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 EXCEPTION

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. Indicate the type of exception you are applying for:
   - ☐ Zoning district extension of a divided lot
   - ☐ Off-street parking requirements
   - ☐ Actual street layout conflicting with mapped layout

9. General description of the Special Exception project:
   _____
   _____
   _____

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: _____