



The City of Oklahoma City  
 Development Services Department  
 Subdivision & Zoning Division  
 420 West Main St., Suite 910  
 OKC, OK 73102  
 405-297-2623, 297-2495, 297-2289

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

## APPLICATION FOR CLOSING PUBLIC WAY OR EASEMENT

Name of Applicant: \_\_\_\_\_

Address of applicants adjoining property: \_\_\_\_\_

Present use of applicants adjoining property: \_\_\_\_\_

Proposed use for subject public way/easement: \_\_\_\_\_

The application **must** contain the signature of the applicant. The following items must also be included with the application:

- a) Two (2) copies of the legal description of the public way/easement. One copy **MUST** be submitted electronically in Microsoft Word format. Submit to [subdivisionandzoning@okc.gov](mailto:subdivisionandzoning@okc.gov)
- b) One (1) copy of each applicant's deed(s).
- c) One (1) copy 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. 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 or County official.
- d) Two (2) copies of a map which indicates the location of the public way/easement to be closed. Include on that map the owner's name for each parcel abutting the public way/easement to be closed.
- e) Letters authorizing the closing from those owners owning more than half of perimeter of the public way/easement to be closed.
- f) **A filing fee of \$1,500.00 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 (and Title) (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 # \_\_\_\_\_