

**CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT**  
**BOARD OF ADJUSTMENT APPLICATION**

**Applications will be accepted Monday through Friday, from 8:30 AM to 11:30 AM**  
**Per Resolution CC-2007-16**

\_\_\_\_\_ Appeal      \_\_\_\_\_ Special Exception      \_\_\_\_\_ Variance      \_\_\_\_\_ Minor Variance

Title of Subdivision/Plan: \_\_\_\_\_

Owner(s) of Property: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

Owner(s) Phone/Fax/Email: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_

Applicant(s) Phone/Fax/Email: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Chapter, Article, Section, City Code from which the action is requested: \_\_\_\_\_

**Appeals application submittal requirements:**

Applicant	Section 23.68	City
	1.) Completed application form	
	2.) Filing fee - \$140	
	3.) On a separate sheet, state the City's Code Section or the City Administrative Officer's decision or action for which appeal is being sought.	
	4.) Provide justification for the appeal.	

**ALL Variance and Special Exception application submittal requirements: Ch. 23, Article 3**

Applicant	Section 23.65, 23.67	City
	1.) Completed application form	
	2.) Filing fee - \$140	
	3.) A typewritten and electronic/digital copy of the legal description of the subject property, capable of being reproduced and emailed to <a href="mailto:digitals@stillwater.org">digitals@stillwater.org</a> .	
	4.) A typewritten list and electronic/digital data capable of being reproduced as mailing labels, certified by the Payne County Assessor, a licensed abstractor, attorney, engineer or architect, of all property owners within three hundred (300) feet of the subject property. The ownership list shall have been prepared no more than thirty (30) days prior to submission.	
	5.) Copy of existing or proposed restrictive covenants that apply to the property that is subject to the requested action, if applicable.	
	6.) Original mortgage or field survey, if applicable.	
	7.) Variances only – Letter explaining how the request meets the criteria for approval of a variance.	
	8.) Any other documents, information, etc. to assist the Board in making a decision.	

**Findings Necessary for Granting Variances**

In determining whether or not the variance should be granted, the Board of Adjustment shall consider and record in the official minutes of the meeting, the extent to which the evidence demonstrates that:

1. The application of the ordinance to the particular piece of property would create an unnecessary hardship;
2. Such conditions are peculiar to the particular piece of property involved;
3. Relief, if granted, would not cause substantial detriment to the public good, or impair the purposes and intent of the ordinance or the Comprehensive Plan; and
4. The variance, if granted, would be the minimum necessary to alleviate the unnecessary hardship.

**Certification:**

I (We) do hereby certify that the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I (We) do hereby understand that a variance of any requirement does not exempt the development from any other requirements of the Zoning Ordinance, Subdivision Regulations, or other City or State Regulations. This application must be completed, signed, and dated by the applicant(s) and the owner(s).

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Owner/Agent (provide documentation) \_\_\_\_\_ Date \_\_\_\_\_

**For City of Stillwater Use Only:** CASE NO.#: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Processing Tract: IRC \_\_\_\_\_, BOA \_\_\_\_\_  
 Approval Date: \_\_\_\_\_ Fees: \_\_\_\_\_ Number of Copies: \_\_\_\_\_