



**The City of Oklahoma City**  
**Planning Department, Subdivision and Zoning**  
 420 West Main Street, Suite 910, Oklahoma City, Oklahoma, 73102  
 Phone: (405) 297-2623 – Web: <https://www.okc.gov>

## APPLICATION FOR DEED APPROVAL

**By Public Hearing**

<b>Staff Use Only:</b>
Case No.: DA _____
File Date: _____
Ward No.: _____
Nbhd. Assoc.: _____
School District: _____
Extg Zoning: _____
Overlay: _____

\_\_\_\_\_ Address / Location of Property

\_\_\_\_\_ Total Lot Area (Acres)

\_\_\_\_\_ Number of Lots

Subdivision Regulation Variance Req'd.

\_\_\_\_\_ Purpose Statement / Proposed Development

### SUBMITTAL REQUIREMENTS:

- 1.) One (1) Typed Legal Description for each Proposed Lot in MS Word file (.doc or .docx) format.
- 2.) One (1) copy of Proposed, unexecuted, Deed(s) for each Proposed Lot in PDF file (.pdf) format
- 3.) One (1) copy of Recorded Deed(s), with Exhibit(s), listing current Property Owner in PDF file (.pdf) format.
- 4.) One (1) copy of Letter of Authorization from Property Owner listing Designated Representative if Applicant is not the Property Owner of record.
- 5.) One (1) copy of Property Owners Report listing all property owners who own property within a 100-foot buffer area of the property to be rezoned. The list **MUST** include the mailing address and the legal description of their property and **MUST** be current to within 30 days of the date of submittal of the application. A minimum of 10 separate individual property owners is required. If there are less than 10 individual owners within the 100-foot buffer, the radius must be extended by increments of 100 feet until the list contains no less than 10 owners. Provide One (1) PDF (.pdf) file version, AND one (1) MS Excel (.xls or .xlsx) file version.
- 6.) One (1) Signed and Notarized copy of “Affirmation” that the Property Owners Report listings are true and correct unless the list is prepared by a Certified Abstractor or County official.
- 7.) Maps, Site Plan and, or Survey Exhibits must be 600 dpi minimum resolution, and in a PDF file (.pdf) format. Photographic file formats of drawings, maps, or other documents will not be accepted.
- 8.) A filing fee of \$1500.00 must be remitted within One (1) business day of submittal confirmation. (Make check payable to “City Treasurer”) (Online payment is available / preferred.)

**Property Owner Information (if other than Applicant):**

\_\_\_\_\_ Name

\_\_\_\_\_ Signature of Applicant

\_\_\_\_\_ Applicant’s Name (please print)

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ Applicant’s Mailing Address

\_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ Phone

\_\_\_\_\_ Phone

\_\_\_\_\_ Email

\_\_\_\_\_ Email

**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 100 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

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 # \_\_\_\_\_

# LETTER OF AUTHORIZATION

I, \_\_\_\_\_ or,  
*Property Owner of Record*

\_\_\_\_\_ authorize,  
*Agent of the Property Owner of Record and Title*

\_\_\_\_\_  
*Designated Representative*

to make application for municipal approvals and do all things necessary for the advancement of such application with respect to the property at the following location:

\_\_\_\_\_  
*Address and/or County Assessor account number and County Name*

By: \_\_\_\_\_  
*Signature*

Title: \_\_\_\_\_  
*Manager / Proprietor*

Date: \_\_\_\_\_  
*MM/DD/YYYY*