

**CITY OF DUNCAN**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

City Hall – 1600 S Highway 81, Duncan, Oklahoma 73533

Telephone: 580-251-7711

Fax: 580-255-1710

**BOARD OF ADJUSTMENT**  
**APPLICATION FOR ADMINISTRATIVE APPEAL**

1. Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
2. Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
4. Property Address: \_\_\_\_\_
  
5. Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Applicant is the:         Owner of Property         Lessee of Property         Other
  
7. Current Zoning of Property: \_\_\_\_\_
  
8. Name and position of the administrative officer from who you are appealing: \_\_\_\_\_
  
9. Cite with specificity the City Ordinance or Regulation that you believe has been misapplied or misinterpreted by the administrative officer:  
\_\_\_\_\_  
\_\_\_\_\_
  
10. Explain how the officer's order, requirement, decision, or determination pertaining to the cited ordinance or regulation is wrong (attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_
  
11. You must submit the following:     Completed application form  
   Certified list of names and addresses of all property owners within 300 feet  
   \$100.00 filing fee  
   Supporting documents (photos, site plan, description of project, etc.)  
   Obtain from Community Development Legal Notice for newspaper

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 to 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 public hearing pertaining to this Variance, and that such notice shall be published in the time, manner, and form satisfactory to the City.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_