BOARD OF ADJUSTMENT

FUNCTION AND REVIEW PROCEDURES—APPEAL OF ADMINISTRATIVE DECISION

(Revised 08/12)

City of Norman Planning & Community Development - 201 W. Gray St., Bldg. A - Norman, OK 73069 - (405) 366-5433 Phone - (405) 366-5274 Fax

FUNCTION

The Board of Adjustment of the City of Norman is composed of five citizens of the community appointed by the Mayor for three-year terms. In the enforcement of the Zoning Ordinance, the powers of the Board are in three specific areas:

- Decide APPEALS where it is alleged that an administrative official has made an error in the enforcement of the Ordinance;
- Hear and decide SPECIAL EXCEPTIONS as provided in the Zoning Ordinance and Sign Code;
- Hear and authorize VARIANCES as provided in the Zoning Ordinance and Sign Code.

APPEALS

In the everyday administration of the Zoning Ordinance or Sign Code, officials of the City must interpret the provisions of the Ordinance. In so doing, the City official makes certain requirements of property owners based on his interpretation of the Ordinance. If any person feels a City official has made an error in his enforcement of the Ordinance (i.e., the City official has required something of a property owner that is not authorized by the Ordinance), that person can appeal the action of the administrative official to the Board of Adjustment. The Board would then decide whether or not an error has been made.

Applications for appeals are available in the Planning Department office. Assistance for completing these applications will be provided by the Planning staff.

REVIEW PROCEDURES

Formal application for an appeal to an administrative decision by the Norman Board of Adjustment is accomplished by presenting the following to the Planning Department twenty-one (21) days prior to the meeting date (fourth Wednesday of each month, except November and December):

- completed Application form (copies attached)
- Filing Fee Appeals $150.00

The Planning Department staff will prepare a Staff Report with recommendation, which will be provided to members of the Board and mailed to each applicant.

The regular meeting of the Board of Adjustment is usually held on the fourth Wednesday of each month in the Norman Municipal Building Conference Room (201-A West Gray) at 4:30 p.m. (No meeting is scheduled during November, and the December meeting is moved earlier in the month to accommodate the holidays.)

At the public hearing on the appeal which is held by the Board, the applicant and any interested citizens will have the opportunity to speak to the Board concerning the matter.

The concurring vote of three (3) members of the Board is necessary to decide in favor of an application. Minutes of the Board meeting are kept as a public record filed in the office of the City Clerk. Minutes are normally approved at the next regular meeting of the Board of Adjustment. **Recourse from the decision of the Board of Adjustment must be taken by appeal to the District court within ten (10) days after the meeting at which the Board's decision was rendered.** If no appeal is filed within ten days of the meeting, the Board's decision is considered final.