



# Zoning Change

## Wagoner Metro

Wagoner Metropolitan Area Planning Commission  
306 E. Cherokee, Wagoner, OK 74467  
Phone: 918-485-8123 Fax: 918-485-8194

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## Requirements

**Notice of hearing:** Such legal notice of hearing shall be published in a county newspaper of general circulation in the locality at least (1) time 15 days prior to the hearing date. Notice shall also be given by the posting of a sign on subject tract 7 full days prior to and including the date of hearing.

**Affidavit of mailing and notice to property owners within 300 feet:** These items must be handled by a licensed abstractor. After you present them with proper paperwork from the planning commission, the affidavit of mailing will be given to the planning commission 20 days prior to the hearing date. Failure to file the affidavit within the allotted time or if the mailing list is found to be incorrect may be grounds for the commission to deny the application. The abstract office will mail a notice to property owners within 300 feet to all owners of record at their last known address.

- Plot plans, photos and any other factual information and evidence which will assist the commission in reaching an intelligent and informed decision should be presented.

- A narrative statement of intent and planned start date is required on all zoning requests.

- The applicant will, 10 days prior to the hearing date provide the commission with a written statement from all utility companies that will include what services are available to the subject tract and when service will be available, including water, gas, electric, telephone, cable.

## Frequently Asked Questions (FAQ)

### Who may apply?

Any person, firm, association, agency of government may apply for a zoning change (with limited power of attorney document).

### Time for filing?

Each application shall be filed with the planning commission 30 days prior to the date of the public hearing at which it is to be considered, unless the planning commission by a 2/3 vote permits a shorter period for reasons shown.

### Filing fee?

There is a \$50.00 application fee which is payable upon return of a completed application to the planning commission.

### When does the Wagoner Planning Commission meet?

Regular meetings of the WMAPC are held the last Tuesday of the month. Meetings are called to order at 6:30 P.M. in courtroom #4 on the first floor of the Wagoner County courthouse at 307 East Cherokee, Wagoner, OK. Our office phone is 918-485-8123.



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Now come the applicants, \_\_\_\_\_  
address \_\_\_\_\_ daytime phone \_\_\_\_\_

to hereby make application to the Wagoner Metro Area Planning Commission for a change of zoning to the following described real estate situated in Wagoner County, to-wit: (place legal description here)

that said real estate is presently included in a zoning classification of \_\_\_\_\_ and that said applicants desire that said zoning classification be changed from \_\_\_\_\_ to \_\_\_\_\_. The intended use of this tract after re-zoning will be \_\_\_\_\_.

Applicants further state that a fully completed affidavit of mailing along with a list of all owners of record within 300 feet of the subject tract for which this zoning hearing is requested will be filed with the planning commission 20 days prior to the date of the public hearing of this request. Wherefore, your applicants respectfully request that this application be set for public hearing in accordance with the law and that due notice will be given, and that upon public hearing having been duly held, that said zoning as above requested be granted.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

State of Oklahoma, County of Wagoner, ss:

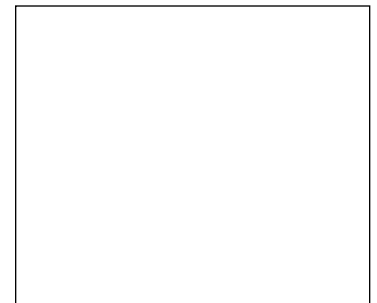
\_\_\_\_\_ and \_\_\_\_\_ each of lawful age and each being first duly sworn upon oath, state that they have read the above and foregoing application and that the statements herein are true and correct.

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public



Seal

My commission expires \_\_\_\_\_

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## Notice to Property Owners

The Wagoner County Land Records indicate you are the owner of property located within 300 feet of the following described property, to-wit: (place legal description here)

The owner of the above described property \_\_\_\_\_  
has applied for a change of zoning on their property from \_\_\_\_\_ to \_\_\_\_\_ so they may use  
use their property for a/an \_\_\_\_\_.

A public hearing on this application will be held by the Wagoner Metro Area Planning Commission, whose address is 306 East Cherokee, Wagoner, OK, 74467 and the phone is 918-485-8123.

This hearing will be held on Tuesday, \_\_\_\_\_, 20\_\_\_\_ at 6:30 PM in the #4 courtroom on the 1st floor of the Wagoner County Courthouse, 307 East Cherokee, Wagoner, OK. You may appear if you so desire either in person or by agent or by attorney and be heard. 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, it would be appreciated if you would inform them of this hearing date.

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

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To: Wagoner Metro Area Planning Commission

Case # \_\_\_\_\_

In the matter of the application of

\_\_\_\_\_  
Applicant

### **Affidavit of Mailing**

This affidavit of mailing will be prepared by a licensed abstractor for the applicant.

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## Legal Notice

Pursuant to O.S. 19, 866.1 to 866.36, a public hearing will be held by the Wagoner Metro Area Planning Commission on Tuesday, \_\_\_\_\_, 20\_\_\_\_ at 6:30 P.M. in the #4 courtroom on the 1st floor of the Wagoner County Courthouse at 307 East Cherokee, Wagoner, Oklahoma to hear the application of \_\_\_\_\_ to re-zone the following described property, to-wit: (place legal description here)

The present zoning of this property is \_\_\_\_\_. The zoning requested is \_\_\_\_\_. The intended use of this property after re-zoning will be for \_\_\_\_\_.

Those who may have an interest in the above described matter may appear and be heard.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

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### Specifications for property notice sign:

The size of the sign imparting notice of a public hearing will be 4 feet by 3 feet and will have a bright yellow background with black lettering, capital block style, stating the following information:

NOTICE TO THE PUBLIC

IT IS PROPOSED TO CHANGE

THE ZONING CLASSIFICATION

OF THIS PROPERTY

TO A/AN \_\_\_\_\_ DISTRICT

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

A PUBLIC HEARING WILL BE HELD IN

THE #4 COURTROOM 1ST FLOOR OF

THE WAGONER COUNTY COURTHOUSE

ON \_\_\_\_\_, 20 \_\_\_\_\_

AT 6:30 PM

BY: WAGONER METRO AREA PLANNING COMMISSION

PHONE: 918-485-8123

Lettering of the sign should be all in 2 inch black letters.

Signs will be posted in a clear opening on a building or post not less than 12 inches nor more than 48 inches from the ground on or inside property line no more than 30 feet.

The sign shall be in full view from a public street or streets toward which it faces.

\*\*\*\*\* Please note that all applicants will be responsible for furnishing and posting their own zoning signs and should take a photo of the sign on the subject property to give to the planning commission before stated hearing date \*\*\*\*\*