

# APPLICATION FOR PUBLIC HEARING



918—485—8123

planning@wagonercounty.ok.gov

\_\_\_\_\_ METROPOLITAN AREA PLANNING COMMISSION

## I. IDENTIFICATION

WCZ #

OWNER:

EMAIL:

PHONE:

PHYSICAL ADDRESS of PROPERTY IN QUESTION:

POINT OF CONTACT (IF DIFFERENT POA REQ.):

EMAIL:

PHONE:

## II. APPLICATION TYPE

ZONING MAP AMENDMENT	PLAT-WAIVERED SUBDIVISION	PRELIMINARY PLAT	FINAL PLAT
<i>Property owner seeks to alter the land use of a particular parcel, lot, or tract. Must be recommended by the Planning Commission and approved by the Board of County Commissioners</i>	<i>Property owner seeks to subdivide land in accordance with the plat-waiver regulations found in the Wagoner County Subdivision Regulation. Required Planning Commission Approval.</i>	<i>Property owner seeks to subdivide land in accordance with the platting process outlined in the Wagoner County Subdivision Regulation. The preliminary plat authorizes the development of required Engineering and Construction Services to take place. Requires Planning Commission recommendation and Board of County Commissioner Approval.</i>	<i>Property owner seeks final review and approval of subdivided property and dedication of public right-of-way (if applicable). Requires Planning Commission recommendation and Board of County Commissioner approval and adoption of public right-of-way.</i>

## III. REQUIRED ATTACHMENTS

Site Plan/Plat of Survey/Plat	Covenants (preliminary and final plats only)	Filed Property Deed (proof of ownership)	Newly developed deeds (if plat-waivered subdivision)
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NOTE: See [Wagoner County Subdivision Regulation](#) for a comprehensive list of required steps, checklists, and submittals for the platting process

## IV. REQUIRED TIME FOR APPLICATION SUBMISSION

Applications for public hearing to the Wagoner County Planning Commission must be submitted at least thirty (30) days prior to the next monthly hearing. The CMAPC and WMAPC meetings are held monthly ([schedule](#) can be found on the Wagoner County website). Application fee is accordance with the adopted fee schedule by the Board of County Commissioners.

## V. REQUIREMENTS and REGULATIONS FOR APPLICATION

### Title 19 Section 866.29—Publication of Notice of Hearing—Circumstances Requiring Notice to Nearby Real Property Owners

A. Notice of all public hearings herein provided for shall be given by one publication in a newspaper of general circulation in the municipality and the county at least fifteen (15) days prior to the date of such hearing.

### Affidavit of Mailing—Notice to Property Owners

Applies to zoning map amendment applications.

### Title 19 Section 866.29

B. In addition to the notice required in subsection A of this section, if the zoning change requested permits the use of treatment facilities, multiple family facilities, transitional living facilities, halfway houses and any housing or facility that may be used for medical or nonmedical detoxification as these terms are defined pursuant to Section 3-403 of Title 43A of the Oklahoma Statutes, the entity proposing the zoning change shall mail a written notice within thirty (30) days of the hearing to all real property owners within one-quarter (1/4) of a mile where the area to be affected is located and shall be responsible for all costs incurred in mailing this notice.

All other zoning map amendment applications require a 300' radius notice to property owners within fifteen (15) days of the hearing as outlined in the applicable zoning code.

Affidavit of Mailing and Notice to Property Owners must be handled by a licensed abstractor. Applicants must meet the statutory and regulatory timelines above to be placed on the agenda for public hearing.

**Property Notice Sign**—all zoning map amendment applicants are responsible for furnishing and posting their own sign and photo of posted sign shall be provided to Wagoner County Planning and Zoning staff fifteen (15) days prior to scheduled public hearing.

### Title 19 Section 866.12—Plats and Subdivisions—Rules and Regulations

The commission is hereby empowered to adopt rules and regulations of uniform application governing plats and subdivisions of land falling within its jurisdiction. Such regulations shall be submitted to the council and to the board for approval and shall not be in force or effect within the corporate limits of the municipality until approved by the council and shall not be in force or effect within any part of the county, except within the municipality, until approved by the council and the board.

For the purpose of this act, a subdivision is defined as any division of land into two or more lots, parcels, tracts, or areas, any one of which when divided has an area of less than ten acres, or any division of land involving the vacation or dedication or right-of-way or alignment of an existing or proposed street or highway or public utility easement, or the resubdivision of land heretofore divided into lots, sites or parcels.

