



# BOARD OF ADJUSTMENT

## FUNCTION AND REVIEW PROCEDURES

(Revised 03/2023)

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 -- (405) 307-7112 Phone

### **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 — 36-570(f)**

Appeals of Administrative Decisions are filed on a separate form which is available in the Planning Department.

### **SPECIAL EXCEPTIONS — 36-570(g)-(i)**

The Board of Adjustment is empowered to grant special exceptions for certain uses that are specifically enumerated in the Zoning Code (Chapter 36), Section 570(g). The Board's power to grant Special Exceptions is limited to the following instances:

- (a) To permit the extension of a zoning district boundary where a lot under one ownership is divided into more than one district;
- (b) To interpret the provisions of the ordinance where the maps of an area do not agree with the actual street layout;
- (c) To grant certain exceptions to the off-street parking requirements of the Ordinance;
- (d) To permit new structures to be built in the designated floodway of the Flood Hazard District on lots which are surrounded by lots with existing structures below the base flood level (a Flood Plain Permit is also required);
- (e) To allow the continued use of a legal non-conforming gravel driveway and/or parking area within the Central Core Area;
- (f) To permit a mobile home to serve as a temporary second dwelling to relieve a medical hardship;
- (g) To allow construction and maintenance of Residential Carports.

The Sign Regulations (Chapter 28) grants the Board of Adjustment power to grant special exceptions enumerated in Section 28-905.

### **VARIANCES**

Under Chapter 36, in each zoning district the Zoning Ordinance makes certain requirements for the height of structures, lot area, open space, setbacks and landscaping.

Under Chapter 28, the Sign Regulations makes certain requirements for the height, setback, number and size of signs.

**MINOR VARIANCES** have a separate application form and requirements.

### **Conditions for Justification of a Variance Request:**

The ordinance recognizes that in certain unique instances, the strict enforcement of the provisions of the ordinance would result in undue hardship to the property owner. Therefore, the Ordinance authorizes the Board of Adjustment to grant Variances (i.e., a relaxation of the strict provisions of the Zoning Ordinance that deal with the height of structures and the area and size of yards and open space, but not the maximum permitted sign area), if the property owner can show that:

- There are special conditions or circumstances peculiar to the land or structure involved;
- The literal interpretation of the provisions of the Ordinance would deprive the applicant of rights enjoyed by others in the same district;
- The special conditions or circumstances do not result from the actions of the applicant; and
- The granting of the Variance will not confer special privileges on the applicant that are denied to other lands and/or structures in the same district.

The Ordinance authorizes the Board of Adjustment to grant variances from the Sign Regulations (Chapter 28) if the applicant can, in addition to the items above, also show the following:

- There are special circumstances or conditions such as the existence of buildings, topography, vegetation, sign structure or other matters on right-of-way, which would substantially restrict the effectiveness of the sign in question; provided, however, that such special circumstances or conditions must be peculiar to the particular business or enterprise to which the applicant desired to draw attention and do not apply generally to all businesses or enterprises;
- The variance would be in general harmony with the purposes of the code, and specifically would not be injurious to the neighborhood in which the business or enterprise to which the applicant desired to draw attention is located;
- The variance is the minimum one necessary to permit the applicant to reasonably draw attention to his business or enterprise.

In the granting of a variance, the burden is upon the applicant to show that he meets each of the requirements listed above.

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





Application for Variance or Special Exception
BOARD OF ADJUSTMENT

Case No. BOA \_\_\_\_\_

City of Norman Planning & Community Development - 225 N Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

APPLICANT(S)
Box Law Group, PLLC on behalf of Applicant
ADDRESS OF APPLICANT
525 NW 11th St., Suite 205
Oklahoma City, OK 73103

NAME AND PHONE NUMBER OF CONTACT PERSON(S)
McKenna Hoppe 405-652-1411
Kaitlyn Turner
EMAIL ADDRESS
mckenna@boxlawgroup.com,
kaitlyn@boxlawgroup.com, david@boxlawgroup.com

Legal Description of Property: (UNLESS THE LEGAL DESCRIPTION IS A SIMPLE LOT AND BLOCK, THE LEGAL DESCRIPTION MUST BE PROVIDED IN A WORD DOCUMENT EMAILED TO CURRENT.PLANNING@NORMANOK.GOV)

See attached

Requests Hearing for:

- [X] VARIANCE from Chapter 36, Section 519(d)
[ ] SPECIAL EXCEPTION TO

Detailed Justification for above request (refer to attached Review Procedures and justify request according to classification and essential requirements therefor):

See attached Statutory Conditions.

(Attach additional sheets for your justification, as needed.)

SIGNATURE OF PROPERTY OWNER(S):

[Handwritten Signature]

Thomas A. Gorman

President of Milestone Holdings, Inc., which is the sole member of Vicksburg GMC GP, LLC, which is the General Partner of Vicksburg Affordable LP

ADDRESS AND TELEPHONE:

398060 W 2200 Road

Bartlesville, OK 74006

(918) 333-2244

OFFICE USE ONLY

- [ ] Application
[ ] Proof of Ownership
[ ] Certified Ownership List and Radius Map
[ ] Site Plan
[ ] Filing Fee of \$
[ ] Emailed Legal Description in Word Document

- [ ] VARIANCE from Chapter \_\_\_\_\_, Section \_\_\_\_\_
[ ] SPECIAL EXCEPTION TO

Date Submitted:

Checked by:



# CERTIFICATION OF OWNERSHIP

Case No. BOA \_\_\_\_\_

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

President of Milestone Holdings, Inc., which is the sole member of Vicksburg GMC GP, LLC, which is the GP of Vicksburg Affordable LP

DATE: 4/17/26

I, Thomas A. Gorman (title above), hereby certify and attest that I am the owner, or that I have an option to purchase the following described property in the City of Norman:

See attached survey/legal description.

AND, I further certify and attest that this legal description describes accurately the property requested for rezoning.

AND, I accept billing for the cost of publishing legal notice in the NORMAN TRANSCRIPT.

Owner's Signature: [Signature]

Address: See above

Agent's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

### NOTARY

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this 17<sup>th</sup> day of April, 2026, personally appeared Thomas A. Gorman, the President of Milestone Holdings, Inc., which is the sole member of Vicksburg GMC GP, LLC, which is the GP of Vicksburg Affordable LP, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.



[Signature]  
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 NORMAN