

**CITY OF MUSTANG**  
**REZONING PROCEDURES AND APPLICATION**

Starting Point: Mustang Planning Commission  
1501 N Mustang Rd.  
Mustang, OK 73064  
(405) 376-9873

NOTE: The following procedures and application forms shall be utilized for requests for rezoning.

The Planning Commission meets on the Second (2<sup>nd</sup>) and Fourth (4<sup>th</sup>) Tuesday of each month at 7:00 p.m., in the Mustang Municipal Building located at 1501 N MUSTANG RD.

**Requirements of the Applicant**

Any person desiring to make application to appear before the Planning Commission shall submit the following information to the office of Community Development at least 30 days prior to the date of the Planning Commission meeting at which the applicant desires to appear:

- a. Completed Application Form (attached)
- b. Proof of applicant's authority to make application concerning the property for which the rezoning is desired:
  1. Copy of Warranty Deed, or
  2. Completed Certificate of Ownership Form (attached)
- c. Ownership List – A certified list of names, addresses, and legal descriptions of property owners within 300 foot radius of the perimeter of the property for which rezoning is requested (with map). **Must be completed by a certified abstract company.**
- d. Site Map of the subject property drawn to scale which shows the following information:
  1. The tract of land for which the rezoning is being requested, including dimensions.
  2. Location of any existing building(s) located on the parcel of land and/or any proposed building(s), including dimensions and distance from property lines.
  3. The use intended for the building(s).
  4. Location, layout and dimensions of all proposed and existing parking spaces.
  5. Ingress and egress to property in relation to adjacent streets or thoroughfares, including street names and right-of-way widths.
  6. Location and size of all existing utility easements.
- e. Filing fee of \$175.00 + \$15.00 per acre if PUD.
- f. The applicant, or representative of applicant, must be present at the Planning Commission and City Council meetings.
- g. Disc containing legal description in Microsoft Word format.

**Processing of the Application by the City**

Upon receipt of an acceptable application, the City staff will perform the following tasks:

- a. A notice of Public Hearing will be prepared and mailed to all property owners within a 300 foot radius of the subject property, at least 20 days prior to the date of the Planning Commission meeting, giving notice of the requested action, location of the request, and the date, time and place of the Public Hearing.

- b. Legal Notice of the Public Hearing will be published in a newspaper of general circulation within the City, at least 15 days prior to the date of the Planning Commission meeting.
- c. Written protests of property owners within a 300-foot radius of the subject property will be received, processed, and forwarded to the Planning Commission, if protests are filed.

#### **Action by the Planning Commission and City Council**

- a. Pursuant to the Notice of Public Hearing, the Planning Commission shall conduct a Public Hearing, and shall vote to:
  1. Recommend to the City Council that the application be approved as submitted, or as amended, or be approved subject to modification, or
  2. Recommend to the City Council that the application be denied.
    - An application recommended for approval or approval subject to modification shall be transmitted, with the report and recommendations of the Planning Commission to the City council within 30 days from the date of the Planning Commission action.
    - An application recommended for denial, shall not be considered further unless the applicant, within 30 days from the date of the Planning Commission action, files a written request with the City Manager of his designee for a hearing by the City Council.
    - In the event the Planning Commission arrives at a tie vote, the application shall be transmitted with a report and notation of the tie vote, to the City council within 30 days from the date of the Planning Commission action.

#### **Miscellaneous**

The City Council conducts its regular meeting on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesdays of each month at 7:00 p.m., in the Mustang Municipal Building, located at 1501 N. Mustang Road.

Any application which is considered by both the Planning Commission and City Council will involve a time frame of approximately 60 days from the date of the application deadline as described above.

In the event an application for Rezoning is denied, said application shall not be eligible for reconsideration for a six (6) month subsequent to such denial, unless the applicant can demonstrate that the new application is substantially different from the original application which was denied.

**CITY OF MUSTANG, OKLAHOMA  
REZONING APPLICATION  
1501 N. Mustang Rd.  
MUSTANG, OK 73064**

A SITE PLAN OR LOCATION MAP OUTLINING YOUR PROPOSAL MUST ACCOMPANY THIS APPLICATION.

TO THE MUSTANG PLANNING COMMISSION AND THE CITY COUNCIL OF MUSTANG, OKLAHOMA.

I, the undersigned, do hereby respectfully make application and petition to City Council to amend the zoning map and to change the zoning district of the Mustang area, from \_\_\_\_\_ District to \_\_\_\_\_ District, as hereinafter requested and in support of this application, the following facts are shown:

**LEGAL DESCRIPTION** (if metes and bounds please attach):

Address or General Location: \_\_\_\_\_

1. The property is located in the \_\_\_\_\_ subdivision of the City of Mustang.
2. Current zoning Classification: \_\_\_\_\_
3. Requested Zoning Classification: \_\_\_\_\_
4. Comprehensive Plan Designation: \_\_\_\_\_
5. Present Use of Property: \_\_\_\_\_
6. Property ownership list has been furnished: \_\_\_\_\_
7. If the requested zoning is approved, can the required off-street parking be provided on this property?  
\_\_\_\_\_
8. The property will be served by: ( ) Public, or ( ) Private Water
9. The property will be served by: ( ) Public, or ( ) Private Sanitary Sewer Facilities.
10. With the filing of this application, I acknowledge that I have been informed of all zoning requirements to in regards to the zoning I have requested as witnessed by my signature.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

PHONE # OF APPLICANT: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

PHONE # OF PROPERTY OWNER: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Ingress and egress to property will be via: \_\_\_\_\_ and located between \_\_\_\_\_  
Street and \_\_\_\_\_ Street on the \_\_\_\_\_ side of the street.

Additional information may be attached which provides further detail concerning the requested action or manner of operations of the proposed use.

**CERTIFICATION OF OWNERSHIP**

Date: \_\_\_\_\_

I, \_\_\_\_\_, HEREBY CERTIFY AND ATTEST THAT I AM THE CURRENT AND  
LEGAL OWNER OF THE FOLLOWING DESCRIBED PROPERTY LOCATED IN THE CITY OF MUSTANG,  
OKLAHOMA.

LEGAL DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS OR GENERAL LOCATION:

\_\_\_\_\_

AND, I FURTHER CERTIFY AND ATTEST THAT THIS LEGAL DESCRIPTION DESCRIBES ACCURATELY THE  
PROPERTY REQUESTED FOR REVIEW.

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

.....  
**NOTARY**

BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC, IN AND FOR THE STATE OF OKLAHOMA, ON THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_, PERSONALLY APPEARED \_\_\_\_\_

\_\_\_\_\_  
, TO ME KNOWN TO BE THE IDENTICAL PERSON (S) WHO EXECUTED THE WITHIN AND FOREGOING  
INSTRUMENT AND ACKNOWLEDGED TO ME THAT THE/THEY EXECUTED THE SME AS HIS/THEIR FREE  
AND VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES THEREIN SET FORTH.

(SEAL)

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

.....  
I HEREBY ACCEPT THIS CERTIFICATION OF OWNERSHIP IN LIEU OF A DEED OR OTHER LEGAL  
DOCUMENT SHOWING PROOF OF OWNERSHIP.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_  
CITY OF MUSTANG, OKLAHOMA