



# REZONING APPLICATION INSTRUCTIONS

App. # \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE REZONING PROCESS

**APPLICANT INFORMATION:** This information allows staff to send correspondence related to this rezoning application to the appropriate individuals. Once the application is filed, this information becomes available to the public upon request.

**PROPERTY INFORMATION:** Provide the legal description of the property requested for rezoning by lot/block/subdivision or by metes and bounds description if the area has never been subdivided. An address for each lot/parcel included in the request is to be provided, if an address has been assigned.

**REZONING INFORMATION:** Identify the proper zoning required for the proposed use as determined through meetings with staff. Determine if an Amendment to the Comprehensive Plan will be necessary. The zoning classification requested should be the minimum needed for the specific proposed use. Any infrastructure available or required to be extended must be noted in the application. Contact staff for specific questions.

**REQUIRED SUPPLEMENTS:** The required supplements must be filed at the appropriate time during rezoning process.

- Copy of Deed to subject property and Letter of Permission from Property Owner if name differs on deed
- Certified list of Property Owners from Abstract Company or Cleveland County; list compiled by applicant will not be accepted.
- Amendment to the Comprehensive Plan, if applicable
- Affidavit of Posting
- Proof of Publication

**SIGNATURE:** I hereby certify and acknowledge that I have read and agree to all instructions contained herein, and that all information I supply is, to the best of my knowledge, accurate and true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Community Development Staff will not officially inform the applicant of staff recommendations until the staff report has been distributed to all parties.**

Community Development  
301 N. Broadway  
Moore, Oklahoma 73160  
Ph. 405-793-5053  
Fax. 405-799-1825



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## AFFIDAVIT OF PROPERTY POSTING

I, \_\_\_\_\_, of lawful age, being duly sworn upon oath depose and say that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, signs having minimum dimensions of 20 inches by 40 inches were posted on the property described in Application No. \_\_\_\_\_, Application for Rezoning or Permissive Use, City of Moore, Oklahoma, depicting in letters at least one inch high the following information:

**PUBLIC NOTICE OF APPLICATION FOR REZONING APP # \_\_\_\_\_**

ALL AFFECTED PERSONS ARE NOTIFIED THAT AN APPLICATION FOR REZONING OF THIS TRACT HAS BEEN FILED WITH THE SECRETARY OF THE MOORE PLANNING COMMISSION. THE PRESENT ZONING \_\_\_\_\_ IS TO BE ZONED \_\_\_\_\_. HEARINGS WILL BE HELD IN THE CITY OF MOORE COUNCIL CHAMBERS BY THE PLANNING COMMISSION ON \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT 7:00 P.M. AND THE BY MOORE CITY COUNCIL ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT 6:30 P.M.

**PROPOSED USE:**  
**ADDRESS/LEGAL DESCRIPTION:**

- This sign must be located along the frontage of the public road(s).
- Letters must be 1-inch in height and in a dark, contrasting color for easy reading.
- Sign dimensions shall be at least 20-inches high by 40-inches wide.
- Attached to the sign in letters no less than elite type are the legal description, street address and proposed use if zoning is granted.

\_\_\_\_\_  
Affiant

STATE OF OKLAHOMA

SS

COUNTY OF CLEVELAND

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, to me known to be the identical person who signed the foregoing affidavit.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

(Seal)

Number

\_\_\_\_\_  
Notary Public & Commission



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## FEE LIST

A-1, A-2	\$ 150.00+ \$ 3.00 per acre
RE, R-1, R-2	\$ 150.00+ \$ 5.00 per acre
R-3, R-4, R-5	\$ 200.00+ \$ 5.00 per acre
C-1, C-2, C-3, C-4, C-5, C-6	\$ 250.00+ \$10.00 per acre
I-1, I-2, I-3	\$ 250.00+ \$10.00 per acre
PUD	\$ 450.00+ \$ 5.00 per acre

\*Multiple Use Districts-highest base fee

\*Special Use Permit-same as underlying zoning fee

## Proof of Publication

Notice will also be published, at your expense, as required by state law, in one of the official newspapers:

*Appear in the following*

**The Moore American**

*Pay to the following:*

**Norman Transcript**  
P O Drawer 1058  
215 E. Comanche  
Norman, Ok 73069  
(405) 321-1800

The notice must be published so as to meet the deadline established on the "Schedule of Rezoning". Proof of Publication must be received by this office at least one week before the Planning Commission Meeting.