

# City of Collinsville

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

[www.cityofcollinsville.com](http://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: [jstringer@cityofcollinsville.com](mailto:jstringer@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 (\$300 SPECIAL EXCEPTION OR VARIANCE)	\$		
ADDITIONAL REQUESTS	\$		
NEWSPAPER PUBLICATION	TO BE BILLED TO APPLICANT		
		TOTAL AMOUNT DUE	\$

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.

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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 the City of Collinsville Development Services Department must be given the signed application and all required documents at least 25 days prior to the public hearing if my case is to be eligible to be heard by the next applicable Board of Adjustments meeting date.

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.

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Applicants Signature

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Date

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## IF APPLYING FOR A VARIANCE PLEASE FILL OUT THE FORM BELOW.

### VARIANCES:

**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 exists. 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:

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**Applicant Signature** \_\_\_\_\_

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 12<sup>th</sup> St., Collinsville, Oklahoma 7402

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## IF APPLYING FOR A SPECIAL EXCEPTION PLEASE FILL OUT THE FORM BELOW.

### 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
- 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 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 special exception request(s):**

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**Applicant Signature** \_\_\_\_\_

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