



**Community Development Department**

**Planning Division**

**Special Exception Application**

200 S MAIN • P.O. BOX 180 • OWASSO, OKLAHOMA 74055 • (918) 376-1500 • [planning@cityofowasso.com](mailto:planning@cityofowasso.com)

**SPECIAL EXCEPTION APPLICATION**

**FOR OFFICE USE ONLY**

Case Number:	
Date Received:	
BOA Date:	
Fees Paid (\$300.00 + \$3.00 per notice mailed)	

**CONTACT INFORMATION**

PROPERTY OWNER NAME(S):

PHONE:

OWNER EMAIL:

OWNER ADDRESS:

STREET

CITY

STATE

ZIP

APPLICANT(S) NAME:

PHONE:

(If different than owner)

APPLICANT EMAIL:

APPLICANT ADDRESS:

STREET

CITY

STATE

ZIP

**PROPERTY INFORMATION**

LEGAL DESCRIPTION: (Please provide digital copy as a Word document with application)

PROPERTY ADDRESS:

STREET

CITY

STATE

ZIP

SUBDIVISION OR DEVELOPMENT NAME:

SQUARE FOOTAGE OF EXISTING BUILDING(S):

CURRENT USE OF THE PROPERTY:

CURRENT ZONING:

OWASSO LAND USE MASTER PLAN DESIGNATION:

PROPOSED ZONING/USE:



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Describe the specifics of the request. Indicate pertinent uses, distances, dimensions, etc. Include any plot plans, photographs, and other factual information that will support the request. (You may attach this information)

### SITE PLAN

A site plan drawn to scale (no smaller than 1"=20') shall be submitted with the application and shall contain the following:

Location of the proposed structure with dimensions from the property lines

Dimensions of the structure including total height

If available, images of the proposed structure or a similar structure

Is there a homeowners' association that requires the structure to be approved?

Yes

No

*If yes, applicant shall secure approval letter from their homeowners' association prior to the application being heard by the Board of Adjustment.*

### IMPORTANT INFORMATION

The [Board of Adjustment](#) (BOA) may grant a special exception after finding the Special Exception will be in harmony with the spirit and intent of the Owasso Zoning Code, and that the request will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

The BOA, in granting a special exception, shall prescribe appropriate conditions and safeguards, and may require such evidence and guarantee or bonds as it may deem necessary to enforce compliance with the conditions attached.



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**CARPORTS**

If the request is for a carport, the following will be evaluated and reported to the Board:

- Are there other carports in the front yard setback within three hundred (300) feet of the subject property?
- Does the main residential structure on the property have a functional garage?
- Is there adequate room on the side or in the backyard of the property to accommodate either a one-car or two-car carport?
- Is the carport necessary to alleviate a physical condition on or adjacent to the subject property that is causing property damage to parked vehicles?
- Are carports governed privately by a currently functioning homeowners' association, neighborhood board, or architectural review board? (If yes, applicant shall get an approval letter from said body prior to submitting an application to the City for a special exception.)

For more information on the requirements for carports, please refer to the Section titled "Accessory Uses and Structures in Residential Districts" in the Chapter governing "Residential District Provisions" in the [Owasso Zoning Code](#).

**PUBLICATION NOTICE**

Who is the person that shall be billed for publication?

Present Owner

Agent for Owner

Purchaser

Attorney for Owner

Other

MAILING ADDRESS:

STREET

CITY

STATE

ZIP

PHONE:

EMAIL ADDRESS:

*The individual checked above will be billed directly from the local newspaper for the advertising cost of the notice publication.*



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**SUBMITTAL**

The following items shall be attached to this application form:

- 300' certified radius report from a title or abstract company
- Legal description of the property
  - Submit a digital copy as a Word document to [planning@cityofowasso.com](mailto:planning@cityofowasso.com)
- Site plan of the proposed structure
- Copy of property mortgage survey (if available)
- Cut sheets, photos, illustrations, or architectural drawings (as requested)
- Application fee of \$300.00 + \$3.00 per notice mailed

Please submit this completed application form with all required items to the Owasso [Planning Division](#). Applicants must submit a paper copy of all materials to Owasso City Hall **and** an electronic copy of all materials to [planning@cityofowasso.com](mailto:planning@cityofowasso.com). Incomplete applications will not be accepted. Applications are due on or before the 1<sup>st</sup> of the month to be eligible for addition to that month's Board of Adjustment (BOA) meeting agenda. The applicant or the applicant's representative must be in attendance at the BOA meeting when their case is on the agenda.

**SIGNATURES**

I, \_\_\_\_\_ (applicant name), hereby certify that the attached and completed application contains the information required by the City of Owasso as specified above. I understand the submission of incomplete and inaccurate information may result in a delay in processing and action on this application.

Signature of Applicant:

Date:

Signature of Property Owner:

Date:

*The property owner must sign the application or it will not be processed.*

**FOR OFFICE USE ONLY**

Staff Signature:

Date:

Staff Comments: