



The City of Oklahoma City
 Development Services Department
 Subdivision & Zoning Division
 420 West Main St., Suite 910
 OKC, OK 73102
 405-297-2623

Staff use only
Case # _____
Date Filed _____
Ward # _____
Nbrhd Area _____
School District _____

APPLICATION FOR CLOSING PUBLIC WAY OR EASEMENT

Name of Applicant: _____

Location of public way/easement: _____

Reason for closing public way/easement: _____

Present use of adjoining property: _____

The application **must** contain the signature and/or authorization of the property owner(s) owning **more** than one-half of the total frontage of the public way or easement sought to be closed. The following items must also be included with the application:

- a) Three (3) copies of the legal description of the public way/easement.
- b) Three (3) copies of each applicants deed(s).
- c) Three (3) copies of all property owners who own property within a 300 foot radius of the public way/easement to be closed. The list **MUST** include their mailing address and the legal description of their property and **MUST** be current within 30 days of the date of submittal of the application. The list **MUST ALSO** contain a minimum of 15 separate individual property owners. If there are less than 15 individual owners within the 300 feet, the radius must be extended by increments of 100 feet until the list contains no less than 15 owners or until the radius reaches 1,000 feet. An insufficient list may result in a minimum 30-day delay in your application. You must attest on the attached "Affirmation" that the list is true and correct unless the list is certified by an abstract company.
- d) Three (3) copies of a map which indicates the location of the public way/easement including property ownership lines for each applicant.
- e) **A filing fee of \$1,475.00 for easements and streets and alleys.**

There are two public hearings for consideration of an application for closing a public way or easement. First is the Planning Commission hearing which is approximately four (4) weeks from the time the application is submitted to the Development Services Department. Once the Planning Commission makes a recommendation, an ordinance to close the public way or easement will be introduced to the City Council in approximately three (3) weeks and set for final hearing five (5) weeks after the date of introduction.

Also Send Notice & Staff Report to: ↓

Signature of Applicant(s)

Applicant's Name (please print)

Applicant's Mailing Address

City, State, Zip Code

Phone: _____

E-Mail: _____

AFFIRMATION

STATE OF OKLAHOMA)
) §
COUNTY OF OKLAHOMA)

I affirm that the ownership list submitted as a part of this application contains the names of all owners of record of property which are within 300 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the _____ day of _____, 20____.

Applicant

Subscribed and sworn to before me, a Notary Public, in and for the State of _____, County of _____, on the _____ day of _____, 20____.

My Commission Expires:

Notary Public
Commission # _____