

**CITY OF DUNCAN
COMMUNITY DEVELOPMENT DEPARTMENT**

City Hall – 720 Willow Ave., Duncan, Oklahoma 73533

**Telephone: 580-251-7711
Fax: 580-255-1710**

APPLICATION FOR BOARD OF ADJUSTMENT

Name of Applicant: _____

Mailing Address: _____

Subject Property
Street Address: _____

Legal Description: _____

Applicant is the: Owner Lessee of the subject property Other aggrieved party

Present zoning of the property: _____

Type of action requested:

Variance Special exception Appeal from administrative determination

VARIANCE

1. Explain how application of the zoning ordinances would create an unnecessary hardship.

2. Explain how such circumstances are unique to the subject property and not shared by other properties within the City

SPECIAL EXCEPTION

Indicate the type of exception you are applying for:

- Zoning district extension of a divided lot
- Off-street parking requirements
- Actual street layout conflicting with mapped layout

ADMINISTRATIVE APPEAL

An appeal may lie where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the interpretation or enforcement of the Zoning Ordinance (City Code Title 12), or to the extent such appeals are provided in any other City ordinance or regulation.

1. Give the name and position of the administrative officer from who you are appealing:

2. Cite with specificity the City ordinance or regulation that you believe has been misapplied or misinterpreted by the administrative officer:

3. Explain how the officer’s order, requirement, decision, or determination pertaining to the cited ordinance or regulation is wrong (attach additional sheets if necessary)

Required Fees:

Appeal of administration determination	\$50.00
Variance	\$70.00
Special Exception:	\$70.00

The undersigned hereby makes application for a hearing to the City of Duncan Board of Adjustment in accordance with the ordinances of the City and 11 O.S. § 44-101, et seq. I understand and agree that in addition payment of the above fee, I shall provide to the City at my expense, a certified abstractor’s list of the owners of all property situated within three hundred feet (300’) of the exterior boundary of the subject property and that until such list is provided in a form satisfactory to the City no hearing shall be set and that failing to provide such a list within ten (10) days from the filing date of this application shall cause this application to be dismissed for want of prosecution. I further understand and agree that I shall have published, at my expense, a notice of the public hearing pertaining to this appeal, and that such notice shall be published in the time, manner, and form satisfactory to the City.

Date

Applicant

City use only

Received on _____ at _____ o'clock AM/PM

Fee Paid Property Owner list furnished Date of Hearing : _____