

City of Del City

Application for Rezoning



Overview

This application is used to request rezoning of a property within Del City.

Application Process

- Preliminary Meeting Applicant must meet with the City Planner to discuss the proposed rezoning. The City Planner will explain the relevant zoning regulations and will provide applicant with application packet and tentative hearing date.
- Application Completion Applicant completes application forms, obtains all requested documentation, and submits entire packet to the permits@cityofdelcity.org. At this time, the applicant remits the application fee.
- Application Fee The application fee is **three hundred (300) dollars**. This fee becomes non-refundable once the application is processed and notice of the hearing is posted or mailed.
- Submission Deadline The completed application and fee must be submitted thirty (30) days prior to the assigned tentative meeting date. If this deadline is not met, the application will be heard at the first regular meeting of the Planning Commission at least thirty (30) days after the completed application is submitted, subject to scheduling availability.

Application

The following items are required of all applicants:

1. Cover Sheet Applicant must complete the checklist portion of the cover sheet provided in the application packet.
2. Cover Letter Applicant must submit a cover letter, addressed to the Chairman of the Planning Commission, explaining the proposed rezoning and proposed use and detailing how any potential adverse impacts will be mitigated.
3. Application Form Applicant must complete the application form provided in the application packet. This form must be notarized.
4. Application Fee
5. Ownership Certification Applicant must submit an application fee of **three hundred (300) dollars**. Applicant must complete the ownership certification provided in the application packet. If the applicant is not the owner of the property, permission of the owner must be granted before the application can be processed. If the applicant is a tenant, a copy of the lease agreement for the property must be provided.
6. Certified Ownership List Applicant must obtain a Certified Ownership List that includes all property owners within a two thousand six hundred and forty (2640) foot radius of the applicant property. This list can be obtained from the County Assessor, or may be compiled by an abstractor, surveyor, or professional engineer, so long as the list bears a professional seal.
7. Mailing Labels Applicant must furnish mailing labels for all property owners listed on the certified ownership list. Duplicate names may be omitted. Labels for the applicant and applicant property owner (if applicable) must also be submitted. Labels must be typewritten and must be standard address size.

8. Site Plan Applicant must furnish a comprehensive site plan. This plan must show the location of the applicant property relative to surrounding properties. The site plan is intended to be detailed enough to assist in evaluation of potential negative impacts caused if the permit is granted. Site plans should include representations of proposed parking areas and proposed signage.
9. Occupancy Application Applicant must complete an Occupancy Application. When Rezoning is granted, a new occupancy permit is required so the newly authorized uses are reflected. The Occupancy Application requires inspections by the Fire Marshal and Building Inspector, which will be scheduled after the rezoning is granted. Fees for Certificates of Occupancy are paid at the time of issuance.

****The following items may be required depending on the specific issued raised in the application.***

1. Survey Applicant must submit a survey showing the location of property lines, improvements, easements, and any other required features (such as distances to other types of uses). Survey must be sealed by a registered land surveyor or professional engineer.
2. State/County Licenses Applicant must submit copies of all state and/or county licenses relating to the proposed use. These licenses must be issued and in good standing before the application will be considered complete.
3. City License Applications Applicant must submit completed applications for any city licenses relating to the proposed uses. License fees are paid at the time of issuance.
4. Building Permit Applications Applicant must submit completed applications for any city permits relating to the proposed use, including but not limited to building, remodel, fence, and sign permit. Permit fees are paid at the time of issuance.
5. Floodplain Supplement Applicant must submit a Floodplain Supplement if the applicant property is located within the Special Flood Hazard Area (Zones A, AE, A1-30, A99, AO, AH) as designated by the City's adopted Flood Insurance Rate Map. This supplement may require submission of additional documentation, such as an Application for Floodplain Development Permit or an Elevation Certificate.
6. Pollution Control Plan Applicant must submit a Pollution Control Plan if the proposed use has the potential to generate hazardous waste. Depending on the circumstances, this plan may require an engineer's seal.
7. Drainage Plan Applicant must submit a Drainage Plan if the proposed use involves impact to stormwater drainage in the surrounding area, or if the applicant property is located in an area with preexisting drainage concerns. Depending on the circumstances, this plan may require an engineer's seal.
8. Construction Drawings Applicant must submit detailed architectural drawings of proposed improvements to the subject property, including system drawings as required. Depending on the circumstances, these drawings may require an architect's and/or engineer's seal.
9. Special Use Permit Applicant must submit a Special Use Permit application.
10. Traffic Study Applicant must submit a traffic study detailing the anticipated impacts to traffic flow associated with the proposed use. Depending on the circumstances, this study may require an engineer's seal.
11. Preliminary Inspection Applicant must schedule preliminary inspections by the Fire Marshal, Building Inspector, and/or other officials. These inspections must be completed before the application will be considered complete.

