

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 VARIANCE

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. Explain how application of the zoning ordinances would create an unnecessary hardship.

9. Explain how such circumstances are unique to the subject property and not shared by other properties within the City of Duncan.

10. You must submit the following: ___ Completed application form
 ___ Certified list of names and addresses of all property owners within 300 feet
 ___ \$150.00 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: _____