

PLANNING COMMISSION APPLICATION



City of Shawnee Planning Department

222 N. Broadway
Shawnee, OK 74801
(405) 878-1616 Fax (405) 878-1587
www.ShawneeOK.org

For Office Use Only

Case Number: _____

Project Number : _____

Date Filed: _____

Planning Commission Secretary

REQUEST:

_____ Rezoning

_____ Conditional Use Permit

_____ Rezoning w/Conditional Use Permit

_____ Planned Unit Development

I, the undersigned, do hereby respectfully make application and petition to the City Commission to amend the zoning map, and to change the zoning district of the Shawnee area, from _____ District to _____ District, as hereinafter requested, and in support of this application, the following facts are shown:

PROPERTY LOCATION (STREET ADDRESS): _____

LEGAL DESCRIPTION: _____

PROPERTY OWNER (S): _____

PROPERTY AGENT (APPLICANT): _____

APPLICANT'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: (_____) _____ CONTACT NUMBER:(_____) _____

DIMENSIONS OF PROPERTY: AREA: _____ WIDTH: _____

LENGTH: _____ FRONTAGE: _____

CURRENT ZONING: _____ **CURRENT USE:** _____

PROPOSED ZONING: _____ **PROPOSED USE:** _____

With the filing of this application, I acknowledge that I have been informed of off-street parking, fencing and paving requirements in regard to the zoning I have requested as witnessed by my signature.

COMPLETED APPLICATION AND ALL CORRESPONDING DOCUMENTS MUST BE RECEIVED 30 DAYS PRIOR TO MEETING TO MAKE THE AGENDA.

SIGNATURE OF APPLICANT

FOR STAFF USE ONLY

REZONING &/OR C.U.P FEE \$ 280.00

RECEIPT NO. _____

PLANNED UNIT DEVELOPMENT FEE \$ 550.00

NOTIFICATION SIGN \$ 50.00

PLANNING COMMISSION ACTION: _____ **DATE:** _____

CITY COMMISSION ACTION: _____ **DATE:** _____

PLACE ON ZONING MAP: _____ **ORDINANCE NO.:** _____

Planning Department Application Submittal Guidelines - City of Shawnee, OK

Planning Department – 222 N. Broadway Ave. – 405-878-1616

Rezoning (RZ) – Conditional Use Permits (CUP) – Planned Unit Developments (PUD)

Applicants are strongly encouraged to speak with a member of the Planning Department staff **prior** to submitting an application. Please contact the Planning Department to schedule a time to discuss your application with a staff member. Initial meetings can be over the phone, virtual, or in-person. Follow-up phone calls and emails are welcomed.

Application packages shall be submitted to the Planning Department **at least 30 days** prior to the Planning Commission meeting. Attached to these guidelines are a current Planning Commission meetings calendar and the corresponding due dates for application submittal.

The submittal package shall include **Application – Deed or Affidavit – Mailing List – Fees**

Application

The completed and signed application. Include the full legal description of the subject property – attached by separate sheet if necessary. Incomplete or unsigned applications will not be accepted or will be returned.

Deed or Affidavit

A copy of the deed of ownership or a signed affidavit from the property owner explicitly giving permission for the public hearing for a rezoning is allowed on the subject property.

Mailing List

A mailing address list of all property owners located within a 300’ radius of the perimeter of the subject property lines. Multi-family uses or treatment facilities rezoning requests require a radius of 1,320 feet and increased notice time. (*see next page*)

The certified list **must be obtained** from a registered, bonded abstract company or a licensed title insurance company. The cost of obtaining the list is the applicant’s responsibility.

Fees

The fees due with submittal are application and sign fees. Calls or emails to confirm are welcomed.

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Upon receipt, staff will review the submittal and contact the applicant with any questions.

