



BOARD OF ADJUSTMENT APPLICATION

APPLICATION REQUIREMENTS

The following items must be submitted for **Board of Adjustment Application** to be processed. Items must be submitted digitally unless otherwise specified.

- Legal Description (Microsoft Word format)
- A certified ownership list of ALL property owners within 300 feet. If there are less than 10 property owners within the 300-foot radius of the property, the radius will be increased by 100-foot increments until at least 10 owners are included. When the radius is increased, all property owners listed must be included, even if the 10 owner minimum is exceeded. Owner names and mailing addresses shall be taken from the County Assessor's current tax rolls. (hard copy only)
- Mailing labels printed with the above addresses (hard copy only)
- Notice sign posted at the site (see sign requirements included in this application)
- Fee: **\$400** prior to work being started (= \$250 application fee + \$150 publication & notice fee)
OR
\$1400* if code violation or work has started (= \$1,250 app fee + \$150 publication & notice)

Make checks payable to **"City of Edmond"**

**In the event the variance application is submitted for a setback encroachment into a building line that is documented with a survey, after the structure has been occupied for a period of at least one year or by subsequent property owners, after the original deed has been filed at the County Court House, the \$1,250.00 fee may be reduced to \$500.00 plus the cost of the required notices.*

- Completed and signed **Board of Adjustment Application**

(Staff use only)

Project Name: _____
 Application #: _____
 Existing Zoning District: _____
 Date of Pre-Application Meeting: _____
 Date Received: _____
 Date of Public Notice: _____

APPLICANT INFORMATION

Applicant: _____ Contact Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alt. Phone (optional): _____
 Email: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

Property Owner: _____ Contact Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alt. Phone (optional): _____
 Email: _____



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REPRESENTATIVE INFORMATION (IF REPRESENTED)

Representative: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____

PROPERTY/PROJECT INFORMATION

Property Address: _____

Nearest major street intersection: NW NE SE SW of:
_____ and _____

REQUEST SUMMARY & JUSTIFICATION

Nature of variance requested: _____

Purpose/reason for request: (attach additional pages if needed):

Applicant or Designated Representative must attend meeting(s) of the Board of Adjustment when this application is considered.

Property Owner Signature: _____ Date: _____

Contact us at 405-359-4790 if you have questions about this application.



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Posted Notice Instructions (see Title 22.3.1(F)(3)):

- Sign must be posted on the property at least 20 days in advance of the first hearing.
- The sign must be at least six (6) feet tall.
- The sign must be thirty-two (32) square feet or larger.
- The sign must have a white background with black letters at least 4 inches tall
- More than one sign may be required for large parcels of land.
- Applicant must submit a picture of the sign placed on the property recording the location and the date the sign was installed.
- Sign must be removed from the property within 30 days of the last hearing.

BOARD OF ADJUSTMENT NOTICE

MEETING DATE _____ @ 5:30 P.M.

PLANNING AND PUBLIC WORKS BUILDING, ROOM 104

10 S. LITTLER, EDMOND, OK.

VARIANCE REQUEST: _____

Example notice sign layout & wording:

