CITY OF TULSA BOARD OF ADJUSTMENT
175 East 2nd St, Suite 480 - Tulsa, OK 74103 - (918) 596-7526 - tulsaplanning.org Submit applications to planning@cityoftulsa.org

APPLICATION INFORMATION
RECEIVED BY: __________ DATE FILED: ______________ HEARING DATE: ______________ CASE NUMBER: ______________
[ ] RESIDENTIAL [ ] NON-RESIDENTIAL [ ] COMBINATION
REFERRAL CITIES: ____________________________________________________________
NEIGHBORHOOD ASSOCIATIONS: ______________________________________________

SUBJECT PROPERTY INFORMATION
ADDRESS OR DESCRIPTIVE LOCATION: ____________________________________________
LEGAL DESCRIPTION: (email to planning@cityoftulsa.org) ____________________________

PRESENT USE: ___________________________ PRESENT ZONING: __________________ T-R-S: _______ CD: __________

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

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. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER?

APPLICATION FEES (Make checks payable to City of Tulsa)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE REQUEST</td>
<td>$</td>
</tr>
<tr>
<td>ADDITIONAL REQUESTS</td>
<td>$</td>
</tr>
<tr>
<td>NEWSPAPER PUBLICATION</td>
<td>$</td>
</tr>
<tr>
<td>SIGN (Special Exception Uses in CITY Only)</td>
<td>$130 x</td>
</tr>
<tr>
<td>300' PROPERTY OWNERS MAILING &amp; POSTAGE</td>
<td>$45 + $</td>
</tr>
<tr>
<td>[ ] APPLICANT PROVIDED MAIL LIST</td>
<td></td>
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</tbody>
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APPLICATION SUBTOTAL $        NOTICE SUBTOTAL $        TOTAL AMOUNT DUE $

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

DISPOSITION

BOARD ACTION:

FINAL DATE: __________ VOTE: __________ SUBDIVISION COMPLIANCE REVIEW [ ] Y [ ] N
Site plan examples can be found at [tulsaplanning.org](http://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](http://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 INCOG or on the web at [tulsaplanning.org](http://tulsaplanning.org).

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**LETTER OF DEFICIENCY REQUIREMENT**

The City of Tulsa Board of Adjustment policies require that an official “Letter of Deficiency” (“LOD”) issued to the Applicant from the City of Tulsa accompany each application to the Board for a Variance, Special Exception or other relief.

I understand, and take responsibility for, the following:

1. All requirements set forth in the LOD must be met or the relief detailed in the LOD 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 LOD, additional BOA action may be required resulting in significant delays during the building permit process.

2. If the plans reviewed by the City for the issuance of the LOD are changed, the plans must be resubmitted to the City, and an additional LOD may be issued based upon the new plans which may result in additional requirements or an additional application to the Board being necessary.

I hereby certify that I have read and understood the above LOD requirements for the subject property in case number ______________.

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**Applicant's Signature**

**Date**

**Authorization For City of Tulsa 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 City of Tulsa Staff to obtain property owners’ names and addresses as required for application number __________.

I understand that City of Tulsa 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 City of Tulsa as required in this application.

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**Applicant's Signature**

**Date**
PLATTING/ SUBDIVISION COMPLIANCE REVIEW REQUIREMENT

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 Board of Adjustment to permit those uses expressly stated in Section 70.080-B.2.b of the City of Tulsa 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.

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 ________
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 describe how your request satisfies each of these conditions at the hearing. *(You may include a separate page)*

1. That the physical surroundings, shape, or topographic conditions of the subject property would result in unnecessary hardships or practical difficulties for the property owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;

2. That the literal enforcement of the subject zoning code provision is not necessary to achieve the provision’s intended purpose;

3. That the conditions leading to the need of the requested variance are unique to the subject property and not applicable, generally, to other property within the same zoning classification;

4. That the alleged practical difficulty or unnecessary hardship was not created or self-imposed by the current property owner;

5. That the variance to be granted is the minimum variance that will afford relief;

6. That the variance to be granted will not alter the essential character of the neighborhood in which the subject property is located, nor substantially or permanently impair use or development of adjacent property; and

7. That the variance to be granted will not cause substantial detriment to the public good or impair the purposes, spirit, and intent of this zoning code 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 sign to acknowledge that you understand the conditions that the Board must find to grant your request and that the information included in this application is truthful.

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.

If your application is approved, you WILL need additional permits. Contact the City of Tulsa Permit Center at 918.596.9601 or Development Services Plans Review at 918.596.9456.