In compliance with Oklahoma State Statute the notifications of a public hearing must be mailed, published, and posted not less than 20 days prior to the public hearing meeting date

- A notification of a public hearing shall be mailed to all property owners located within a 300’ radius of the perimeter of the subject property lines. City staff will generate and mail the notification letters.
- A legal notice of a public hearing shall be published in a newspaper of general circulation in Shawnee. City staff will arrange for the publication.
- A sign announcing a public hearing shall be posted on the subject property by the City.

- The Planning Commission will hold a public hearing to review the rezoning/CUP/PUD request. The Planning Commission is a recommending body, so a recommendation of approval, approval with conditions, or denial will be forwarded with the application to the City Commission for review.
 - While not required, the applicant or a knowledgeable representative should plan to attend and speak at the public hearing. Legal representation is not needed.
- The City Commission will hold a public hearing and review the rezoning/CUP/PUD request along with the Planning Commission’s recommendation. If you do not attend the meeting, you may contact the Planning Department after the City Commission meeting for the final decision. The City Commission typically meets the first and third Mondays of each month at 6:00 p.m.

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- When a rezoning request is for multi-family or treatment facilities, and similar facilities
 - 11 O.S. 43-106 – “ In addition to the notice required in this subsection, if the zoning change requested permits the use of treatment facilities, multiple family facilities, transitional living facilities, halfway houses and any housing or facility that may be used for medical or nonmedical detoxification as these terms are defined pursuant to Section 3-403 of Title 43A of the Oklahoma Statutes, the entity proposing the zoning change shall mail a written notice within thirty (30) days of the hearing to all real property owners within one-quarter (1/4) of a mile where the area to be affected is located...”
 - ❖ This additional notification time will affect the due date for application submittal. The typical due date is 30-days prior to the scheduled Planning Commission meeting you wish to attend. For the uses listed pursuant to 11 O.S. 43-106, the submittal due date may be 60-days prior to the public hearing meeting. Planning staff will confirm an application due date on a case-by-case basis.

Planning Applications Submittal Checklist

- _____ Meeting with Planning Department staff member
- _____ Application – completed and signed
- _____ Certified list of property owners’ addresses obtained from a licensed abstract or title company
- _____ Deed or Affidavit – proof of ownership or signed permission for land use change application
- _____ Fees – The cost of the application and applicable fees are due at the time of submittal.

2022 CALENDAR YEAR

Schedule of Regular Meetings

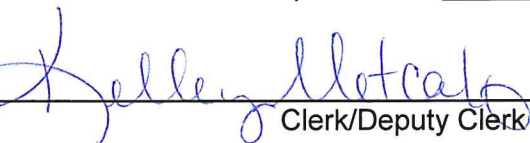
PLANNING COMMISSION, SHAWNEE, OK

<u>DATE</u>	<u>TIME</u>	<u>PLACE OF MEETING</u>
January 5, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
February 2, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
March 2, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
April 6, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
May 4, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
June 1, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
July 6, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
August 3, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
September 7, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
October 5, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
November 2, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.
December 7, 2022	1:30 PM	Commission Chambers City Hall, 16 W. 9 th St.

Rachel Clyne, City Planner
222 N Broadway Ave. Shawnee, OK 74801
405-878-1616

Filed in the office of the municipal clerk at 3:32 am/pm on December 7th, 2021.

Signed


Clerk/Deputy Clerk

2022 CALENDAR YEAR
Schedule of Regular Meetings
PLANNING COMMISSION, SHAWNEE, OK

MEETING DATES

APPLICATION DUE DATES

January 5, 2022	-----	December 6, 2021
February 2, 2022	-----	January 5, 2022
March 2, 2022	-----	February 2, 2022
April 6, 2022	-----	March 2, 2022
May 4, 2022	-----	April 6, 2022
June 1, 2022	-----	May 4, 2022
July 6, 2022	-----	June 1, 2022
August 3, 2022	-----	July 6, 2022
September 7, 2022	-----	August 3, 2022
October 5, 2022	-----	September 7, 2022
November 2, 2022	-----	October 5, 2022
December 7, 2022	-----	November 2, 2022