



# THE CITY OF TUTTLE

## COMMUNITY DEVELOPMENT

### EXPLANATION OF REZONING PROCESS

This is a quick explanation of the City of Tuttle zoning procedures. Please read carefully.

The Community Development staff is available to assist you in determining the existing zoning district and if there is a need to request a change for your proposed use. If there is a need to rezone the property, you will need to submit the following documents to the Community Development Department to begin the process:

- A completed and signed Rezoning Application
- A copy of the current deed to the property (staff only has electronic access to County Clerk records from about 1992 to today)
- Written property owner consent if the applicant is not the property owner
- A certified property ownership list of property owners that are within 300 feet of the property to be rezoned (this is usually obtained from a local abstract company for a fee). If 10 property owners are not located within a 300-foot radius of the property, then the radius will be increased by increments of 100 feet until 10 property owners are in the radius.
- A legal description of the property to be rezoned (the legal description used by the abstract company will usually work for simple rezoning cases).
- A check addressed to the City of Tuttle in the amount of \$200 (you will be billed for the mailing and publication fees at a later time).

After these documents have been received by the Community Development Department, staff will begin reviewing them. The City of Tuttle is not responsible for the accuracy of submitted documents. Once the submitted application and required documents have been reviewed by staff, they will then assign a PC Petition # and will begin preparing your rezoning request for processing.

Title 11 of the Oklahoma Statutes primarily controls the process for rezoning property. First, a public hearing must be conducted by the Planning Commission. The Planning Commission typically meets on the 1<sup>st</sup> Monday of each month at 6:30 PM. 11 OS (2011) §43-106 requires notice to be mailed to all property owners within 300 feet of the proposed rezoning to be notified by letter at least 20 days prior a public hearing. For this reason, rezoning applications not received at least 28 days prior to the next Planning Commission will placed on the agenda for the following meeting. 11 OS (2011) §43-104 also requires the public hearing to be published in the newspaper at least 15 days prior to the public hearing.

At the public hearing conducted by the Planning Commission, you will have an opportunity to address the Planning Commission, along with surrounding residents and any other interested party. It is highly recommended that you or someone else who is authorized to speak on your behalf and is knowledgeable about your request and future plans for the property to be present. The Planning Commission may postpone making a decision if they are not comfortable they have all of the information they need to make an informed decision.

After the public hearing, the Planning Commission will then discuss and deliberate your rezoning request in open meeting. They will then hold a public vote to approve or deny your rezoning request. Occasionally, the Planning Commission will postpone making a decision until the next meeting so more information can be gathered.

When the Planning Commission approves or denies your rezoning request, it will then be forwarded on the City Council for consideration at their next meeting. The City Council meets on the 2<sup>nd</sup> Monday of each month. The City Council is the final decision-making authority regarding rezoning requests. At this meeting, they will typically vote to either approve or deny the rezoning request by adopting an ordinance. If they have concerns or want more information, they may also either postpone making a decision or send the rezoning request back to the Planning Commission for more review.

After the rezoning ordinance has been approved by the City Council, the ordinance will be effective 30 days later after it has been published in the newspaper.