



The City of Oklahoma City  
Planning Department, Subdivision and Zoning  
420 West Main Street, Suite 910, Oklahoma City, Oklahoma, 73102  
Phone: (405) 297-2623 – Web: <https://www.okc.gov>

Staff Use Only	File Date: _____
BOA - _____	
Zoning: _____	

## APPLICATION FOR BOARD OF ADJUSTMENT

### Application for Special Exception - Lodging Accommodations: Home Sharing

Address of subject property: \_\_\_\_\_

Present use of property: \_\_\_\_\_ Size of Property (Acres): \_\_\_\_\_

☐ **SPECIAL EXCEPTION:** Chapter: \_\_\_\_\_ Section: \_\_\_\_\_

### SPECIAL EXCEPTION APPLICANTS:

Summary of Special Exception being sought




I certify that the submitted information is true and correct.

#### Property Owner Information (if other than Applicant):

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

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

\_\_\_\_\_  
*Applicant's Name (please print)*

\_\_\_\_\_  
*Applicant's Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

Submit your Application by Email to [Subdivisionandzoning@OKC.gov](mailto:Subdivisionandzoning@OKC.gov)

Compressed files (.zip, etc..) or links to FileShare services (Dropbox, Google Drive, etc..) can not be accepted for security purposes.

## Board of Adjustment – Special Exception Home Sharing Application Submittal Checklist:

### Submittal Requirements:

- ☐ 1.) One (1) copy of the recorded deed(s) to the property.
  - ☐ 2.) A list of all property owners, mailing addresses and legal descriptions within a 300-foot radius of the subject site. The list must contain a minimum of 10 individual property owners and must be current within 30 days of the date of submittal of the application. If there are less than 10 individual owners within 300 feet, the radius must be extended by increments of 100 feet until the list contains no less than 10 owners. Provide One (1) PDF (.pdf) file version, AND one (1) MS Excel (.xls or .xlsx) file version.
  - ☐ 3.) Typed MS Word file (.doc or .docx) of the subject property Legal Description (matching Deed legal description).
  - ☐ 4.) Signed and notarized Affirmation if property owner list is not certified by county assessor, or abstractor.
  - ☐ 5.) If the applicant is not the owner of the subject property, a letter of authorization from the owner is required.
  - ☐ 6.) Typed MS Word file (.doc or .docx) Summary of Home Share Proposal describing;
    - a) number of rooms offered,
    - b) maximum number of guests to be accommodated,
    - c) method of advertising,
    - d) any self-imposed rules of conduct for guests,
    - e) photographs of available off-street parking.
- See attached Sample summary for reference.
- ☐ 7.) Maps, Site Plan and, or Survey Exhibits must be Letter size (8.5" x 11"), 600dpi minimum resolution, and in a .pdf file format. Photographic file formats of drawings, maps, or other documents will not be accepted. Photographs must be compiled, and annotated, into a PDF (.pdf) file, or MS Word file (.doc or .docx).
  - ☐ 8.) Application filing fee of \$300.00 must be remitted within One (1) business day of submittal confirmation.(Online payment preferred.)

### NOTE:

**Properties granted approval of Special Exception for Home Sharing are subject to licensure with the City of Oklahoma City. Application must be submitted to the City of Oklahoma City Business Licensure division for approval. A license to operate as a Home Share must be obtained before the property can be operated for Home Share purposes.**

**Contact (405) 297-2606, email [businesslicense@okc.gov](mailto:businesslicense@okc.gov) , or visit**

**<https://www.okc.gov/departments/development-services/business-licensing/business-licenses/home-sharing-license>**

**for more information on how to obtain license to operate a Home Share.**

Submit your Application by Email to [Subdivisionandzoning@OKC.gov](mailto:Subdivisionandzoning@OKC.gov)

Compressed files (.zip, etc..) or links to FileShare services (Dropbox, Google Drive, etc..) can not be accepted for security purposes.

**Special Exception for Lodging Accommodations: Home Sharing.**

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(Location of Property)

- (a) Number of rooms being offered.**
- (b) Maximum number of guests to be accommodated.**
- (c) Method of advertising.**
- (d) Self-imposed rules of conduct for guests.**
- (e) Address of other home sharing properties in the City of Oklahoma City that you Own, or Operate.**
- (f) Number of years sought for Special Exception.**
- (g) Off-Street parking availability (insert photographs of parking area(s)).**

## LETTER OF AUTHORIZATION

I, \_\_\_\_\_ or,  
*Property Owner of Record*

\_\_\_\_\_ authorize,  
*Agent of the Property Owner of Record and Title*

\_\_\_\_\_  
*Designated Representative*

to make application for municipal approvals and do all things necessary for the advancement of such application with respect to the property at the following location:

\_\_\_\_\_  
*Address and/or County Assessor account number and County Name*

By: \_\_\_\_\_  
*Signature*

Title: \_\_\_\_\_  
*Manager / Proprietor*

Date: \_\_\_\_\_  
*MM/DD/YYYY*

## AFFIRMATION

STATE OF OKLAHOMA            )  
  ) §  
COUNTY OF OKLAHOMA        )

I affirm that the ownership list submitted as a part of this application contains the names of all owners of record of property which are within 300 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

Subscribed and sworn to before me, a Notary Public, in and for the State of \_\_\_\_\_,  
County of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires:

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

Commission # \_\_\_\_\_

**NOTICE:** Where requests are granted by the Board, an Order is issued subject to a 10-day appeal period as provided by law. Any action taken pursuant to and in reliance upon said Order within the 10-day appeal period will be taken at the applicant's risk. Upon presentation of a copy of the Order of this Board, a permit, when required, may be issued. Where appeals to the decision of the Board are taken to the District Court of Oklahoma County, no permits will be issued until the close of all litigation connected herewith.