

CITY OF DUNCAN
COMMUNITY DEVELOPMENT DEPARTMENT

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

Telephone: 580-251-7711

Fax: 580-255-1710

APPLICATION FOR REZONING

1. Applicant(s): _____ Phone: _____
Address: _____ Fax: _____
Email Address: _____

2. Owner(s): _____ Phone: _____
Address: _____ Fax: _____
Email Address: _____

3. Request Rezoning From: _____
To: _____

4. Proposed Use (including all buildings to be constructed)
From: _____
To: _____

5. Street Address or Location: _____

6. Legal Description of Property: _____

7. Tract Size: _____

8. In order that your application can be heard and considered at the next available Planning Commission meeting, you must submit this completed application and all other information to include filing fee to the Community Development Department for processing. Due to public hearing notice requirements, the Planning Staff will advise you of the earliest date available for consideration by the Planning Commission and City Council. The Planning Commission meets the third Tuesday of each month and the City Council meets the second and fourth Tuesday of each month.

9. Items to be submitted with application:
- A complete application form
 - Certified list of names and address of all property owners within 300 feet of the request
 - \$150.00 filing fee made payable to City of Duncan
 - A development plan is required for uses in C-4, I-1, I-2, and I-3 zoning districts when the property abuts or is separated only by a street or alley from property within a residential district or agriculture district.
 - Obtain copy of public hearing notice from Community Development to be published in local paper at least 15 days prior to Planning Commission meeting.

Failure to provide all required documents and/or complete application will result in delays setting the Plan Commission meeting to consider your request.

Signature of Applicant(s)

Signature of Property Owner(s)

APPLICATION FOR REZONING

Explanation of Procedures

PURPOSE

Oklahoma State Statutes grant municipalities the power to establish or amend districts which regulate the use, placement, spacing and size of buildings and land. Zoning regulations are made in accordance with the General Plan.

The City Council may amend district boundaries on its own motion on recommendation of the Planning Commission or upon application.

PROCEDURE

1. Applications for Rezoning are available in the Community Development Department.
2. Application shall consist of:
 - a) Completed application form.
 - b) Certified ownership list of property owners within 300 feet of the request.
 - c) A development plan is required for uses in the C-4, I-1, I-2 and I-3 zoning districts when abutting or across the street from a residential or agricultural zoning district.
 - d) A \$150.00 filing fee.
 - e) Additional information as may be required by the Planning Commission.
3. A public hearing notice will be prepared by the Community Development Department. The applicant petitioning for a change in district boundaries shall be responsible for taking the notice to the newspaper and the cost of the publication notice. The notice of hearing must be placed in the newspaper at least 15 days prior to the Planning Commission meeting.
4. The Community Development Department shall prepare and mail notice of the hearing to all property owners within 300 feet of the request not less than 20 days prior to the Planning Commission meeting.
5. At the Planning Commission meeting, Planning Staff will provide background information concerning the request and a recommendation for approval or disapproval. The Chairman will open the meeting to allow anyone to speak for or against the request. The Planning Commission will make a motion to recommend approval or disapproval of the request to City Council.
6. At the City Council meeting, Planning Staff will provide background information on the request and the Planning Commission recommendation. The Mayor will open the public hearing to allow anyone to speak for or against the request. Once the public hearing is closed, the City Council will make a motion to approve or disapprove the request. A letter will be sent to the applicant stating the City Council's action.
7. A protest may be filed at least 3 days before the date of the City Council meeting by the owners of 20% or more of the area included in the change or the owners of 50% or more of the properties within 300 feet radius of the proposed change.
8. The proposed changes shall be effective with a 3/5 vote of the City Council.
9. The Official Zoning Map shall be amended to reflect the new zoning.
10. The legislative action of the City Council is final unless appealed to a court of competent jurisdiction.