



**CITY OF NICHOLS HILLS, OKLAHOMA**  
**Application for Nichols Hills Board of Adjustment**  
**Hearing and Action**

Staff use only  
Case # \_\_\_\_\_  
Date filed \_\_\_\_\_  
Fee receipt # \_\_\_\_\_

Completed applications and the required fee should be submitted to the Nichols Hills City Clerk, 6407 Avondale Drive, Nichols Hills, Oklahoma 73116.

Applicant is encouraged to consult the applicable provisions of the Nichols Hills City Code (“the Code”) regarding the Nichols Hills Board of Adjustment when completing this Application.

Attach a separate sheet to provide complete answers if necessary.

Applicant’s name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

Address and legal description of subject property: \_\_\_\_\_

Current zoning classification: \_\_\_\_\_

Present use of the property: \_\_\_\_\_

This is an application for:  Variance  Appeal from administrative official decision

The following must be attached to this Application:

1. **Proof of authority.** Proof of applicant’s authority to make this Application by attaching a copy of the applicable deed evidencing applicant’s ownership or an affidavit regarding ownership (a form for which is attached to this Application).
2. **Variance requests.** For variance requests, a statement of the applicable Code Section(s) from which the variance is requested and why each of the conditions for granting a variance as set out in Sec. 50-158 of the Code have been met.
3. **Appeals.** For appeals, a statement of the date and nature of the order, requirement, decision or determination appealed; the city officer who made the order, requirement, decision or determination; and the details of the alleged error in the order, requirement, decision or determination.
4. **Ownership list.** Report certified by a bonded abstractor stating the names and mailing addresses for the owner(s) of record whose property is within a 300-foot radius of the exterior boundary of the subject property.

**5. Supporting Information.**

- (a) For Applications that relate to a denied Application for Building Permit (or other Application related to Chapter 50 of the Code): a copy of the denied Application and originals of all supporting information that was required for it pursuant to the Code (specifically Sec. 50-188(c) for Applications for Building Permits).
- (b) For Applications for a variance prior to submission of an Application for Building Permit: photos of the subject building or building site; a conceptual site plan drawn to scale showing the exact size and location of lots or land, the size and location of buildings and floor plans, and measurements showing distance from the outside line of buildings (existing and proposed) to the outside property lines; renderings of the proposed changes to the site; and a survey meeting the requirements of Sec. 50-188(c) of the Code.

This Application will be considered officially submitted and filed only after it is examined by the City Clerk and found to have met the applicable requirements of Chapter 50 of the Code and those set out in this Application and after the fee of \$750 as required by the Code has been paid. At that time, the City Clerk will set the Application for hearing before the Nichols Hills Board of Adjustment. Applicant will be advised of the date and time for that hearing. It is highly recommended that applicant attend (or have a representative attend) the hearing and be prepared to answer questions.

The above statements in this Application and all attachments to it are true and correct.

Submitted and agreed to this \_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_

Print applicant's full legal name: \_\_\_\_\_

Print signatory party's title if applicant is a legal entity: \_\_\_\_\_

**Form of affidavit regarding ownership**

**Affidavit**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

[Full legal name], being first duly sworn, stated:

1. My name is *[full legal name]*. My address is *[full address]*. I am over the age of 18. I am a resident of the State of *[state]*. I have personal knowledge of the matters stated in this Affidavit.
2. I am the current and legal owner of the property in the City of Nichols Hills with the address of *[insert address]* and more particularly described as:

*[Insert legal description]*

3. I am the applicant for the hearing and action by the Board of Adjustment pursuant to the Nichols Hills City Code.
4. This address and legal description accurately describe the property for which hearing and action is requested.

I declare to the best of my knowledge and belief that the information in this Affidavit is true, correct, and complete.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*[Full legal name]*

**Notary Acknowledgment**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Comm. No. \_\_\_\_\_