

☆☆☆ City of ☆☆☆ NEWCASTLE

APPLICATION FOR RE-ZONING

WHAT DO I NEED TO RE-ZONE MY PROPERTY?

The following information must be submitted to the City of Newcastle Planning and Zoning Commission Office in order to process the Application for Re-Zoning/Re-Districting. Please use the list below as a checklist in completing the Application.

- A completed Application for Re-Zoning/Re-Districting.
- Warranty Deed, indicating ownership.
- Correct Legal Description of the property to be reviewed.
(A correct and accurate legal description is **solely** the responsibility of the applicant)
- A typed list of surrounding property owners done according to the Newcastle Zoning Ordinances Section 154-101.5. Can be ordered from county abstract companies, referred to as a 300' Radius certificate.
(Copies of Zoning Ordinances are available upon request for a small copying fee)
- Legal Survey of property to be re-zoned
- If the site is Commercial / Industrial, where outside storage is **not** for sale is requires a Use Permitted on Review Application, for sight screening.
- Payment of the required fee (**see fee schedule**) is due upon Application.

THE RE-ZONING/RE-DISTRICTING PROCESS

- Submit the above information to the City of Newcastle Planning and Zoning Commission Office three (3) full weeks prior to the scheduled Planning and Zoning Commission Meeting.
- Step 1: (If the application is not returned three weeks prior to the monthly scheduled Meeting, the case will be heard the following month). The City Staff will then publish the rezoning in the Newcastle Pacer and notify the surrounding property owners by mail.
- Step 2: Attendance is recommended at the City of Newcastle Planning and Zoning Commission Meeting. If you are unable to attend, a representative on your behalf should be present, in order for the commission to ask questions regarding the property. (*City of Newcastle Planning and Zoning Commission Meeting occurs on the last Monday of each month, unless otherwise noted.*)
- Step 3: Once the above information has been submitted and steps 1 & 2 are followed, the City of Newcastle Planning and Zoning Commission will make a recommendation to the City of Newcastle City Council and the case will then be presented before the City Council for final decision. It is recommended that the property owner or representative be present at the City of Newcastle City Council Meeting. (*City of Newcastle City Council Meeting occurs on the second Monday of each month, unless otherwise noted.*)

**FOR QUESTIONS OR COMMENTS, CONTACT THE CITY OF NEWCASTLE
PLANNING AND ZONING OFFICE AT 405-387-4427.**

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APPLICATION FOR RE-ZONING – FEE SCHEDULE

Fee Schedule is based on City Ordinance 154.101.5 (05/23/2003), Subject to change without notice.

FOR REZONING APPLICATIONS TO AGRICULTURAL, ESTATE AND SINGLE FAMILY RESIDENTIAL DISTRICTS

ACREAGE	COSTS
0-5 Acres	\$100.00
5-10 Acres	\$150.00
10-50 Acres	\$200.00
50 Acres or more	\$250.00

FOR REZONING APPLICATIONS TO MULTIPLE FAMILY RESIDENTIAL AND MOBLIE HOME RESIDENTIAL DISTRICTS

ACREAGE	COSTS
0-5 Acres	\$125.00
5-10 Acres	\$200.00
10-50 Acres	\$250.00
50 Acres or more	\$300.00

FOR REZONING APPLICATIONS TO COMMERCIAL AND INDUSTRIAL DISTRICTS, EXCEPT PLANNED UNIT DEVELOPMENT DISTRICTS

ACREAGE	COSTS
0-5 Acres	\$175.00
5-10 Acres	\$250.00
10-50 Acres	\$300.00
50 Acres or more	\$350.00

FOR REZONING APPLICATIONS FOR PLANNED UNIT DEVELOPMENTS

ACREAGE	COSTS
0-10 Acres	\$300.00
10-50 Acres	\$350.00
50 Acres or more	\$400.00

FOR USE ON REVIEW AND SPECIAL PERMIT APPLICATIONS

ACREAGE	COSTS
0-5 Acres	
5-10 Acres	
10-50 Acres	
50 Acres or more	

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PLANNING COMMISSION CASE NO.: _____

APPLICATION FOR RE-ZONING/RE-DISTRICTING

DATE: _____

TO THE PLANNING AND ZONING COMMISSION AND THE CITY COUNCIL OF THE CITY OF NEWCASTLE, OKLAHOMA:

I/We, the undersigned, do hereby respectfully make application and petition to the City of Newcastle City Council to amend the Zoning Ordinance and to change the Zoning Districts of the City of Newcastle from _____ District(s) to _____ District(s) as hereinafter requested and in support of this application, the following facts are shown:

1. The property sought to be re-zoned is located at (Physical Address):

2. Legal Description (as appears on deed):

3. The property sought to be re-zoned is owned by:

4. This property is currently being used for:

5. It is proposed that the property will be put to the following use:

6. A fee was posted in the following amount: _____ \$
(per fee schedule)

SIGNATURE OF PROPERTY OWNER: _____

ADDRESS: _____

TELEPHONE: _____

Office Use Only:
Date Received: _____
Approved: _____
Denied: _____

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STATE OF _____)

)

COUNTY OF _____)

The list attached contains the names of all owners of record of property which are located within three hundred (300) feet of the exterior boundaries of the property described on the reverse side hereof, if this list contains 15 owners of record, it is sufficient, if 15 owners of record is not listed, the three hundred (300) foot limit must be expanded on one hundred (100) foot increments until the list contains not less than 15 names or the limits have been extended to one thousand (1000) feet.

A COMPLETE NAME, MAILING ADDRESS AND ZIP CODE IS REQUIRED

SIGNATURE OF PROPERTY OWNER: _____

Subscribed and sworn before me this _____ day of _____.

NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

