from a public street or streets toward which it faces.

NOTE: ALL APPLICANTS ARE RESPONSIBLE FOR FURNISHING AND POSTING THEIR OWN ZONING SIGN AND SHALL TAKE A PHOTO OF THE SIGN ON THE SUBJECT PROPERTY TO GIVE TO THE PLANNING COMMISSION BEFORE STATED HEARING DATEA.