



** APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE HEARINGS TO REPRESENT THE CASE**

APPLICATION FEE \$275.00

(FOR OFFICE USE ONLY)

PAID: _____

APPEAL # _____

DATE: _____

BOARD OF ADJUSTMENT
VARIANCE/APPEAL APPLICATION

COMMERCIAL []

RESIDENTIAL []

APPLICANTS' NAME _____

MAILING ADDRESS _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____ Email: _____

APPLICANT IS: ___ PROPERTY OWNER ___ AGENT

1. LOCATION AND LEGAL DESCRIPTION OF PROPERTY: _____

2. EXISTING ZONING _____ PROPOSED ZONING _____

3. PROPOSED USE/REQUEST _____

4. PRESENT USE OR LAST KNOWN USE _____

5. AGENT'S NAME _____

MAILING ADDRESS _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____ Email: _____

****READ BEFORE SIGNING BELOW:** If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF OKLAHOMA) (

COUNTY OF DELAWARE) (

BEFORE ME, a Notary Public, on this day personally appeared _____
_____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) 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."



[Notary seal]

**Owner / Agent (circle one)

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Oklahoma

In accordance with the provisions of the City of Grove Zoning Ordinance, appeal is now made to the Honorable Board of Adjustments to grant the following variance request. (Please provide details of the variance applied for and the grounds on which it is claimed that the variance should be granted.)

In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that all of the following conditions are met. State how your request meets these conditions. Please note that the stated hardship shall NOT be financial or self-induced.

- a. Describe how the requested variance is in accordance with and does not violate the intent of the ordinance or its amendments:

- b. Describe any special conditions of restricted area, shape, topography or physical features that exist and are peculiar to the subject parcel of land and are not applicable to other parcels of land in the same zoning district:

- c. Describe the hardship (NOTE: The hardship shall NOT be financial or self-induced by the applicant):

- d. Describe how the interpretation of the provisions of this ordinance or its amendments would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district, that comply with the same provisions:

SUBMIT THE FOLLOWING INFORMATION

- _____ Completed Application including \$200 fee
- _____ Legal Description – Total acreage
- _____ Proof of Ownership – Copy of Warranty Deed
- _____ Certified Abstractor’s List of Property Owners within 300 feet of subject property – Furnish typed list of names and mailing addresses of all property owners within 300 feet of the subject property. List of property owners may be obtained from the Delaware County Assessors office.
- _____ Tax Verification from County Treasurer’s office
- _____ Plat showing location of new building, dimension of property, identifying existing buildings (Plat may be obtained from Delaware County)
- _____ Lot dimensions and building setback lines of all lots within the block subject property is located
- _____ Floor Plan of any proposed buildings
- _____ All existing right-of-way, adjacent streets, alleys & easements
- _____ Existing zoning, proposed zoning if applicable
- _____ Location of sanitary sewer/lift stations along streets
- _____ Adjacent bodies of water, lake, river, stream – GRDA Boundary Line
- _____ Flood Plain Areas (FEMA) & Flowage Easements (Corp of Engineers)
- _____ Location of adjacent dedicated park land, church, school or for public use