



REZONING GUIDE

This guide is to help walk you through the process of determining if your property is zoned correctly for your intended use, and if it is not, applying for rezoning. The Planning Division of the Community Development Department will assist you with this process in any way that we can. The point of contact within our department is listed by each step throughout the process to help facilitate a clear understanding of each step and to help you through the process.

Step One. Determine the current zoning for your property and what your desired zoning is.

Staff Contact- Sarah Copeland 405/793-5053 or scopeland@cityofmoore.com

In this step you will determine how your property is currently zoned and if your intended use is allowed. If it is not, you will need to consult with city staff or with the [Moore Land Development Code](#) to determine what zoning your property will need to be in order to use it in the way you are intending.

Step Two. Consult the Envision Moore Plan 2040 Comprehensive Plan (Comp Plan) to determine if your desired zoning is consistent with the Comp Plan.

Staff Contact- Sarah Copeland 405/793-5053 or scopeland@cityofmoore.com

Rezoning applications must be consistent with the Comp Plan, and if they are not, a Comp Plan amendment will also be required. A copy of the Comp Plan is available [here](#), or at the Community Development Department. If an amendment to the Comp Plan is required, refer to the [Amendment to the Envision Moore 2040 Plan Worksheet](#) before moving forward. Please contact Ava Zrenda regarding Comp Plan amendment questions.

Step Three. Submit rezoning application and all required materials to the City for review.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

The following documents must be submitted to city staff in order to process your rezoning applications (*Incomplete applications will not be accepted*):

1. Completed [Rezoning Application Form](#)
2. Copy of Deed to subject property and Letter of Permission from Property Owner if name differs on deed.
3. Certified list of Property Owners from Abstract Company or Cleveland County; a list compiled by the applicant will not be accepted.
4. [Envision Moore Plan 2040 Development Compliance Worksheet](#)
5. [Amendment to the Envision Moore 2040 Plan Worksheet](#) (If applicable)
6. Payment of all fees.

Step Four. City review and staff report.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

After your application has been received, city staff will review the application and documents. During this time, city staff will schedule the item for a Planning Commission meeting, publish



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the required notification to surrounding property owners, and create a staff report and recommendation for the Planning Commission. During this time you will be required to post a public notice on the property in accordance to the [Moore Land Development Code](#), as directed in the Rezoning Application a minimum of seven (7) days prior to the Planning Commission meeting. City staff will also submit to the Planning Commission their staff report and recommendation and will provide you with that information before the meeting with the Planning Commission.

Step Five. Planning Commission.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

The Planning Commission will meet and review your application and make a recommendation to the City Council.

Step Six. City Council

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

The City Council will hear the rezoning application request at the first City Council meeting of the month, following the Planning Commission meeting. You are encouraged to be at this meeting to answer any questions that City Council may have. If your application is approved, the new zoning will go in to effect in thirty (30) days.

Please contact the Planning Division of the Community Development Department with any further questions that you may have and we look forward to working with you throughout this process.