**Wagoner County Zoning Code—WMAPC**

**Wagoner County Zoning Code—CMAPC**

**Wagoner County Subdivision Regulation—CMAPC and WMAPC**

[https://www.ok.gov/wagonercounty/Planning\\_and\\_Engineering\\_Services/Planning\\_&\\_Zoning/](https://www.ok.gov/wagonercounty/Planning_and_Engineering_Services/Planning_&_Zoning/)

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POINT OF CONTACT (IF DIFFERENT POA REQ.):	EMAIL:	PHONE:

VI. OWNER NARRATIVE

VII. SAID REAL ESTATE AS DESCRIBED BY THE FOLLOWING LEGAL DESCRIPTION:

IS PRESENTLY ZONED \_\_\_\_\_, WHEREFORE THE PROPERTY OWNER(S) AND/OR LEGAL APPLICANT(S) RESPECTFULLY REQUEST THE APPLICATION FOR PUBLIC HEARING BEFORE THE \_\_\_\_\_ METROPOLITAN AREA PLANNING COMMISSION, FOR THE PURPOSE OF

ZONING MAP AMENDMENT	PLAT-WAIVERED SUBDIVISION	PRELIMINARY PLAT	FINAL PLAT
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BE SET IN ACCORDANCE WITH THE LAW OF THE STATE OF OKLAHOMA AND REGULATIONS SETFORTH IN WAGONER COUNTY BY THE GOVERNING BODY; FURTHERMORE, THE PROPERTY OWNER(S) AND/OR LEGAL APPLICANT(S) STATE THAT DUE NOTICE OF PUBLIC HEARING AND THAT AFFIDAVIT OF MAILING AND NOTICE TO PROPERTY OWNERS WILL BE COMPLETED AS OUTLINED IN OKLAHOMA STATE STATUTE TITLE 19, SECTION 866.29 AND REGULATIONS SETFORTH IN WAGONER COUNTY BY THE GOVERNING BODY, IF SEEKING ZONING MAP AMENDMENT. THE PROPERTY OWNER(S) AND/OR LEGAL APPLICANT(S), EACH BEING OF LAWFUL AGE AND EACH BEING FIRST DULY SWORN UPON OATH, STATE THAT THEY HAVE READ THE FOREGOING APPLICATION AND THAT THE STATEMENTS HEREIN ARE TRUE AND CORRECT.

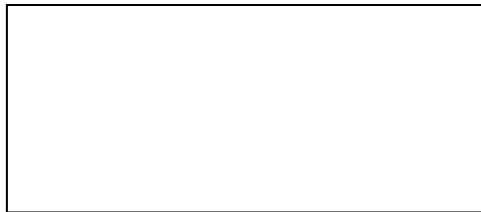
\_\_\_\_\_  
 PROPERTY OWNER/LEGAL APPLICANT

\_\_\_\_\_  
 PROPERTY OWNER/LEGAL APPLICANT

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC

My Commission Expires \_\_\_\_\_



SEAL



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## VIII. SUGGESTED LEGAL NOTICE

PURSUANT TO O.S. 19, 866.1 TO 866.35, A PUBLIC HEARING WILL BE HELD BY THE \_\_\_\_\_ METROPOLITAN AREA PLANNING COMMISSION. THE HEARING WILL BE HELD ON \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT \_\_\_\_ PM IN \_\_\_\_\_ TO HEAR APPLICATION OF \_\_\_\_\_ FOR A \_\_\_\_\_

ZONING MAP AMENDMENT

PLAT-WAIVERED SUBDIVISION

PRELIMINARY PLAT

FINAL PLAT

MORE SPECIFICALLY DESCRIBED AS \_\_\_\_\_  
FOR THE FOLLOWING PROPERTY AS LEGALLY DESCRIBED

THE DESCRIBED PROPERTY IS IN THE \_\_\_\_\_ ZONING DISTRICT. THOSE WHO MAY HAVE AN INTEREST IN THE ABOVE DESCRIBED MATTER MAY APPEAR AND BE HEARD.

\_\_\_\_\_  
PROPERTY OWNER/LEGAL APPLICANT

\_\_\_\_\_  
PROPERTY OWNER/LEGAL APPLICANT

PROPERTY OWNER/LEGAL APPLICANT MAILING ADDRESS: \_\_\_\_\_

PUBLICATION: WAGONER COUNTY AMERICAN TRIBUNE

SUBMIT TO [LEGALADS@TULSAWORLD.COM](mailto:LEGALADS@TULSAWORLD.COM)  
ANY QUESTIONS, PLEASE CALL 918-581-7323



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## IX. NOTICE TO PROPERTY OWNERS—ZONING MAP AMENDMENT APPLICATION

WAGONER COUNTY LAND RECORDS INDICATE YOU ARE THE OWNER OF PROPERTY LOCATED WITHIN \_\_\_\_\_ OF THE FOLLOWING DESCRIBED PROPERTY, TO-WIT:

THE OWNER OF THE ABOVE DESCRIBED PROPERTY HAS APPLIED FOR A ZONING MAP AMENDMENT ON THEIR PROPERTY FROM \_\_\_\_\_ TO \_\_\_\_\_ FOR THE PURPOSES OF \_\_\_\_\_.

