

☆☆☆ City of ☆☆☆ NEWCASTLE

USE PERMITTED ON REVIEW OR SPECIAL PERMIT APPLICATION

WHAT DO I NEED TO REQUEST A USE PERMITTED ON REVIEW OR SPECIAL PERMIT?

The following information must be submitted to the City of Newcastle City Clerk in order to process the Application for a Use Permitted on Review. Please use the list below as a checklist in completing the application.

- A completed Application for Use Permitted on Review.
- 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)
- Site development plan, indicating the property's existing and proposed structures.
- If the site is Commercial / Industrial, where outside storage is **not** for sale is required, you will have to apply for this Use on Review and turn in with your Building Permit Application.
- Payment of the required fee **(\$100.00)** is due upon Application.

THE USE PERMITTED ON REVIEW PROCESS

- Step 1: Submit the above information to the City of Newcastle Planning and Zoning Office three (3) full weeks prior to the scheduled Planning Commission Meeting. (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 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.**

☆☆☆ City of ☆☆☆ NEWCASTLE

PLANNING COMMISSION CASE NO.: _____

APPLICATION FOR USE PERMITTED ON REVIEW OR SPECIAL PERMIT

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 for a permitted use on review.

1. The property 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: **(\$100.00)** \$ _____

SIGNATURE OF PROPERTY OWNER: _____

ADDRESS: _____

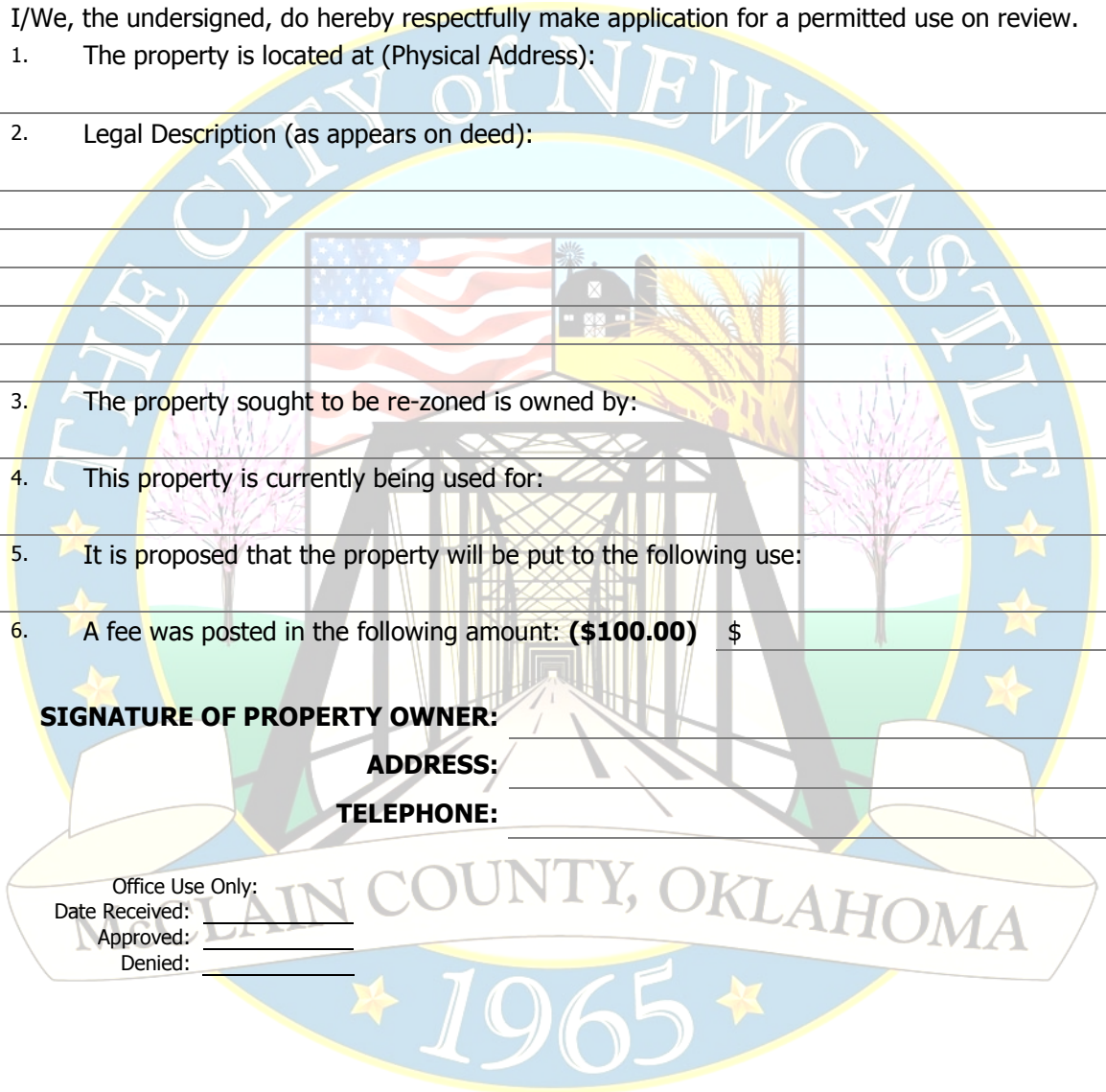
TELEPHONE: _____

Office Use Only:

Date Received: _____

Approved: _____

Denied: _____



☆☆☆ City of ☆☆☆ NEWCASTLE

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STATE OF _____)

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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 _____

McCLAIN COUNTY, OKLAHOMA

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