

**CITY OF DUNCAN**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

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

Telephone: 580-251-7711

Fax: 580-255-1710

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**APPLICATION FOR USE PERMITTED ON REVIEW**

1. Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

2. Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3. Current Use of Property: \_\_\_\_\_

4. Proposed Use of Property: \_\_\_\_\_

5. Current Zoning Classification: \_\_\_\_\_

6. Street Address or Location: \_\_\_\_\_

7. Legal Description of Property: \_\_\_\_\_

8. Tract Size: \_\_\_\_\_

9. 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.

10. 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 site plan drawn to scale showing:
  - \_\_ Planned building size
  - \_\_ Parking spaces and driveway locations
  - \_\_ Landscaped areas
  - \_\_ Property lines, fences, signs and easement locations
  - \_\_ If proposed is a change of use in an existing building which contains multiple tenants, the site plan must indicate the above information for any existing activities on the premises.

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 USE PERMITTED ON REVIEW**

### **Explanation of Procedures**

#### **PURPOSE**

Uses that are listed under the various districts as Uses Permitted on Review are so classified because they more intensely dominate the area in which they are located than do other uses permitted in the district. The review considers such things as traffic, intensity of use, noise, and other factors that may have a harmful effect on a neighborhood or area. The Use Permitted on Review also gives the zoning regulations a certain amount of flexibility without jeopardizing orderly growth and development.

#### **PROCEDURE**

1. The applicant should first ask assistance from the Community Development Department to check existing ordinances and regulations to determine the types of uses that are permitted and uses that are permitted on review. It may be necessary for a rezoning to also be processed. Applications 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 \$150.00 filing fee.
  - d) Site plan.
3. A site plan drawn to scale must be submitted indicating the accurate size of the parcel; the planned building size, location, and use; the layout of the off-street parking areas; points and dimensions of access; landscape areas; the location, size and nature of any operations, including storage, that are intended to be conducted outside the confines of a completely enclosed building; and location of property lines, fences, signs, and easements. If the proposed development is a change in use in an existing building which contains multiple tenants, the site plan must indicate the above information for any existing activities on the premises.
4. A \$150.00 filing fee must be paid at the time the completed application is submitted.
5. The completed application form, certified list of property owners, filing fee, and site plan must be submitted to the Community Development Department at least 15 days prior to the Planning Commission meeting at which the request is to be considered.
6. Notification by the Community Development Department of the date, time and place of the next meeting will be given to all property owners within the notification area at least 10 days prior to the Planning Commission meeting.
7. The Community Development Staff will provide background information on the request and the Planning Commission recommendation. The Chairman will open the public hearing to allow anyone to speak for or against the request. The Planning Commission may require any other material it believes pertinent and may continue the hearing.
8. The Planning Commission shall forward to the City Council a report and recommendation on the application.
9. The City Council may approve or deny the request.