PURSUANT TO O.S. 19, 866.1 TO 866.35, A PUBLIC HEARING WILL BE HELD BY THE \_\_\_\_\_ METROPOLITAN AREA PLANNING COMMISSION. THE HEARING WILL BE HELD ON \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT \_\_\_\_ PM IN \_\_\_\_\_. YOU MAY APPEAR IF YOU DESIRE EITHER IN PERSON, BY AGENT, OR BY ATTORNEY AND BE HEARD. YOU MAY ALSO SUBMIT A WRITTEN NARRATIVE TO THE WAGONER COUNTY PLANNING AND ZONING OFFICE TO BE READ ALOUD AT SAID HEARING. THE HEARING IS NOT LIMITED TO THOSE RECEIVING A COPY OF THIS NOTICE AND IF YOU KNOW OF AN AFFECTED PROPERTY OWNER, WHO FOR ANY REASON FAILED TO RECEIVE A COPY OF THIS NOTICE, PLEASE INFORM THEM OF THIS HEARING.

\_\_\_\_\_  
PROPERTY OWNER/LEGAL APPLICANT

\_\_\_\_\_  
PROPERTY OWNER/LEGAL APPLICANT



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PHONE:

## X. AFFIDAVIT OF MAILING

IN THE MATTER OF THE APPLICATION OF :

\_\_\_\_\_  
PROPERTY OWNER/LEGAL APPLICANT

\_\_\_\_\_  
PROPERTY OWNER/LEGAL APPLICANT

THIS AFFIDAVIT OF MAILING WILL BE PREPARED BY A LICENSED ABSTRACTOR FOR THE APPLICANT



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## XI. SPECIFICATIONS FOR PROPERTY NOTICE SIGN—ZONING MAP AMENDMENT APPLICATION ONLY

THE SIZE AND SIGN IMPARTING NOTICE OF A PUBLIC HEARING WILL BE FOUR (4) FOOT BY THREE (3) FOOT AND WILL HAVE BRIGHT YELLOW BACKGROUND WITH BLACK LETTERING, TWO (2) INCHES TALL, CAPITAL BLOCK STYLE, STATING THE FOLLOWING INFORMATION:

### NOTICE TO THE PUBLIC

IT IS PROPOSED TO CHANGE THE ZONING CLASSIFICATION OF THIS PROPERTY TO ZONING DISTRICT

FOR \_\_\_\_\_ PURPOSES

A PUBLIC HEARING WILL BE HELD BY THE \_\_\_\_\_ METROPOLITAN AREA PLANNING COMMISSION. THE HEARING  
WILL BE HELD ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT \_\_\_\_\_ PM IN

BY: \_\_\_\_\_ METROPOLITAN AREA PLANNING COMMISSION

PHONE: 918-485-8123

*\*NOT TO SCALE*

SIGNS ARE TO BE POSTED IN A CLEAR OPENING ON A BUILDING OR POST NOT LESS THAN TWELVE (12) INCHES NOR MORE THAN FORTY-EIGHT (48) INCHES FROM THE GROUND ON OR INSIDE THE PROPERTY LINE NO MORE THAN THIRTY (30) FEET.

THE SIGN SHALL BE IN FULL VIEW FROM THE PUBLIC STREET IN WHICH IT FACES.

ALL APPLICANTS ARE RESPONSIBLE FOR FURNISHING AND POSTING THEIR OWN SIGNS AND ARE REQUIRED TO PROVIDE A PHOTO TO THE WAGONER COUNTY PLANNING AND ZONING OFFICE OF SAID SIGN FIFTEEN (15) DAYS PRIOR TO THE HEARING DATE.



