



# TULSA COUNTY BOARD OF ADJUSTMENT

2 West 2nd Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526 - Submit applications to [esubmit@incog.org](mailto:esubmit@incog.org)

## APPLICATION INFORMATION

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_ CASE NUMBER \_\_\_\_\_  
[ ] RESIDENTIAL [ ] NON-RESIDENTIAL [ ] COMBINATION RELATED APPLICATION NUMBER \_\_\_\_\_  
NEIGHBORHOOD ASSOCIATIONS: \_\_\_\_\_

## SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_  
LEGAL DESCRIPTION: (email to: [esubmit@incog.org](mailto:esubmit@incog.org)) \_\_\_\_\_  
PRESENT USE: \_\_\_\_\_ PRESENT ZONING \_\_\_\_\_ T-R-S \_\_\_\_\_ CZM \_\_\_\_\_ Commissioner District \_\_\_\_\_  
COUNTY COMPREHENSIVE PLAN AREA OR FENCELINE AREA: \_\_\_\_\_

## INFORMATION ABOUT YOUR REQUEST **A site plan is required to illustrate your request.**

ACTION(S) REQUESTED: \_\_\_\_\_

LIST THE SPECIFIC SECTIONS OF THE ZONING CODE THAT APPLY TO EACH ACTION YOU'RE REQUESTING.

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
<b>I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.</b>	
SIGNATURE:	DATE:

DOES OWNER CONSENT TO THIS APPLICATION? [ ] YES [ ] NO. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER?

APPLICATION FEES (Make checks payable to INCOG)			
BASE REQUEST	\$		
ADDITIONAL REQUESTS	\$	APPLICATION SUBTOTAL	\$
NEWSPAPER PUBLICATION	\$		
300' PROPERTY OWNERS MAILING & POSTAGE	\$45 + \$ = \$	NOTICE SUBTOTAL	\$
[ ] APPLICANT PROVIDED MAIL LIST	RECEIPT NUMBER	<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

**All fees must be paid with submittal.  
Application fees in whole or part will not be refunded after notification has been given.**

## DISPOSITION

BOARD ACTION: \_\_\_\_\_  
FINAL DATE: \_\_\_\_\_ VOTE: \_\_\_\_\_

For a current calendar of meetings, cut-off dates, and fees, visit [https://www.incog.org/Land\\_Development/land\\_main.html](https://www.incog.org/Land_Development/land_main.html)

**Authorization For INCOG to Obtain Names and Mailing Addresses of Owners of Property Within 300 Feet or Extended Until a Minimum of 15 Property Owners are Notified**

**AUTHORIZATION AND RELEASE**

I authorize the INCOG Staff to obtain property owners' names and addresses as required for application number \_\_\_\_\_. I understand that INCOG Staff will use the Tulsa and Surrounding County Assessor's computer database to ascertain the names and addresses of the property owners. That database may not reflect recent ownership changes.

For valuable consideration duly received and acknowledged, I hereby release and forever discharge INCOG, its agents and successors from any actual or potential cause of action, suit or proceeding brought by me, my agents or assigns, based on the names and addresses obtained by INCOG as required in this application.

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**Applicant's Signature**

**Date**

**PLATTING/ SUBDIVISION COMPLIANCE REVIEW REQUIREMENT**

*Signature required for all Special Exception requests listed in Section 14.060-D.2.b of the Tulsa County Zoning Code*

For the purposes of providing a proper arrangement of streets and assuring the adequacy of open spaces for traffic, utilities, and access of emergency vehicles, commensurate with the intensification of land use customarily incident to a change of zoning, a platting requirement or subdivision conformance review is established as follows:

For any land which has been rezoned to a zoning classification other than AG upon application of a private party or for any land which has been granted a special exception by the Tulsa County Board of Adjustment to permit those uses expressly stated in Section 260 of the Tulsa County Zoning Code, no building permit or zoning clearance permit shall be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, or a subdivision conformance review as the case may be, submitted to and approved by the Planning Commission, and filed of record in the office of the County Clerk where the property is situated.

I hereby certify that I have read and understand the above requirements and that I will plat, replat or comply with standards set by the subdivision conformance review for the subject property.

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**Applicant's Signature**

**Date**

**County Board of Adjustment Case Number \_\_\_\_\_**

**Date: Tuesday \_\_\_\_\_, 1:30 p.m.**

Meetings will be held at: 1 West 3rd Street, Tulsa, OK – Williams Tower 1, St. Francis Conference Room

**A person knowledgeable of the application and the property must attend the meeting to represent the application.**

**Site Plans must be submitted at the time of application.**

Other drawings, photographs or exhibits may be submitted at the hearing.

**VARIANCES**

**The applicant must prove a hardship to the Board.** The Board of Adjustment is allowed to approve variances only after determining that the following conditions exist. Please be ready to describe how your request satisfies each of these conditions at the hearing:

1. Application of the zoning ordinance requirements to this particular piece of property will create unnecessary **hardship** to the property. This does not include financial hardship to the applicant.
2. There are conditions that are peculiar to this piece of property, which do not apply to other properties in the same zoning district.
3. The variance, if granted, will not cause substantial detriment to the public good or impair the purpose and intent of the zoning ordinance or the comprehensive plan.

In granting a variance, the Board may make appropriate conditions or safeguards and may require a bond or other guarantee necessary to enforce compliance with the conditions.

**Please state your hardship:**

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**Applicant Signature:** \_\_\_\_\_

**SPECIAL EXCEPTIONS**

The Board of Adjustment is allowed to approve special exceptions only after determining that the following conditions exist. Please be ready to describe how your request satisfies each of these conditions at the hearing:

1. The special exception will be in harmony with the spirit and intent of the Zoning Code.
2. The special exception will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

In granting any special exception, the Board may make appropriate conditions or safeguards, may limit the approval to a specified period of time and may require a bond or other guarantee necessary to enforce compliance with the conditions.

**Required Site Plan:**

Please provide a site plan (hand-drawn or professional) that shows the property boundaries and dimensions, all existing and proposed structures or improvements, and any relevant setbacks or distances, and that is accurate and easy to read so the Board can properly evaluate the request.

**If Your Application Is Approved, You Will Need Additional Permits.**  
Contact the Tulsa County Building Inspector's Office at 918-596-5296.  
218 West 6th Street, Tulsa, OK 74127

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