



**CITY OF LAWTON
COMMUNITY SERVICES DEPARTMENT
PLANNING DIVISION**

City Hall – 212 SW 9th Street, Lawton, OK 73501
Telephone 580-581-3375 Fax 580-581-3573

NOTICE OF APPEAL TO THE BOARD OF ADJUSTMENT FOR SPECIAL EXCEPTION

Pursuant to the provisions of the Lawton City Code, the undersigned hereby gives Notice of Appeal to the Board of Adjustment of the City of Lawton, Oklahoma.

The facts and circumstances giving rise to the appeal are as follows:

1. The appellant's interest in the property is: (owner, lessee, other)

2. The exact description of the property is: (legal description and street address)

3. Present use of the property:

4. Proposed use of the property:

5. Property is zoned:

6. Describe how the request or application does not violate the intent of the Lawton City Code:

7. Attached hereto and made a part hereto are the following:
 - a. Completed plans and specifications for any proposed buildings, structures or improvements to be built.
 - b. A site plan, drawn to scale, showing:
 1. Dimensions of all property lines and building limit lines including those imposed by ordinance, plats or deed
 2. Size and location on the property of existing or proposed buildings and/or structures showing accurate dimensions to property boundaries
 3. Dimensions of all easements, rights-of-way and existing utilities locations whether on the property or in easements or rights-of-way adjacent to the property
 4. Layout of off-street parking areas
 5. Locations and dimensions of ingress and egress
 6. Location and dimension of sidewalks
 - c. A list of names and complete addresses from the records of the Comanche County Clerk's Office of all persons owning property located within a 300- foot radius of the exterior boundary of the subject property. The list shall be current and certified by a professional engineer, an attorney, a registered land surveyor, a bonded abstractor, or the county assessor.
 - d. Application fee - \$250.00.
 - e. For a special exception for the extension of carports into the required front yard setback, provide photographs of the front of the home to which the carport would be attached.
 - f. For a special exception to reduce parking spaces for new developments, attach the study performed by a qualified professional.

8. An exception is requested for the following reasons: (complete one or more of the following)
- a. Extension of Zoning District. The subject lot is owned entirely by the appellant and is partially located in _____ zoning district and partially in _____ zoning district.

 - b. Street Layout. The street layout as it actually exists varies from the street layout as shown on the Official Zoning Map as follows: _____

 - c. Extension of Carport. The extension of a carport into the required front yard setback will promote the value and appearance of the subject property and neighborhood as follows:

 - d. Off-Street Parking for New Developments. A reduction in the total number of off-street parking spaces as indicated in the attached study.
Number of spaces required by Code: _____
Number of spaces proposed: _____

(APPELLANT'S NAME)

(ADDRESS)

(PHONE)

VERIFICATION

STATE OF OKLAHOMA)
) ss
COMANCHE COUNTY)

_____ being first duly sworn upon oath says:
That he/she is the appellant above named, that he/she has read the foregoing Notice of Appeal and knows the contents thereof, and that the information and facts therein set forth are true and correct.

(APPELLANT)

Subscribe and sworn to before me this ____ day of _____, 20__.

SEAL

(NOTARY PUBLIC)

My Commission Expires: _____
My Commission Number: _____

PLEASE SUBMIT APPLICATION TO THE CITY CLERK, 212 SW 9TH STREET, LAWTON, OK 73501