



PLANNING & ZONING COMMISSION RE-ZONE APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner: Yes \_\_\_\_ No \_\_\_\_ Agent for Property Owner: Yes \_\_\_\_ No \_\_\_\_

Location of Property to Re-zone: \_\_\_\_\_

Legal Description of Property to Re-zone: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Engineer: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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If there is more than one property owner complete a separate signature page. The City requires all Original Signatures. If applicant is other than the property owner, a "Power of Attorney" with the original notarized signature.

STATE OF OKLAHOMA ))  
COUNTY OF DELAWARE ))

Before me, a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 2023. The undersigned applicant, personally appeared to me and stated the following: "I certify that I am the owner of the property described in the application or duly authorized agent of the owner for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

\_\_\_\_\_  
Owner or Agent (circle one)

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

## **INSTRUCTIONS FOR FILING APPLICATIONS**

Applications must be filled out completely and signed by the ***applicant*** & the ***property owner***, and notarized. Fees: Zoning Application - \$275.

### **ZONING - APPLICATIONS SUBMITTAL DOCUMENTS**

- 1) APPLICATION FORM/FEE
- 2) PLAT – Showing location of new building, dimension of property, identify existing buildings, plat may be obtained from Delaware County Clerk
- 3) FLOOR PLAN OF PROPOSED BUILDING
- 4) LEGAL DESCRIPTION – metes & bounds
- 5) PROOF OF OWNERSHIP - Copy of General Warranty Deed, Special Warranty Deed, Title Policy, etc
- 6) CERTIFIED ABTRACTOR'S LIST OF PROPERTY OWNERS WITHIN 300 FEET OF SUBJECT PROPERTY– Furnish typed list of the names and mailing addresses of all property owners within 300 feet of the subject property. Property owner's names may be obtained from Tax Assessor's Office.
- 7) Written verification: Notarized statement or 'Power of Attorney' from owner, authorizing an agent
- 8) Tax Status Verification from County Clerk's Office in Jay, Ok
- 9) Letter of request explaining the need for a Special Condition Use within a district, if applicable.
- 10) SURVEY/PLAT (for request to change zoning classification) reflecting dimensions of area to be affected by proposed rezoning, showing its location within the city limits and the zoning classification of surrounding/adjacent zoning districts.

**Processing of the application will begin upon receipt of all required documents**