



Rezoning / Use Permitted on Review / Special Permit / Land Use Amendment Application

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

120 NE 2nd Street, Newcastle, OK 73065

P:405-387-4427 • F: 405-578-4083 • www.newcastleok.gov

WHAT DO I NEED?

The following information must be submitted to the City of Newcastle Planning & Community Development Department to process the application. Please review the checklist below as a reference in completing the application.

A completed Application for *(check all that apply)*:

Use Permitted on Review _____ Rezoning _____ Special Permit _____
Land Use Amendment _____

- Warranty Deed, indicating ownership. The property owner must complete this application or provide a certified letter of authorization.
- Correct Legal Description of the property to be reviewed.
*(A correct and accurate legal description is **solely** the responsibility of the applicant.)*
- A typed certified list of surrounding property owners done according to the Newcastle Code of Ordinances §154.131 can be ordered from McClain County or McClain County abstract companies, referred to as 300' radius map; this map will be provided by the Newcastle Planning & Community Development Department.
- Site development plan.
- See fee table attached.

THE PROCESS

Chapter §154.131 Rezoning and Amendment: Application and Review Procedures

Step 1: Submit completed application, warranty deed, legal description, radius map with Certified Ownership list, and site plan with required rezoning fee to the City of Newcastle Planning Department per monthly submittal deadline. Complete applications are required and will not be processed unless all items required are submitted.

Step 2: City Staff will process your application. Staff may contact you for additional information if needed/or required. City staff will use the certified ownership list, created from the radius map you were provided by planning staff, to notify the surrounding property owners within the required notification area. Staff will place your request and legal notice in the local newspaper. You will receive a separate invoice for the publication fee in the local newspaper from The City of Newcastle. Staff will prepare a staff report for the Planning Commission Agenda and present your request to the Planning Commission. Your attendance is required at the City of Newcastle Planning Commission Meeting where you may be required to answer questions and have an opportunity to present your request. If you are unable to attend, a representative on your behalf must be present for the Planning Commission to ask questions regarding the property. *(City of Newcastle Planning Meeting occurs on the last Monday of each month, unless otherwise noted).*

Step 3: Once the above information has been submitted and steps 1 & 2 are followed, the City of Newcastle Planning & Community Development Department will present Planning Commission and staff's recommendation to the City of Newcastle City Council at which time the City Council will vote on a final decision. The property owner or representative must be present at the City of Newcastle City Council Meeting. *(City of Newcastle City Council Meeting occurs on the second Monday of each month, unless otherwise noted).*



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Official Use Only

Received By: _____

Date: _____

Receipt No.: _____

Date: _____ Case No.: _____

To The Planning Commission and The City Council of The City of Newcastle, Oklahoma:
I/We, the undersigned, do hereby respectfully make application for:

Rezoning _____ Permitted Use on Review _____ Special Permit _____

Property Address: _____

Property Owner: _____ Owner Phone: _____

Applicant Name (If req'd): _____ Applicant Phone: _____

Current Use: _____

Rezoning: Current Zoning: _____ Proposed Zoning Requested: _____

Land Use Amendment: _____

Current Land Use Designation: _____ Proposed Land Use Designation: _____

Description of proposed use:

Signature of Property Owner: _____ Date: _____

Address: _____ Phone: _____

Official Use Only:

Planning Commission Date: Approved _____ Denied _____ Continued _____

City Council Date: Approved _____ Denied _____ Returned to PC _____

Additional Comments: _____ Fee: \$ _____



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AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

The attached list contains the names of all owners of record of property which is located within three hundred (300) feet of the exterior boundaries of the property, if this list contains 15 owners of record, it is sufficient, if 15 owners of record are not listed, then the three hundred (300) foot boundary must be expanded by one hundred (100) foot increments until the list contains not less than 15 owners or the limits have been extended to one thousand (1000) feet.

A COMPLETE NAME, MAILING ADDRESS AND ZIP CODE IS REQUIRED

Name Printed: _____

Mailing Address: _____

Signature of Property Owner: _____

Subscribed and sworn before me this _____ day of _____, _____.

Notary Public: _____

My Commission Expires: _____

APPLICATION FEE SCHEDULE

The fee for filing such application shall include mailing of written notice to property owners included in the required radius notification boundary, duplication costs, the review costs incurred by municipal personnel to process your application and other administrative costs. In addition, each applicant must pay for the cost of publication of notification of their application in a newspaper of general circulation within the city. The fee for publication will be computed by the City utilizing the Oklahoma Press Association Legal Notice Guide. The city will review the publication of notice of application as to form and, if in appropriate form, will deliver the same to the newspaper for publication. The applicant will receive a separate invoice for the publication fee in the newspaper.

Fee Schedule is based on City Ordinance 154.131(A) and (B) (02/12/2024)

FOR APPLICATIONS TO AGRICULTURAL, ESTATE AND SINGLE-FAMILY RESIDENTIAL DISTRICTS

ACREAGE	COSTS
0-5 Acres	\$200.00
5-10 Acres	\$250.00
10-50 Acres	\$300.00
50 Acres or More	\$350.00

FOR APPLICATIONS TO MULTIPLE FAMILY RESIDENTIAL AND MOBILE HOME RESIDENTIAL DISTRICTS

ACREAGE	COSTS
0-5 Acres	\$225.00
5-10 Acres	\$300.00
10-50 Acres	\$350.00
50 Acreage or More	\$400.00

FOR APPLICATIONS TO COMMERCIAL AND INDUSTRIAL DISTRICTS, EXCEPT PLANNED UNIT DEVELOPMENT DISTRICTS

ACREAGE	COSTS
0-5 Acres	\$275.00
5-10 Acres	\$350.00
10-50 Acres	\$400.00
50 Acres or More	\$450.00

FOR APPLICATIONS FOR PLANNED UNIT DEVELOPMENTS

ACREAGE	COSTS
0-10 Acres	\$400.00
10-50 Acres	\$450.00
50 Acres or More	\$500.00

FOR USE ON REVIEW AND SPECIAL PERMIT APPLICATIONS WITH COMPANION REZONING APPLICATION

Same fee as application for rezoning, provided an application for special permit for a use permitted on review filed for concurrent hearing on a companion rezoning application shall be charged at 50% of the re-zoning fee in addition to the rezoning fee. §154.131 (5)(A)

2040 LAND USE AMENDMENT

Pursuant to the Newcastle 2040 Comprehensive Plan and Future Land Use Map, Chapter 7—Implementation, minor amendments in conjunction with a rezoning request may be required. If the requested rezoning and use(s) deviate from the plan’s provisions and current land use designation, an amendment to the Future Land Use Designation must be made. The fee for a land use amendment shall be \$75. §154.131 (A)(1)