



**EL RENO**  
WE'RE PROUD OF OUR *routes.*

**Community Development Department**

101 N. Choctaw El Reno, OK 73036 • (405)-295-9317

**Board of Adjustment Variance/Exception Application**

**Petition Number:** \_\_\_\_\_ **Filing Fee: \$** \_\_\_\_\_ **Council/BOA:** \_\_\_\_\_

**APPLICANT INFORMATION**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**PROPERTY LOCATION**

☐ Platted

☐ Unplatted

**Property Address:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- ☐ Legal Description (if unplatted). You may attach the legal description to this application. (i.e. Deed)
- ☐ Site Plan
- ☐ Certified list of Property Owners within 300' of the property (must be at least 10 owners, you can get the Certified List of Property Owners through a Title Company or abstract office of your choosing. If 10 owners cannot be found within the 300' radius, the radius will be increased by increments of 100' until the number of 10 owners has been reached.)
- ☐ Application Fee of \$550
- ☐ Written explanation of your request, including why it should be approved.

**What ordinance are you seeking a variance from?** \_\_\_\_\_

**Current zoning:** \_\_\_\_\_

**REQUEST TYPE**

☐ Variance

☐ Appeal

☐ Special Exception

☐ Other

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I AFFIRM THAT I HAVE ATTACHED ALL REQUIRED INFORMATION, AND I UNDERSTAND THAT INCOMPLETE APPLICATIONS CAN RESULT IN NOT BEING PLACED ON MUNICIPAL PLANNING COMMISSION, CITY COUNCIL, AND/OR BOARD OF ADJUSTMENT AGENDAS UNTIL APPLICATIONS ARE COMPLETE.

Date Filed:	Date Payment Received:	BOA Date:		BOA Action: <input type="checkbox"/> Approve <input type="checkbox"/> Deny Date: _____
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4/10/2024