



TOWN OF CASHION

P.O. Box 27, 102 S. Main
Cashion, Oklahoma 73016

Office (405) 433-2243

PACKET A

REZONING PROCEDURE

1. Submit a written application to the Cashion Planning Commission, setting forth the legal description of the property to be rezoned, the street address or approximate location, the names and addresses of the owners thereof, and the zoning requested. (Application Form attached).
2. The application shall also be accompanied by a list of the names and addresses of all property owners of record within a three hundred (300) foot radius of the exterior boundaries of subject property, current and certified by a bonded abstractor or the County Assessor of Kingfisher County and/or Logan County.
3. The City Clerk will make sure your application is complete and will calculate your filing fee.
4. Return your application, the required accompanying data and the filing fee to the Clerks office. Once the application has been received and reviewed for completeness, a meeting will be scheduled for your application on the next available Planning Commission Agenda.
5. Legal notice of the request will be published in a newspaper of general circulation in the Town of Cashion, as required by State Law. At the same time, every property owner within three hundred (300) feet of the exterior boundaries of your property is notified by letter of your request.
6. At the next scheduled Planning Commission meeting, your request will be considered at a public hearing. You will be sent notice of this meeting and you or your representative must be present. The Planning Commission will introduce your request, and you and any interested citizens will have the opportunity to speak to the Committee concerning your request.
7. At the conclusion of this public hearing the Planning Commission, by majority vote, will recommend that the ordinance to accomplish your requested rezoning either be approved or denied. This recommendation will be transmitted to the Town Board.
8. When the Planning Commission has acted upon an application for rezoning, an ordinance shall be prepared and introduced before the Town Board at a public hearing on the same date as set forth in the notice to property owners provided in the preceding section. The Town Board may continue that hearing from time to time, prior to final action thereon.
9. At the public hearing, the Town Board will vote either to adopt or reject the proposed rezoning ordinance. You or your representative must be present at this meeting.
10. Both the Planning Commission and the Town Board meetings are held in the Community Center, 316 W. Stoner Blvd., Cashion, Oklahoma. The average rezoning case takes about 60 days from the time we receive the application until final approval.