

ADMINISTRATIVE ADJUSTMENT

RECEIVED BY: _____ DATE FILED: _____ HEARING DATE: _____ CASE NUMBER _____

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: _____

LEGAL DESCRIPTION: (email to planning@cityoftulsa.org) _____

Present Use: _____ Present Zoning: _____ Council District: _____

Action(s) requested:

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
Name	Name
Address	Address
City, State, ZIP	City, State, ZIP
Daytime Phone	Daytime Phone
Email	Email
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.	
SIGNATURE & DATE:	

Does Owner consent to this application? []Y []N Applicant's relationship to Owner: _____

APPLICATION FEES (Make checks payable to City of Tulsa)	
TOTAL AMOUNT DUE	\$ 345

Application fees in whole or part will not be refunded after notification has been given.

DISPOSITION

Land Use Administrator Action: _____ Date: _____

Site plan examples can be found at tulsaplanning.org. You may also obtain a current calendar of meetings and cutoff dates from the Tulsa Planning Office, or visit us at tulsaplanning.org.

SUBMITTAL REQUIREMENTS:

Site Plan: 1 copy; maximum 11" X 17"

Letter of Deficiency: 1 copy; can be obtained from the City of Tulsa Permit Department

APPLICATION FEES:

All fees must be paid with submittal. A current fee schedule is available at tulsaplanning.org.

PERMIT REVIEW REQUIREMENT

The City of Tulsa Zoning Code policies require that the City of Tulsa Permit center issue review comments to the Applicant outlining relief needed with an application for an Administrative Adjustment.

I understand, and take responsibility for, the following:

1. All requirements set forth in the Review Comments must be met or the relief detailed must be sought in an application to the Board for any of the requirements which will not be met. In the event that the applicant does not request the relief detailed in the Review Comments, additional BOA action may be required resulting in significant delays during the building permit process.
2. If the plans reviewed by the City are changed prior to the Board of Adjustment hearing adjustment hearing the applicant should confirm no further relief is required by the Board.

Applicant's Signature

Date

AUTHORIZATION 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 City of Tulsa Planning Office Staff to obtain property owner's names and addresses as required for application number _____. I understand that 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 the City of Tulsa, 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 the City of Tulsa as required in this application.

Applicant's Signature

Date

NEIGHBOR COMMUNICATIONS

1. Neighbor communications are encouraged by the board of adjustment, planning commission and city council to help:
 - a. educate applicants and neighbors about one another's interests;
 - b. resolve issues in a manner that respects those interests; and
 - c. identify unresolved issues before initiation of formal public hearings.
2. Applicants are encouraged to submit a summary of their neighbor communication activities at or before the first required public hearing. The recommended content of such summaries is as follows:
 - a. Efforts to notify neighbors about the proposal (how and when notification occurred, and who was notified);
 - b. How information about the proposal was shared with neighbors (mailings, workshops, meetings, open houses, flyers, door-to-door handouts, etc.);
 - c. Who was involved in the discussions;
 - d. Suggestions and concerns raised by neighbors; and
 - e. What specific changes (if any) were considered and/or made as a result of the neighbor communications.

Applicant's Signature

Date

STANDARDS AND REVIEW CRITERIA

Administrative adjustments may be approved only when the land use administrator determines that the following general approval criteria and any specific criteria associated with the authorized administrative adjustment have been met:

1. The requested administrative adjustment is consistent with all relevant purpose and intent statements of this zoning code and with the general purpose and intent of the comprehensive plan;
2. The requested administrative adjustment will not have a substantial or undue adverse effect upon adjacent property, the character of the area or the public health, safety, and general welfare; and
3. Any adverse impacts resulting from the administrative adjustment will be mitigated to the maximum extent feasible.

If the Land Use Administrator finds that your request does not meet the criteria above, they may deny the application and refer the application to the board of adjustment for consideration as a variance with additional fees.