



**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 CLOSING

### Public Way (Street / Alley) or Easement

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

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

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

\_\_\_\_\_  
 Present Use of Property

\_\_\_\_\_  
 Purpose Statement / Development Goal

### SUBMITTAL REQUIREMENTS:

- 1.) One (1) Typed Legal Description of Easement Closure area in MS Word file (.doc or .docx) format.
- 2.) One (1) copy of Recorded Deed(s), with Exhibit(s), for each property owner requesting closure.
- 3.) One (1) copy of Letter of Authorization from Property Owner (s) listing Designated Representative if Applicant is not a Property Owner of record.
- 4.) One (1) copy of Property Owners Report listing all property owners who own property within a 300-foot buffer area of the property to be closed. 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 15 separate individual property owners is required. If there are less than 15 individual owners within the 300-foot buffer, the radius must be extended by increments of 100 feet until the list contains no less than 15 owners. Provide One (1) PDF (.pdf) file version, AND one (1) MS Excel (.xls or .xlsx) file version.
- 5.) 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.
- 6.) One (1) Petition of Request for Public Way or Easement Closure. Consisting of written consent from property owners who own **more than** Fifty Percent (50%) of the total frontage of the easement sought to be closed. Said petition must include all consenting property owners’ names, signatures with date(s), subject property address, mailing address(es), telephone number(s), email contact information, and copy of each applicants deed in .pdf file format. Reference “Easement Closure Petition Sample” document for preferred formatting.
- 7.) One (1) map which indicates the location of the public way/easement to be closed. This map must illustrate property ownership lines and indicate the owner’s names of all property owners requesting closure.
- OPTIONAL BUT RECOMMENDED:** One (1) certified Topographic Survey showing all existing utilities, with dimensions, within the proposed easement closure area. Maps, Site Plan and, or Survey Exhibits must be 600dpi minimum resolution, scalable, and in a .pdf file format. Photographic file formats of drawings, maps, or other documents will not be accepted.
- A filing fee of \$1500.00 must be remitted within One (1) business day of submittal confirmation. (Online payment 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

**Submit your Application by Email to [Subdivisionandzoning@OKC.gov](mailto:Subdivisionandzoning@OKC.gov)**

Compressed files (.zip, etc..) or links to FileShare services (Dropbox, Google Drive, etc..) can not be accepted for security purposes.

**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 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*

## Petition for Easement Closure

The undersigned (do / does) hereby request that an (easement / public way), existing within the City limits of Oklahoma City, be closed.

The (easement / public way) is located as described by;

### Exhibit A – Legal Description

1.) Property Address

Property Owner Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
City, State, Zip code \_\_\_\_\_  
10-Digit Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

2.) Property Address

Property Owner Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
City, State, Zip code \_\_\_\_\_  
10-Digit Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

3.) Property Address

Property Owner Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
City, State, Zip code \_\_\_\_\_  
10-Digit Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

4.) Property Address

Property Owner Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
City, State, Zip code \_\_\_\_\_  
10-Digit Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

5.) Property Address

Property Owner Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
City, State, Zip code \_\_\_\_\_  
10-Digit Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_