



ZONING APPLICATION

APPLICATION REQUIREMENTS

The following items must be submitted for **Zoning Application** to be processed. Items must be submitted digitally unless otherwise specified.

- Legal Description (Microsoft Word or other editable format)
- A certified ownership list of ALL property owners within 300 feet. If there are less than 10 property owners within the 300-foot radius of the property, the radius will be increased by 100-foot increments until at least 10 owners are included. When the radius is increased, all property owners listed must be included, even if the 10 owner minimum is exceeded. Owner names and mailing addresses shall be taken from the County Assessor's current tax rolls. (hard copy only)
- Mailing labels printed with the above addresses (hard copy only)
- Notice sign posted at the site (see sign requirements included in this application)
- Fee: (total from Fee Calculator below): \$ _____
Make checks payable to "City of Edmond"
- Completed and signed **Zoning Application**

(Staff use only)

Project Name: _____

Application #: _____

Existing Zoning District: _____

Requested Zoning District: _____

Requires Plan Amendment? Yes

Project Located in CEUD: Yes

Pre-application Meeting Date: _____

Date Received: _____

Date of Public Notice: _____

APPLICANT INFORMATION

Applicant: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

Property Owner: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____



ZONING APPLICATION

REPRESENTATIVE INFORMATION (IF REPRESENTED)

Representative: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____

PROPERTY/PROJECT INFORMATION

Property Address: _____

Nearest major street intersection: NW NE SE SW of:

_____ and _____

Existing Zoning District(s): _____

Size of Property (excluding ROW) _____ Square feet / _____ Acres

REQUEST SUMMARY

Requested Zoning District: _____

Purpose/reason for request:



ZONING APPLICATION

FEE CALCULATOR

Requested Zoning District:

G-A; R-1; R-2-A; A; L-1; or L-2 \$75 + \$2 × _____ No. of acres (or any part thereof)

B; C-1; C-2; C-3 \$100 + \$5 × _____ No. of acres (or any part thereof)

D-O; D-1; D-1 NRC; D-2-A; D-3; D-4; E-1; E-2;
E-3; F-0; F-1; F-2; F-1-A; F-1-B; G-1; L-5; CBD;
DRD; D-LU; E-LU \$125 + \$10 × _____ No. of acres (or any part thereof)

Property Owner Mail Notice \$50

Printed Notice (Newspaper) \$100

Total Fee for Application and Notices **\$ _____**

Applicant or Designated Representative must attend meetings of the Central Edmond Urban District Board*, Planning Commission, and City Council when this application is considered.

***for projects located in the Central Edmond Urban District**

Property Owner Signature: _____ Date: _____

Contact us at 405-359-4790 or planning@edmondok.com if you have questions about this application.

Posted Notice Instructions (see Title 22.3.1(F)(3)):

- Sign must be posted on the property at least 20 days in advance of the first hearing.
- The sign must be at least six (6) feet tall.
- The sign must be thirty-two (32) square feet or larger.
- The sign must have a white background with black letters at least 4 inches tall
- More than one sign may be required for large parcels of land.
- Applicant must submit a picture of the sign placed on the property recording the location and the date the sign was installed.
- Sign must be removed from the property within 30 days of the last hearing.

ZONING NOTICE
PLANNING COMMISSION MEETING _____ @ 5:30 P.M.
CITY COUNCIL MEETING _____ @ 5:30 P.M.
CITY COUNCIL CHAMBERS, 20 S. LITTLER, EDMOND, OK.
CHANGING ZONING DISTRICT
FROM _____
TO _____
USE: _____

Example notice sign layout & wording:

