



City of  
**Chickasha**  
117 North 4<sup>th</sup> Street  
Chickasha, Oklahoma 73018

**Due On:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**APPLICATION FOR BOARD OF ADJUSTMENT**

Request:  Variance  Special Exception

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

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

Legal Description: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

Present zoning classification of subject property: \_\_\_\_\_

Type of Variance/Special Exception being sought: \_\_\_\_\_

Reason for requesting variance/special exception: \_\_\_\_\_

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

**The following is a checklist of all other requirements of the application:**

- A letter requesting the variance/special exception and reasons why the variance/special exception is being sought.
- A plot plan showing the dimensions of the property and the location and dimensions of ALL structures located on the property in relation to the property lines. (The plan should be specific enough to represent the type of variance/special exception requested)
- An Abstractor's Certified Property Owners list of property owners within 300' of subject property.
- Application Fee, receipt number \_\_\_\_\_
- All Materials are due no later than the date set by the Community Development Director, as noted on this Application.**

**ALL INFORMATION ON THIS FORM MUST BE COMPLETED IN ORDER TO PROCESS YOUR REQUEST**

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_