

Return Items 1-6 to Comm. Dev. by: \_\_\_\_\_

Planning Commission meeting date: \_\_\_\_\_

City Council meeting date: \_\_\_\_\_

## **PROCESS AND PROCEDURES USE-ON-REVIEW PERMIT**

### **APPLICANT RESPONSIBILITY**

- I. At least twenty-five (25) days prior to the Planning Commission hearing all application materials shall be submitted to the Community Development Secretary. Application materials include the following:
  1. A certified abstractor's list of property owners within 300' of the property for which the Use-on-Review permit is requested. This is obtained from an abstract company.
  2. A completed application form.
  3. A letter requesting the Use-on-Review and describing the purpose for the use-on-review signed and dated by the property owner.
  4. The application fee.
  5. A plot plan of the property which shows all necessary information for the case.
  6. Any other information deemed necessary to understand the specifics of the request.

### **CITY RESPONSIBILITY**

- II. The City Planner shall assess the request to make sure that the appropriate process is being followed for the case. Also a site inspection shall be made and legal description/property ownership shall be verified.
- III. At least twenty (20) days prior to the Planning Commission hearing, notification of the request will be sent to the property owners within 300' of the subject property. The notice shall contain:
  1. A legal description of the property and a street address or approximate location.
  2. Present zoning of the property.
  3. Date, time and place of the hearing.
- IV. At least twenty (20) days prior to the Planning Commission hearing notification of public hearing shall be published in a newspaper of general circulation in the municipality.
- V. At least seven (7) days prior to the public hearing the City Planner shall formulate the agenda for the Planning Commission hearing, prepare all background information for each case on the agenda, and review case materials to verify appropriate procedures.

- VI. At least five (5) days prior to the Planning Commission hearing the agenda is posted and information packets are delivered to commission and City Council members.
- VII. A public hearing is held by the Planning Commission to formulate its recommendation to the City Council. Support and protest arguments are presented, as well as Staff recommendation. Planning Commission recommendation is given and forwarded to the next City Council agenda.
- VIII. At least three (3) days prior to the City Council hearing of the request all official protests must have been submitted to the Community Development office. If 20% or more of the area of the lots to be included in the use-on-review, or 50% or more of the property owners within 300' of the exterior boundary of the proposed use-on-review protest the proposal. Then an extraordinary majority vote of the City Council shall be required to approve the proposed use-on-review under the standards of Title 11 Oklahoma State Statutes, Section 43-105.
- IX. The City Council holds public hearing to assess Staff recommendation, the Planning Commission recommendation, and public support/protest of the proposed Use-on-Review. The City Council may approve, deny, or table for further study of the proposal.
- X. City Staff shall act in accord with the decision of the City Council, notify the person proposing the change of the decision and prepare all legal documentation necessary to complete the process. Included in this is the preparation of the Use-on-Review Permit if approved.
- XI. **Note: This is a two (2) step public hearing process. The Planning Commission makes recommendations and the City Council makes the final decision. It is recommended that the property owner and/or applicant attend both public hearings.**



City of  
**Chickasha**

Community Development

117 North 4th Street  
Chickasha, Oklahoma 73018

**CITY OF CHICKASHA  
APPLICATION FOR USE-ON-REVIEW PERMIT**

DATE: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

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

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

Legal Description of Subject Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Present Zoning of Subject Property: \_\_\_\_\_

Physical Characteristics of Subject Property:

Frontage on Street: \_\_\_\_\_

Lot Depth: \_\_\_\_\_

Drawing Attached: \_\_\_\_\_ YES \_\_\_\_\_ NO

Proposed Use for the Property:

Public Utilities Which Serve the Property:

Street, Surface Material: \_\_\_\_\_

City Water: \_\_\_\_\_ YES \_\_\_\_\_ NO, then list source of water \_\_\_\_\_

City Sanitary Sewer: \_\_\_\_\_ YES \_\_\_\_\_ NO, then list provider \_\_\_\_\_

Abstractors Certified Property Owners List Provided: \_\_\_\_\_ YES \_\_\_\_\_ NO

Owner of Record: \_\_\_\_\_

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

Application Fee Paid: \_\_\_\_\_ YES \_\_\_\_\_ NO Receipt Number: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_