



**Board of Adjustment/
Planning and Zoning
Department**

Date: _____

PLEASE TAKE NOTICE THAT A

Building Permit _____ Occupancy Permit _____ Other _____

Has been denied to _____

_____ for a Variation from the requirement of

Ordinance or Code No. _____

_____ which requires

This variance is requested so as to permit _____

On the premises zoned as _____ located at _____

and legally described as _____

Applicant _____ Phone: _____

Address _____ City, State, Zip _____

Also Included:

For Board of Adjustment:

The applicant is responsible for providing a list of the correct property owners of record and their current addresses. The requirement is that all property owners within a 300 foot radius of the property lines of the land requested for variance must be given written notice. **Mailing labels** complete with addresses of property owners must be submitted with the certified owner list. The City of Edmond mails the required notice to the property owners, as well as providing the notice required to be published in the local newspaper.

Filing Fee is \$250 prior to any work being started on the variance requested.

Filing Fee is \$500 if violation of the code is enacted or work has started regarding the variance requested prior to application.

Applicant or Designated Representative must attend the Board of Adjustment meeting.

**BOARD OF ADJUSTMENT NOTICE
MEETING DATE _____ @ 5:30 P.M.
PLANNING AND PUBLIC WORKS BUILDING ROOM 104
10 S. LITTLER, EDMOND, OK.
VARIANCE REQUEST: _____**

This notice sign shall be removed within 30 days of the City Council hearing by Ordinance