



Board of Adjustment Permit

Wagoner County

Wagoner Metropolitan Area Planning Commission

308 East Cherokee, Wagoner, OK 74467

Phone: 918-485-8123 Fax: 918-485-8194

Requirements

Public Notice: Notice of such hearing shall be published in a newspaper of general readership in the locality at least (1) time (15) days prior to the hearing date. Fee for this publication is applicant's responsibility. Legal proof of publication must be given to the agent for the board prior to the hearing date.

- The applicant will file a completed "affidavit of mailing" prepared by a licensed abstractor, with the agent of the board (10) days prior to the 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 to deny the application.

- Mailings of "notice to property owners" will be mailed by a licensed abstractor to all owners of record, at their last known address, of property within (300) feet of affected tract.

- Plot plans, photographs and other factual information and evidence which will assist the board in reaching an informed decision should be attached or brought to the hearing.

Note: If a transcript is required, it is the responsibility of the applicant.

Meetings are held 3rd Tuesday of the month in courtroom #4 on the 1st floor of the Wagoner County Courthouse.

Frequently Asked Questions (FAQ)

Time for filing?

Each application shall be filed with the agent of the Board of Adjustment (Director of Planning Commission) (30) days prior to the date of the public hearing at which it is to be considered, unless there are extenuating circumstances.

Filing fee?

The filing fee is \$20.00, payable upon presentation of completed application.



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Appeals to the City of Wagoner Board of Adjustment for:

- ☐ Conditional Use Permit
- ☐ Special Exception Permit
- ☐ Variance Permit
- ☐ Other

Now comes the applicants, _____

address _____ daytime phone _____

and hereby make application to the Wagoner County Board of Adjustment for a _____ permit

on the following real estate described situated in Wagoner County, State of Oklahoma, to-wit: (legal description)

That said real estate is presently zoned _____

Wherefore, your applicants respectfully request that this application be set for hearing in accordance with the law and that upon public hearing having been duly held that said _____, permit as above request be granted.

Applicants further state that due notice of this hearing has been given according to law.

Applicant

Applicant

State of Oklahoma, County of Wagoner, ss:

_____ and _____ each being of lawful
age and each being first duly sworn upon oath state that they have read the above and foregoing application and that the statements
herein are true and correct.

Applicant: _____

Applicant: _____

Subscribed and sworn before me this _____ day of _____, 20 _____

Notary Public



Seal

My commission expires _____



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Notice to Property Owners

The Wagoner County Land Records indicate you are the owner of property located within (300) feet of the following described property, to-wit: (place legal description here)

The owner of the above described property, _____
has applied for a _____ permit so they may use this property as follows:

A public hearing on this application will be held by the Wagoner County Board of Adjustment, whose mailing address is 306 East Cherokee, Wagoner, OK 74467. The phone number is 918-485-8123.

This hearing will be held on _____, 20____ at 7:00 PM in courtroom #4 on the 1st floor of the Wagoner County courthouse at 307 East Cherokee, Wagoner, OK.

You may appear, if you so desire, either in person or by agent of attorney and be heard. The hearing of this application is not limited to those receiving copies of this notice and if you know of any neighbor or affected property owner who, for any reason failed to receive a copy, it would be appreciated if you would inform them of the upcoming hearing date.

Date _____

Applicant

Applicant



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To: Wagoner County Board of Adjustment

Case # _____

In the matter of the application of

Applicant

Affidavit of Mailing

This affidavit of mailing and notice to property owners must be handled by a licensed abstractor.



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Suggested Legal Notice

Pursuant to O.S. 19, 866.1 to 866.36, a public hearing will be held by the Wagoner County Board of Adjustment.

This hearing will be held on _____, 20____ at 7:00 PM in courtroom #4 on the 1st floor of the
Wagoner County courthouse to hear application of _____
for a _____ permit to allow the applicants to use the subject property as follows:

The legal description of this property is as follows:

That said real estate is presently included in a zoning classification as _____

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

Applicant

Applicant