

**CATOOSA PLANNING COMMISSION**

214 S. Cherokee / P.O. Box 190 Catoosa, OK 74015 – (918)-266-2505 - FAX 918-266-1687 [www.cityofcatoosa.org](http://www.cityofcatoosa.org)

**[ ] ZONING [ ] PUD [ ] PUD MAJOR AMENDMENT**

**APPLICATION INFORMATION**

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ TAC DATE: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

RELATED ZONING OR PUD #: \_\_\_\_\_

[ ] RES [ ] NON-RES [ ] COMBO REFERRAL CITIES (ZONING ONLY): \_\_\_\_\_

NEIGHBORHOOD ASSOCIATIONS: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_ TRACT SIZE: \_\_\_\_\_

LEGAL DESCRIPTION: (also email to [whiteley@cityofcatoosa.org](mailto:whiteley@cityofcatoosa.org) , if too large to fit here please attach on separate sheet of paper) \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ PRESENT USE: \_\_\_\_\_ STR \_\_\_\_\_ CW \_\_\_\_\_

**INFORMATION ABOUT YOUR PROPOSAL**

PROPOSED ZONING: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_ DEV. AREAS AFFECTED IN PUD: \_\_\_\_\_

NATURE OF PUD AMENDMENT: \_\_\_\_\_

LAND USE DESIGNATION: \_\_\_\_\_

IS PROPOSAL A SIGNIFICANT DEVIATION FROM COMPREHENSIVE PLAN?: [ ] Y [ ] N COMP PLAN AMEND CASE# \_\_\_\_\_

<b>APPLICANT INFORMATION</b>	<b>PROPERTY OWNER INFORMATION</b>
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
<b>I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.</b>	
SIGNATURE & DATE:	SIGNATURE & DATE:

DOES OWNER CONSENT TO THIS APPLICATION [ ] Y [ ] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

<b>APPLICATION FEES</b>			
BASE APPLICATION FEE	\$		
RECEIPT NUMBER:		<b>TOTAL AMOUNT DUE</b>	\$

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

**DISPOSITION**

<b>CPC REC.</b>	<b>COUNCIL/COMMISSION ACTION</b>
	DATE/VOTE
DATE/VOTE	<b>ORDINANCE/RESOLUTION NO.</b>
PLAT NAME	PLAT WAIVER [ ] Y [ ] N

**PLATTING 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 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 as listed in Use Unit 2, Use Unit 4, Use Unit 8, or Use Unit 21 no building permit or certificate of occupancy permit may be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, as the case may be, submitted to and approved by the Planning Commission, City Council, and filed of record in the office of the County Clerk where the property is situated. Provided that the City Council, pursuant to their jurisdiction over subdivision plats, may waive that platting requirement upon a determination that that above stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.

I hereby certify that I have read and understand the above requirements and that I will plat, replat or have the platting requirements waived for the subject property in case number \_\_\_\_\_.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**NAMES AND MAILING ADDRESSES  
OF OWNERS OF PROPERTY WITHIN 300 FEET LOCATED IN  
ROGERS, TULSA AND WAGONER COUNTY ONLY\***

**ACKNOWLEDGMENT**

I acknowledge that property owner's names and addresses must be obtained as required for application number \_\_\_\_\_. A fully completed "AFFIDAVIT OF MAILING" along with a list of the names and addresses of all the owners of record of property within 300 feet of the property, for which this variance or special exception is requested, will be filed with the Board of Adjustment within a period of ten (10) days of the date of this application.

WHEREFORE, the applicant respectfully requests that this application be set for public hearing in accordance with the law, and that due notice therefore will be given, and that upon public hearing having been duly held that said zoning classification change as above requested be granted.

\* I understand and accept that the applicant is responsible for providing the City of Catoosa the names and mailing addresses of the owners of those properties that are within the required notice area.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Catoosa Planning Commission (CPC) Case Number: \_\_\_\_\_

Date: Monday, \_\_\_\_\_ 6:00 p.m.

Catoosa City Council Room, 214 S. Cherokee, Catoosa, OK 74015

Technical Advisory Committee (TAC) Meeting:

Date: Tuesday, \_\_\_\_\_ 2:00 p.m.

Catoosa City Council Room, 214 S. Cherokee, Catoosa, OK 74015

**A person knowledgeable of the application and the property must attend the meeting to represent the application.** Site Plans and development proposals should be submitted at the time of application. Photos or renderings may be presented at the hearing.

***PLATTING REQUIREMENTS:***

For any land which has been rezoned upon application of a private party, no building permit or zoning clearance permit may be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, 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. Provided that the Planning Commission, pursuant to their exclusive jurisdiction over subdivision plats, may waive the platting requirement upon a determination that the above stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.

