

Specific Use Permit Procedures

Any applicant who wants to apply for rezoning OR a zoning variance of a property must follow these procedures:

1. Applications are available at Luther Town Hall. Applications must be received by the Town 30 days prior to the meeting at which you wish to be heard to allow for appropriate and lawful public notice. A completed application includes all of the following. Incomplete applications cannot be processed in order to maintain the meeting legal notice schedules.

Return the following materials to the Town as soon as possible.

- a. Completed application form.
 - b. List of names and addresses of all property owners within a 300' radius beyond the subject property from a licensed bonded abstract company or the Oklahoma County Assessor.
 - c. Applicable Fees:
 - a. Non-refundable Filing Fee \$100.00
 - b. Non-refundable Mailing Fee \$2.00 per letter
 - c. Non-refundable Publication Fee \$45.00 (additional fee for overage may be applied once invoice is received)
 - d. Drawing, site plan or survey showing variance, if applicable.
2. Notices will be mailed to all the property owners within 300' and a notice will be placed in the newspaper to satisfy legal requirements. You will be required to pay for the mailing and publication at the time of application.
 3. You must attend or send a representative to the Planning Commission meeting in which your case will be heard. At the hearing, you will be given time to present your case. Any protestors present will be given equal time. The Planning Commission will then table, or vote to make a recommendation to the Town Board to accept or deny your request. The matter will be brought to vote by the Town Board at their next scheduled meeting.
 4. If your case is approved, you may seek permit approval to use the property in accordance with the Town Board's conditions. If your case is denied, you may appeal to the Board of Adjustment within 10 days.

The above information is for general guidance only. For further details and/or information, please call the Town of Luther at (405) 277-3833.

Your hearing date will be set once the application is received.



PO Box 56, 108 South Main Street - Luther, Oklahoma 73054 - (405) 277-3833 - FAX (405) 277-9965 – www.townoflutherok.com

Application for Specific Use Permit

Address or General Location: _____

Present Zoning: _____ Record Owner: _____

Legal description of tract under application (If described by metes and bounds, attach plat of survey):

If applicant is other than owner, please indicate interest (purchaser, lessee, agent for, other):

Are there any private or deed restrictions controlling use of tract? If yes, explain:

Bill advertising and sign charges to: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

I do hereby certify that the information herein submitted is complete, true and accurate.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

General Description of Property

Size in acres or square feet: _____

Current Use: _____

Topography (flat, rolling hills, levee, etc.): _____

Frontage Road: _____

Identify structures and improvements on the property:

Town water? YES / NO

Town Sewer? YES / NO

Identify the use(s) intended for the subject property: _____

General Description of Adjoining Property

Identify any buildings and give their approximate distances from your property lines:

Explain surrounding land uses: _____

Specific Use Permit Request

Specific Use is an activity which is basically similar to the uses permitted in a zone, but which may not be entirely compatible with the permitted uses. As a consequence, an application for Specific Use requires review to ensure that the specific use may be made compatible with the permitted uses in the zone or other adjacent permitted uses which may be affected.

Describe the Specific Use as it pertains to your property: _____

Describe the benefits, if any, of your proposed use to the adjacent properties and/or to the Town of Luther:

Identify how well suited the subject property is for your proposed use. (Cite such advantages as topography, foliage, soil, drainage, access, distance to centers of population, availability of utilities, etc.) Explain:

Explain how the proposed change in use will affect the road system serving your area:

Give an estimated traffic count (average daily trips) for the proposed use. How will the potential traffic resulting from the increased use or activity be controlled?

Is the proposed use compatible to surrounding permitted uses and the existing development pattern? Explain:

How will the proposed use be detrimental to property in the same zone or vicinity? (Identify any adverse effects and explain measures you would propose to minimize these effects.) Explain: _____

NOTICE: APPLICATION FEE IS **\$100.00** + ANY COSTS INCURRED BY THE TOWN
FOR THE PROCESSING OF THE APPLICATION

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Application received by: _____ Date: _____

Tract Acreage: _____ Public Hearing Date: _____

Application Number: _____ Section: _____ Township: _____

Range: _____ Present Zoning: _____ Fee Receipt Number: _____

Planning Commission Action

Appeal to Town Board? _____

Action: _____

Action: _____

Vote: _____

Vote: _____

Date: _____

Date: _____

Provisions: _____

Provisions: _____

Staff Recommendation

Recommendation: _____

Date: _____ Subdivision Name: _____ Ordinance Number: _____