



**OKLAHOMA**

STATE OF OKLAHOMA  
CAPITOL-MEDICAL CENTER IMPROVEMENT AND ZONING COMMISSION

# APPLICATION FOR VARIANCE

Submittal Packet

**Staff Contact:**

Beverly Hicks, Administrative Coordinator

405-522-0440

[beverly.hicks@omes.ok.gov](mailto:beverly.hicks@omes.ok.gov)

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## BEFORE YOU START YOUR APPLICATION

Before submitting an application, you are encouraged to review the [administrative rules for the Capitol-Medical Center Improvement and Zoning Commission](#), and to discuss your project with the commission's staff. Staff contact information is located on the cover sheet.

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## APPLICATION SUBMITTAL

- Applications must be submitted by [established application deadlines](#).
- Submit the completed application and all required documentation, as described on page 3 of this document. Initial submittals may be made in person, by mail, or email to Beverly Hicks, Administrative Coordinator.
  - By mail: P.O. Box 53448, Oklahoma City, OK 73152
  - In person: 2401 N. Lincoln Blvd. (Will Rogers Building), Suite 126, Oklahoma City. **You are encouraged to call prior to arrival to ensure staff is available to meet with you.** Visitor parking is located in the west parking lot.
  - By email: [beverly.hicks@omes.ok.gov](mailto:beverly.hicks@omes.ok.gov).
- Currently, there are no fees associated with applying for a variance from the commission.

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## APPLICATION REVIEW

- Within five days after the application deadline, staff will contact the applicant to request additional information, if necessary. Staff will inform the applicant of the cutoff date for submittal of the requested information.
- If requested information is not provided by the cutoff date, it may result in delay of review and approval.
- A variance from the commission's zoning rules is possible in the following instances:
  - Exceptional narrowness, shallowness, or shape of a specific piece of property at the time of the original adoption of the zoning rules.
  - Exceptional topographical conditions or other extraordinary or exceptional situations or conditions of a specific piece of property, which is a condition generally not prevalent in the area.
  - When the strict application of the requirements of the zoning rules would result in peculiar and exceptional undue hardship on the property owner.

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## REVIEW AND RECOMMENDATIONS BY THE CITIZENS ADVISORY COMMITTEE

- Applicants, project representatives and/or property owners are encouraged to attend this public meeting in order to respond to questions that may affect approval of the request.
- This body comprised of citizens from the district will make a recommendation to the commission as to whether they believe the request should be approved.
- Committee meetings are generally held on the second Thursday of each month at 7:00 p.m. in The Innovate and Create Conference Rooms on the 2nd Floor of the Will Rogers Building, 2401 N. Lincoln Blvd., Oklahoma City. Please check with staff to confirm the meeting date for your application.

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## PUBLIC HEARING BY THE CAPITOL-MEDICAL CENTER IMPROVEMENT AND ZONING COMMISSION

- Applicants, project representatives and/or property owners are required to attend this public hearing in order to respond to questions that may affect approval of the request.
- If no representative is present to answer questions, the commission may continue or deny the request.
- The commission may request additional information in order to make a fully informed decision, in which case the application may be continued to a future hearing date.
- Commission meetings are generally held on the fourth Friday of each month at 8:15 a.m. in The Innovate and Create Conference Rooms on the 2nd Floor of the Will Rogers Building, 2401 N. Lincoln Blvd., Oklahoma City. Please check with staff to confirm the meeting date for your application.

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## POST HEARING/DECISION

- A letter confirming the Commission's decision will be issued five business days after the public hearing.
- Your project may require additional permits from the commission and/or from the City of Oklahoma City to begin using the

property for its newly approved use. Please keep copies of your approval documentation for your records and provide a copy to the City of Oklahoma City for any required City-issued permits.

## SUPPORTING DOCUMENTS

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### PURPOSE

The purpose of the documentation is to illustrate **how** the physical aspects of a specific piece of property and/or the strict application of the zoning rules would result in peculiar and exceptional hardship to the property owner in using a piece of property. "Peculiar and exceptional" means that there is an unusual aspect to the property that is not generally a condition shared by other properties in the same zoning district.

According to Oklahoma Administrative Code 120:10-13- 18, the commission may only grant variances on the following grounds:

1. Exceptional narrowness, shallowness, or shape of a specific piece of property at the time of the original adoption of this Chapter.
2. Exceptional topographic conditions or other extraordinary or exceptional situations or conditions of a specific piece of property, which is a condition generally not prevalent in the area.
3. When the strict application of the requirements of this Chapter would result in peculiar and exceptional hardship on the property owner.

According to Oklahoma Administrative Code 120:10-7-17(d), the commission may grant variances from the off-street parking requirements if there is no conflict in parking demand and if the design of the off-street parking lot provides safe vehicle and pedestrian circulation and access.

Along with this application please submit the following documentation:

- ✓ Copy of the **deed** to the land.
- ✓ **Letter** to the commission explaining the need for a variance.
- ✓ Any other documents you feel may contribute toward the commission's understanding of the nature of your request.
- ✓ Site Plan.

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Applicable Administrative Rules: [OAC 120:10](#)**PROPERTY INFORMATION (To be completed by applicant)**

I (we), the undersigned owners of the following described property, respectfully apply to the Capitol-Medical Center Improvement and Zoning Commission for a variance from specified zoning rules as requested. In support of the application, the following facts are shown:

**NATURE OF REQUEST:** Variance: Subchapter: \_\_\_\_\_ Section: \_\_\_\_\_**LOCATION OF PROPERTY AND LEGAL DESCRIPTION:**\_\_\_\_\_  
*Address* *City* *ZIP Code*\_\_\_\_\_  
*Addition* *Block* *Lot(s)*\_\_\_\_\_  
*Legal Description (un-platted land only)*

With regard to the property described above, what conditions are peculiar to this location and what unnecessary hardship exists that would warrant the granting of a variance?

**APPLICANT:**\_\_\_\_\_  
*Applicant Owner/Agent Signature* *Date Signed* *Applicant Printed Name*\_\_\_\_\_  
*Applicant Street Address* *City* *ZIP code*\_\_\_\_\_  
*Applicant Phone Number* *Applicant Email***REPRESENTATIVE (if applicable):**\_\_\_\_\_  
*Representative Signature* *Date Signed* *Representative Printed Name*\_\_\_\_\_  
*Representative Phone Number* *Representative Email*

