



Board of Adjustment Application

City of Wagoner

231 Church Street
Wagoner, Oklahoma 74467

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

INSTRUCTIONS

Public Notice

- Notice of such hearing shall be published in a newspaper of general readership in the locality at least one (1) time ten (10) days prior to the hearing date. Fee for this publication is applicant's responsibility. Legal proof of publication must be given to the City of Wagoner prior to the hearing date.
- The applicant must file a completed "affidavit of mailing" prepared by a licensed abstractor, with City of Wagoner ten (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" must be mailed by a licensed abstractor to all owners of record, at their last known address, of property within three hundred feet (300') of the 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 on the second Wednesday of the month in the council chambers at the City of Wagoner City Hall, 231 Church Street Wagoner, OK.

Frequently Asked Questions

Time of Filing

Each applicant shall be filed with the City of Wagoner thirty (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 \$200 for variances and special exceptions; \$100 for appeals.



Board of Adjustment Application

City of Wagoner

231 Church Street
Wagoner, Oklahoma 74467

Development Services

Phone: (918) 485-2554

Fax: (918) 485-4748

Applicant is applying for:

☐

Variance

☐

Special Exceptions

☐

Administrative Appeal

APPLICANT NAME: _____ CONTACT #: _____

ADDRESS: _____

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

ADDRESS: _____

SUBJECT PROPERTY LEGAL DESCRIPTION:

SUBJECT PROPERTY ADDRESS (if applicable):

The above real estate is presently zoned _____

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

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

Applicant

Applicant

City of Wagoner, Wagoner County, State of Oklahoma, ss:

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

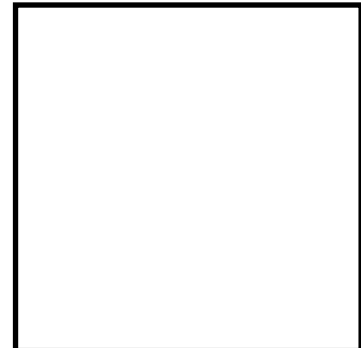
Applicant: _____

Applicant: _____

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

Notary Public

My commission expires: _____



Seal



Board of Adjustment 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

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 _____ so they may use their property for
a/an _____.

A public hearing on this application will be held by the City of Wagoner Board of Adjustment, whose mailing address is 231 Church, Wagoner, OK 74467 and the phone is (918) 485-2554.

This hearing will be held on Wednesday _____, 20____ at 6:30 pm in at City of Wagoner City Hall, 231 Church Street 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



Board of Adjustment Application

City of Wagoner

231 Church Street
Wagoner, Oklahoma 74467

Development Services

Phone: (918) 485-2554

Fax: (918) 485-4748

Affidavit of Mailing

To: City of Wagoner Board of Adjustment

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.



Board of Adjustment 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, 44-101 to 44-110, a public hearing will be held by the City of Wagoner Board of Adjustment on Wednesday, _____, 20____ at 6:30 P.M. in Council Chambers at City of Wagoner City Hall 231 Church Street Wagoner, OK to hear the application of _____

For a _____ 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 the zoning classification of _____.

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

Applicant

Applicant