



Variance/Special Exception

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

120 NE 2nd Street, Newcastle, OK 73065

P:405-387-4427 • F: 405-578-4083 • 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 Variance/Special Exception/Appeal.

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)*

A typed list of surrounding property owners done according to the Newcastle Code of Ordinances §154.147 can be ordered from the county abstract companies, referred to as 300' Radius certificate.

*(Attaining a list of property owners is **solely** the responsibility of the applicant. Copies of Zoning Ordinances are available upon request for a small copying fee, \$0.25 per page)*

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 and time with the Board of Adjustment Members once the completed application is received. City Staff will publish the notification in the Newcastle Pacer and notify the surrounding property owners by mail.

Step 2: Attendance is recommended at the City of Newcastle Board of Adjustment Meeting. 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.: _____

Date: _____ Case No.: _____

To The Board of Adjustment of The City of Newcastle, Oklahoma:

I/We, the undersigned, do hereby respectfully make application and petition to the Board of Adjustment. In support of this application, the following facts are shown:

Property Address: _____

Property Owner: _____ Owner Phone: _____

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

Current Use: _____ Zoning: _____

Description of Request:

**CITY COST ASSOCIATED:
BOARD OF ADJUSTMENTS**

Variance \$100.00

Special Exception \$100.00

Applicant will receive an invoice for notification fees

Signature of The Property Owner: _____ Date: _____

Address: _____ Phone: _____



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AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

The list attached 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 described on the reverse side hereof, if this list contains 15 owners of record, it is sufficient, if 15 owners of record is 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 names 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: _____