

City of Collinsville

P.O. Box 730 ■ Collinsville OK 74021 ■ (918) 371-1010 ■ Fax (918) 371-1019

www.cityofcollinsville.com

COLLINSVILLE BOARD OF ADJUSTMENT

APPLICATION INFORMATION

RECEIVED BY: _____ DATE FILED: _____ HEARING DATE: _____ CASE NUMBER: _____

- RESIDENTIAL
- NON-RESIDENTIAL
- COMBINATION

BUILDING PERMIT APPLICATION NUMBER _____

REFERRAL CITIES: _____

NEIGHBORHOOD ASSOCIATIONS: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION _____

LEGAL DESCRIPTION (email to: dfernandez@cityofcollinsville.com)

PRESENT USE _____ PRESENT ZONING _____ S-T-R _____

AREA PREVIOUS CASE NUMBERS _____ COMPREHENSIVE PLAN DESIGNATION _____

SUBJECT _____ SURROUNDING _____

INFORMATION ABOUT YOUR REQUEST

A SITE PLAN IS REQUIRED TO ILLUSTRATE YOUR REQUEST.

ACTION(S) REQUESTED:

VARIANCE SECTIONS _____ SPECIAL EXCEPTION SECTIONS _____ USE UNIT _____

LIST THE SPECIFIC SECTIONS OF THE ZONING CODE THAT APPLY TO EACH ACTION YOU ARE REQUESTING

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APPLICANT INFORMATION	PROPERTY OWNER INFORMATION
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
FAX	FAX

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE

DATE

DOES THE OWNER CONSENT TO THIS APPLICATION ___ YES ___ NO. WHAT IS APPLICANT RELATIONSHIP TO OWNER _____

APPLICATION FEES			
BASE REQUEST (\$100 SPECIAL EXCEPTION/\$150 VARIANCE)	\$		
ADDITIONAL REQUESTS	\$	APPLICATION SUBTOTAL	\$
NEWSPAPER PUBLICATION	\$ YOU WILL BE BILLED		
300' PROPERTY OWNERS MAILING & POSTAGE	\$125.00	NOTICE SUBTOTAL	\$
<input type="checkbox"/> APPLICANT PROVIDED MAIL LIST	RECIPET NO.	TOTAL AMOUNT DUE	\$

DISPOSITION

BOARD ACTION: _____

**APPLICATION FOR COLLINSVILLE TO OBTAIN NAMES AND MAILING
ADDRESSES OF OWNERS OF PROPERTY WITHIN 300 FEET LOCATED IN
TULSA & ROGERS COUNTIES**

AUTHORIZATION AND RELEASE

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I authorize the City of Collinsville staff to obtain property owner's names and addresses as required for application number _____. I understand that City staff will use the Tulsa and Rogers County Assessor's computer database to ascertain the names and addresses of the property owners. That database may not reflect recent ownership changes. I understand that I remain responsible for providing Collinsville with the names and addresses of property owners within 300 feet of the property that is the subject of this application. I agree to provide any updates or corrections to Collinsville at least 25 days prior to the public hearing on this application.

For valuable consideration duly received and acknowledged, I hereby release and forever discharge the City of Collinsville, its agents and successors from any actual or potential cause of action, suit or proceeding brought by me, my agents or assigns, based on the names and addresses obtained by the City of Collinsville as required in this application.

I understand and accept that the applicant is responsible for providing Collinsville the names and mailing addresses of the owners of those properties that are within the required notice area but are not in Tulsa or Rogers Counties.

Applicants Signature

Date

BOARD OF ADJUSTMENT CASE NUMBER: _____ DATE: MONDAY _____, 6:00 P.M.

CITY HALL COMMISSION MEETING ROOM, 106 N. 12TH ST. (12TH & MAIN STREET)

A person knowledgeable of this application and the property must attend the meeting to represent the application.

Site Plans must be submitted at the time of application. Other drawings, photographs or exhibits may be submitted at the hearing.

VARIANCES:

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The applicant must prove a hardship to the Board. The Board of Adjustment is allowed to approve variances only after determining that the following conditions exist. Please be ready to describe how your request satisfies each of these conditions. Please be ready to describe how your request satisfies each of these conditions at the hearing:

1. Application of the zoning ordinance requirements to this particular piece of property will create unnecessary hardship to the property. This does not include financial hardship to the applicant.
2. There are conditions that are peculiar to this piece of property, which do not apply to other properties in the same zoning district.
3. The variance, if granted, will not cause substantial detriment to the public good or impair the purpose and intent of the zoning ordinance or the comprehensive plan.

In granting a variance, the Board may make appropriate conditions or safeguards and may require a bond or other guarantee necessary to enforce compliance with the conditions.

Please state your hardship:

Applicant Signature _____

SPECIAL EXCEPTIONS

The board of Adjustment is allowed to approve special exceptions only after determining that the following conditions exist.

Please be ready to describe how your request satisfies each of these conditions at the hearing:

1. The special exception will be in harmony with the spirit and intent of the Zoning Code.
2. The special exception will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

Further, if the **special exception** is for “**special residential facilities**” the following factors shall be considered. Please be ready to address each of these items at the hearing:

- A. Size of the facility
- B. Number of staff and staff-to-client ratio
- C. Levels of treatment
- D. Location of site in relation to needed services

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- E. City infrastructure in the area
- F. Compliance with state licensure and certification requirements
- G. Proximity to similar uses
- H. Distance from sensitive uses (single-family residential districts, schools, parks, child care centers)

In granting any special exception, the Board may make appropriate conditions or safeguards, may limit the approval to a specified period of time and may require a bond or other guarantee necessary to enforce compliance with the conditions.

If your application is approved, you WILL need additional permits. Contact the Building Inspector in City Hall at 918-371-1010.

CITY OF COLLINSVILLE BOARD OF ADJUSTMENTS

106 N 12th St., Collinsville, Oklahoma 7402