**If your application is approved, you will need additional permits.**

Contact the City Permit Office at (918) 266-0803

**Catoosa Planning Commission**  
**214 S. Cherokee / P.O. Box 190 Catoosa, OK 74015**  
**(918)-266-2505 - FAX 918-266-1687**

TO: The City of Catoosa Planning Commission

In the matter of the application }  
of }  
\_\_\_\_\_ }  
(Applicant)

CZ-\_\_\_\_\_

**AFFIDAVIT OF MAILING**

I, \_\_\_\_\_ of lawful age and being first duly sworn upon oath state; that I did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the request of the City of Catoosa Planning Commission, mail and deposit in the United States Post Office at \_\_\_\_\_, \_\_\_\_\_, with postage thereon prepaid, correct and true copies of "Notice to Property Owners", to \_\_\_\_\_, \_\_\_\_\_, with postage thereon prepaid, correct and true copies of "Notice to Property Owners", to all owners of record of property within three hundred (300) feet of the property that is the subject of this application, at their last known mailing addresses as follows, to-wit:

	<u>Name</u>	<u>Address</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

(Use reverse side for additional names)

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(APPLICANT OR AGENT)

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

(Seal)

\_\_\_\_\_  
(NOTARY PUBLIC)

My Commission Expires:

**NOTICE TO PROPERTY OWNERS**

The Rogers County Land Records indicate you are the owner of property located within three hundred (300) feet of the following described property, to-wit:

The Owner of the above described property \_\_\_\_\_ has applied for a change of zoning from \_\_\_\_\_ to \_\_\_\_\_ so they may use the property for \_\_\_\_\_.

A public hearing on this application will be held by the City of Catoosa Planning Commission, whose mailing address is P.O. Box 190, Catoosa, Oklahoma 74015, telephone number (918) 266-2505. This hearing will be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 6:00 p.m. in the CITY HALL COMPLEX, 214 S., Cherokee, Catoosa, Oklahoma.

You may appear, if you so desire, either in person or by Agent or Attorney and be heard. The hearing of this appeal is not limited to those receiving copies of this notice and if you know of any neighbor or effected property owner, who, for any reason failed to receive a copy, it would be appreciated if you would inform them of this hearing.

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Applicant)

DATE \_\_\_\_\_

# CITY OF CATOOSA PLANNING COMMISSION

## Specifications for Posting Official Notice

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

NOTICE TO THE PUBLIC
IT IS PROPOSED TO CHANGE
THE ZONING CLASSIFICATION
OF THIS PROPERTY
TO A <u>1*</u> _____ DISTRICT
FOR <u>2*</u> _____ PURPOSES

### *A PUBLIC HEARING WILL BE HELD*

AT THE _____
ON 3* <u>   </u> / <u>   </u> , 20 <u>   </u> , AT 6:00 P.M.
BY THE CITY OF CATOOSA PLANNING COMMISSION

Note: All lettering will be two (2) inches in height with the exception of the Title which shall be two and one half inches (2.5) in height and the conducting governing body shall be one and one half inches (1.5) in height.

Signs will be posted in a clear opening on a building or a post not less than twelve (12) inches nor more than forty-eight (48) inches from the ground on or within thirty (30) feet of the property line. The sign shall be in full view from the public street or streets toward which it faces.

- 
- 1\*     Desired zoning classification
  - 2\*     Proposed use of property
  - 3\*     Date of public hearing

**SUGGESTED LEGAL NOTICE:**

Published in the \_\_\_\_\_,  
\_\_\_\_\_,  
(Name of Newspaper) (City)  
\_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.  
(State) (Date)

Pursuant to Title 11, O.S. a public hearing will be held by the City of Catoosa Planning Commission

\_\_\_\_\_, 20\_\_\_\_\_ at 6:00 P.M. in the City Hall Complex, 214 S. Cherokee, Catoosa,

Oklahoma to hear the application of \_\_\_\_\_ to

rezone the following described property, to-wit:

(Insert complete legal description in this space)

The Present zoning is \_\_\_\_\_

Zoning requested \_\_\_\_\_

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

\_\_\_\_\_  
(Applicant)

**NOTE TO APPLICANT:**

State Law requires this legal notice include a map containing enough detail that the public will be able to determine the subject property location.

Receipt for Application forms and instruction sheets for the following to wit:

Change of Zoning \_\_\_\_\_

I hereby acknowledge I received the above noted forms along with verbal instructions to read the forms and to respond to each question and instruction found there.

\_\_\_\_\_  
(Signature) DATE \_\_\_\_\_, 20\_\_.

This form is to be retained by the City of Catoosa Planning Commission and will be made a part of the application file upon receipt of the application.



## AFFIDAVIT ATTESTING PUBLIC NOTICE

I, \_\_\_\_\_, certify that all public notification requirements as outlined by the City of Catoosa Zoning Code have been achieved including the posting of a sign on the subject property, the publication of the request in a paper of general circulation in the area, and the mailing of notices to the property owners within 300 feet of the external boundaries of the property.

\_\_\_\_\_  
APPLICANT OR AGENT

\_\_\_\_\_  
DATE

CASE NO. \_\_\_\_\_