
CITY OF CHOCTAW

VARIANCE APPLICATION The Choctaw Board of Adjustment



**VARIANCE APPLICATION
POLICIES AND PROCEDURES**

1. Incomplete applications will not be considered and completed application must be submitted twenty (20) days prior to Board of Adjustment hearing.
2. Applicant must provide a certified ownership list prepared by a bonded abstractor, registered engineer or surveyor. Each owner within 300 feet of exterior boundaries of your property will be notified by mail ten (10) days prior to hearing.
3. If your property fronts a section line road, a 17' easement is required (additional to the statutory 33' right-of-way). If your property fronts a street less than 50' wide, a 25' or less easement is required from the centerline.
4. Prior to the Board of Adjustment hearing, the City will send you, by mail, a copy of the Public Hearing Notice.
5. Applicant must provide a survey plat of the property drawn to scale showing dimensions.
6. Applicant must provide location sketch of the property showing nearest road intersection.
7. Copy of Warranty Deed (as evidenced by OK County). If filed with County less than five (5) years - evidence to be submitted for legal lot split approval.
8. Submit any other documentation(s) the applicant feels would support this application.
9. The City will publish a Public Notice in the newspaper at least ten (10) days prior to hearing and bill the applicant for such cost.
10. The Board meets at 7:00 p.m., Fourth Monday of each Month, Council Chambers, 2500 N. Choctaw Road.

**FEES
(Non-Refundable)**

- | | |
|---|----------------|
| 1. Application fee | \$ 50.00 |
| 2. Public Notice Sign fee | \$ 45.00 |
| 3. Public Hearing Advertisement (reimbursement to City) | \$ actual cost |

**VARIANCE
APPLICATION**
(Please Print (Black Ink) or Type)

Applicant: _____

Address: _____

Phone: _____

Property address: _____

Property zoning: _____

Reason for VARIANCE?: _____

Code Section No.: _____

The undersigned declares that the above statements and those contained in any exhibits transmitted to the Board of Adjustment are true and correct to the best of my knowledge and that I received the Policies and Procedures regulating the Variance application.

Signature of Owner, or authorized Agent*

Date

*** Owner or authorized agent must be present at public meetings.**

(For Official Use Only)

County Parcel Number: _____