# FEE SCHEDULE

WAGONER COUNTY PLANNING		
PERMIT/INSPECTION/FINE TYPE	REQUIRED DOCUMENTATION	\$\$
NEW BUILDING PERMIT—RESIDENTIAL	SEE BUILDING PERMIT	\$100 – LESS THAN 1000SF \$200 – 1000SF TO 2000SF \$300 – 2000SF TO 3000SF \$400 – 3000SF AND UP
NEW BUILDING PERMIT—COMMERICAL OR INDUSTRIAL	GEOSPATIAL SITE PLAN TO SCALE DRAINAGE PLAN CONSTRUCTION PLANS	\$500 OR \$0.25 PER SQUARE FOOT UP TO \$2500, <i>WHICHEVER IS GREATER</i>
NEW ADDITION PERMIT—RESIDENTIAL	ADDITION SQUARE FOOTAGE CONTRACTORS	\$50 – LESS THAN 500SF \$100 – 500SF TO 1000SF <i>GREATER THAN 1000SF USE NEW CONSTRUCTION FEE SCHEDULE</i>
SWIMMING POOL PERMIT	\$50	
POND PERMIT IN NON-AGRICULTURAL ZONES	DRAINAGE PLAN	\$200
FLOODPLAIN PERMIT	CONTACT FLOODPLAIN ADMINISTRATOR	\$100 – 2 OR FEWER LOTS \$250 – 3 TO 24 LOTS \$500 – 25+ LOTS
MOBILE HOME INSTALLATION PERMIT	SEE BUILDING PERMIT	\$100
UTILITY PERMIT	SEE UTILITY PERMIT	\$25
INSPECTIONS	REQUIRED WORK LIST FOUND ON INSPECTION FORM  *INSPECTION FEES ONLY APPLY IF ADDITIONAL INSPECTION TRIP IS REQUIRED  NOTE: INITIAL FEES PAID INCLUDE PERMIT FEE + REQUIRED INSPECTION FEES + STATE FEE. IF ADDITIONAL INSPECTIONS ARE REQUIRED (RE-INSPECTION OR ADDITIONAL TRIPS) THOSE FEES WILL BE ASSESSED PRIOR TO ISSUANCE OF CERTIFICATION OF COMPLIANCE  **OPTIONAL	\$40—EROSION/SEDIMENTATION CONTROL* \$40—TEMPORARY DRIVEWAY CULVERT* \$40—BUILDING LINE VERIFICATION* <b>\$40—FOOTING/PIERS/RUNNERS</b> \$40—IN-SLAB PLUMBING/GAS* <b>\$40—FRAME</b> <b>\$40—ROUGH TRADES</b> \$40—ROUGH ELECTRICAL (IN-FRAME)* \$40—ROUGH PLUMBING (IN-FRAME)* \$40—PLUMBING/GAS PRESSURE TEST* \$40—ROUGH MECHANICAL (IN-FRAME)* \$40—TBC (TEMPORARY ELECTRICAL)* \$40—ELECTRICAL DITCH \$40—PERMANENT ELECTRICAL METER* \$40—PLUMBING TOP-OUT* \$40—GAS LINE—GAS DITCH \$40—PERMANENT GAS METER* <b>\$40—FINAL/CERTIFICATE OF OCCUPANCY</b> \$40—FINAL PLUMBING* \$40—FINAL MECHANICAL* \$40—FINAL ELECTRIC* \$40—IN-GROUND POOL SHELL/DECK BOND \$40—SOLAR PANELS \$40—WATER HEATER REPLACEMENT** \$40—ROOF REPLACEMENT* \$25—OMMA CERTIFICATE OF COMPLIANCE REVIEW
CONTRACTOR AUTHORIZATION	LICENSE INFORMATION	\$100 ANNUALLY
STATE FEE	\$4	
INFRASTRUCTURE CONSTRUCTION PERMIT*** (SUBDIVISIONS OF LAND, PUBLICALLY DEDICATED TRANSPORTATION INFRASTRUCTURE, AND PUBLIC EASEMENTS)	DRAINAGE REPORT CONSTRUCTION PLANS SWPPP GEOTECHNICAL RECOMMENDATION	\$500 – 2 OR FEWER LOTS \$1000 – 3 TO 25 LOTS \$2000 – 25 TO 100 LOTS \$3000 – 100 LOTS AND UP
RE-INSPECTION FINE	\$50 – FIRST OFFENSE; \$100 – SUBSEQUENT OFFENSES	
NO PERMIT FINE	\$250	
RE-PERMITTING FEE (EXPIRED PERMITS)	\$100	
RE-ZONING APPLICATION	SEE APPLICABLE ZONING CODE	\$50
VARIANCE/APPEAL REQUESTS (BoA)		\$50
SUBDIVISION APPLICATION FOR PLAT WAIVER (REQUIRES PC REVIEW)	GEOSPATIAL SITE PLAN TO SCALE	GEOSPATIAL SITE PLAN TO SCALE
PRELIMINARY PLAT	SEE SUBDIVISION REGULATIONS	\$250
FINAL PLAT	SEE SUBDIVISION REGULATIONS	\$250

EXAMPLE: NEW HOME 1500SF = PERMIT + INSPECTIONS + STATE FEE = \$200 + \$180 + \$4

\*\*\*ONLY APPLICABLE IF PLATTING IS REQUIRED