12. Pre-Plan Review

Applicant must schedule a pre-plan review with the City Planner, Fire Marshal, Building Inspector, Public Works Director, and/or other officials. This review must be completed before the application will be considered complete.

13. Other

Applicant must submit any other documentation required by the City Planner. This documentation must be completed before the application will be considered complete.

Review Process

▪ City Planner Review

Submitted applications are reviewed by the City Planner, in consultation with other City officials. If this review results in additional documentation needed, the applicant will be notified. If the application is determined to be complete, hearing dates are confirmed.

▪ Posting and Notification

Once hearing dates are confirmed, a notice of Public Hearing is published in a newspaper of general circulation for the county (generally the Journal-Record). This notice is required to be published at least fifteen (15) days prior to the first hearing. Notice of the hearing is also mailed to all property owners within three hundred (300) feet of the applicant property. This notice is required to be mailed at least twenty (20) days prior to the first hearing. Agendas are prepared for the Planning Commission and City Council meetings and are posted prior to the meetings, in accordance with the Open Meeting Act.

▪ Planning Commission Hearing

On the date of the first confirmed hearing date, the Del City Planning Commission will conduct a Public Hearing on the application. The applicant, or a representative, must be present to explain the proposed rezoning and address any questions or concerns. Members of the public are given the opportunity to speak in support or opposition to the application. The City Planner will usually prepare a staff recommendation regarding the application. After the public hearing, the Planning Commission will discuss the application and make a recommendation to the City Council. The Commission can recommend approval, approval with conditions, or denial of the application. The Commission can also continue the item to another meeting, allowing for submission of further documentation or a more in-depth review. Applications recommended for denial by the Planning Commission continue to the City Council for hearing. Though the Planning Commission's action carries great weight, the final decision on the application rests with the City Council. In general, the Planning Commission meets on the fourth Thursday of each month.

▪ City Council Hearing

On the day of the second confirmed hearing date, the Del City Council will conduct a Public Hearing on the application. The application, or a representative, must be present to explain the proposed rezoning and address any questions or concerns. Members of the public are given the opportunity to speak in support or opposition to the application. After the Public Hearing, the City Council will discuss and vote on the application. The City Council can vote to approve, approve with conditions, or deny the application. The Council can also continue the item to another meeting. In general, the City Council meets on the first and third Monday of each month. Rezoning applications are usually heard on the third Monday.

Approval

An approved rezoning takes effect concurrently with the ordinance effected the rezoning. If passed under the emergency clause, the ordinance takes effect immediately.

Appeals

The City Council is the final decision-making body for Rezoning applications. In certain, very limited circumstances, it is possible to bring action to the Del City Board of Adjustment that allows for a use prohibited or allowable only upon review. Such an action is initiated by requesting an Application for Special Exception from the City Planner.

City of Del City
Application for Rezoning



Application is hereby made to the City of Del City for Rezoning, as detailed herein.

Section 1: Applicant Information

Date: _____

Name: First: _____ Last: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Section 2: Property Information

Address: _____

City: _____ State: _____ Zip: _____

Legal Description: _____

Current Zoning District: _____ Current Flood Zone: _____

Record Owner of Property: _____ Owner Phone: _____

Relationship of Applicant to Record Owner: _____

Section 3: Use Information

Current Use of Property: _____

Proposed Use of Property: _____

Section 4: Certification

I hereby certify the information contained in this form, and in any attachments thereto, is complete, true, and accurate.

Applicant

Date

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this _____ day of _____, 20____, personally appeared _____ to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that (s)he/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

Notary Public

(seal)

My commission expires on the _____ day of _____, 20____.

City of Del City Application for Rezoning
Ownership Certification



Section 1: Property Owner

Name: First: _____ Last: _____

Phone: _____

Email: _____

Section 3: Certification

I, _____, hereby certify and attest that I am the current and legal owner of the aforescribed property located in the City of Del City, Oklahoma County, Oklahoma.

OR

I, _____, hereby certify and attest that I am the current and legal owner of the aforescribed property located in the City of Del City, Oklahoma County, Oklahoma, and that I have authorized _____ to file an application for a rezoning for the use of _____ to be conducted at this property. I understand that, as current and legal owner of this property, I am responsible for any and all detrimental impacts that may be caused by this use.

AND

I further certify that this legal description and street address accurately describe the property for which this application is made.

Applicant

Date

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this _____ day of _____, 20____, personally appeared _____ to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that (s)he/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

(seal)

Notary Public

My commission expires on the _____ day of _____, 20_____.