



## Exceptions or Variations for Façade Requirements

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

120 NE 2nd Street, Newcastle, OK 73065

P:405-387-4427 • F: 405-578-4083 • [www.cityofnewcastleok.com](http://www.cityofnewcastleok.com)

### WHAT DO I NEED?

The following information must be submitted to the City of Newcastle Planning Department to process the application. Please use the list below as a checklist in completing the application.

- A completed Application for Variations or Exceptions.
- Warranty Deed, indicating ownership.
- Correct Legal Description of the property to be reviewed.  
(A correct and accurate legal description is **solely** the responsibility of the applicant)
- Payment of the required fee (**see fee schedule**) is due upon Application (*refer to page 2*).

### THE PROCESS

Step 1: Submit the above information to the City of Newcastle Planning Department. The Planning Department will coordinate a meeting date for Planning Commission and then to City Council.

Step 2: Attendance is required at Planning Commission and City Council. If you are unable to attend, a representative on your behalf should be present for the members to ask questions regarding the property.



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### Office Use Only

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Applicant Name (If req'd): \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Current Use: \_\_\_\_\_ Zoning: \_\_\_\_\_

Description of Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **CITY COST ASSOCIATED:**

Variations or Exceptions \$100.00

Signature of The Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Official Use Only:**

Planning Commission Date:  Approved  Denied  Continued

City Council Date:  Approved  Denied  Returned to Planning Commission

Additional Comments: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_