



Town of Calera

110 W Main St
Calera Ok 74730
580-434-5420
www.caleraok.org

Agenda Request for Planning & Zoning Meeting

Date Submitted: _____

Please Note: Completed requests and all supporting documentation **must be submitted to Town Hall by the Friday before the Planning & Zoning Meeting date requested.** Incomplete applications may be deferred until all required information is received.

Applicant Information

Applicant Name: _____

Company (if applicable): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Property Information

Property Owner: _____

Project Address: _____

Legal Description: _____

Parcel ID (if known): _____

Current Zoning: _____



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Request Type (Check all that apply)

- ☐ Rezoning- Requested Zoning_____
- ☐ Conditional Use Permit
- ☐ Special Use Permit
- ☐ Variance (List in writing the variance requested)
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Lot Split
- ☐ Site Plan Review
- ☐ Commercial Development
- ☐ Residential Development
- ☐ Annexation
- ☐ Vacation of Easement/Right-of-Way
- ☐ Other: _____

Description of Request



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Proposed Project Information

Proposed Use: _____

Estimated Project Start Date: _____

Estimated Completion Date: _____

Required Attachments (Check all that apply)

- ☐ Site Plan
- ☐ Survey
- ☐ Building Plans
- ☐ Legal Description
- ☐ Plat
- ☐ Photos
- ☐ Drainage Information
- ☐ Utility Plan
- ☐ Street/ Parking Plan
- ☐ Traffic Information (if applicable)
- ☐ Other: _____



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Applicant Certification

I certify that the information provided is true and correct to the best of my knowledge. I understand that submitting this request does not guarantee approval or placement on a specific meeting agenda. The Planning & Zoning Committee may request additional information before considering this request.

Applicant Signature: _____

Printed Name: _____

Date: _____

Town Staff Use Only

Date Received: _____

Received By: _____

Building Official Reviewed/Approved ☐ Yes ☐ No

Application Complete? ☐ Yes ☐ No

Building Official Signature

Additional Information

Requested: _____

Agenda Date Assigned: _____

Planning & Zoning Action: ☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Tabled

Meeting Date: _____



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Submission Instructions

Submit completed forms and all supporting documentation to Town Hall.

General Conditions

- Submission of this request does not guarantee placement on a Planning & Zoning Committee agenda. The Town will review each request for completeness and compliance with applicable ordinances and policies.
- Previously Denied Requests: The Town reserves the right to decline placement of a request on the Planning & Zoning Committee agenda if the same or substantially similar request has previously been considered and denied by the Planning & Zoning Committee or Town Council, and no material change in the proposal, property conditions, applicable regulations, or other relevant circumstances has occurred since the prior decision. Requests containing significant new information or substantial changes may be accepted for reconsideration at the Town's discretion and in accordance with applicable ordinances.
- Incomplete applications or requests lacking required documentation may be delayed until all required information has been received.