



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 DEDICATION

Public Way (Street / Alley) or Easement

Staff Use Only:
Case No.: ED _____
File Date: _____
Ward No.: _____
Nbhd. Assoc.: _____
School District: _____
Extg Zoning: _____
Overlay: _____

 Name of Applicant

 Address / Location of Proposal

 Present Use of Property

 Name of proposed Public Way

 Width of proposed Public Way

 Purpose Statement / Development Goal

SUBMITTAL REQUIREMENTS:

- One (1) Typed Legal Description of Public Way or Easement area in MS Word file (.doc or .docx) format.
- One (1) copy of Recorded Deed(s), with Exhibit(s), for each property owner requesting dedication.
- One (1) Petition of Request for Public Way or Easement Dedication. Consisting of written consent from all property owners with frontage along the proposed total frontage of proposed dedication. Said petition must include all consenting property owners' names, signatures with date(s), subject property address, mailing address(es), telephone number(s), and email contact information in .pdf file format. Reference "Easement Dedication Petition Sample" document for preferred formatting.
- One (1) map which indicates the location of the public way(s) or easement(s) to be dedicated. This map must illustrate property ownership lines and property owner's names of all property owners requesting dedication.
- 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 \$1400.00 must be remitted within One (1) business day of submittal confirmation. (Make checks payable to "City Treasurer")
 - Attached is an example of an easement. If the grantor is not a corporation or partnership the form must note whether the grantor is married or single. If married, the spouse must sign the easement.
 - For new street(s), construction plans must also be submitted to Public Works for approval. Contact (405) 297-2581 for requirements.

 Public Works Submittal Date:

 Public Works Application Number:

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

The City of Oklahoma City

Office of City Clerk
200 North Walker Ave.
Oklahoma City, Oklahoma 73102

[Case Number]

PERMANENT EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT [Private Entity Name] its heirs, successors, and assigns (collectively "Grantor") for and in consideration of Ten Dollars and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey unto **THE CITY OF OKLAHOMA CITY**, a municipal corporation, and its public trusts (collectively "Grantees") this Permanent Easement over, under, across, through and to the following described property situated in Oklahoma County, Oklahoma, shown on **Attachment "A" ("Subject Property")** for the use of the **Grantees** for the purpose of constructing, operating, maintaining, repairing, expanding, and replacing public streets and water and wastewater systems and associated facilities, connections, utilities, sidewalks, drainage, storm sewers, traffic controls, and appurtenances thereto (collectively "Streets and Utility Systems") and including the right of ingress and egress through Grantor's property to and from the Subject Property and all right, title and interest in and to any soil, earthen material, fixture, and appurtenances within the boundaries of the Subject Property, incidentally removed during the use of this Permanent Easement.

THIS EASEMENT IS MADE SUBJECT TO THE FOLLOWING:

1. Grantor agrees that no building or other similar structure shall be erected on, over or under the Subject Property.
2. Grantor agrees that Grantees will not maintain, repair or replace Grantor's improvements, including but not limited to fencing, landscaping, sprinklers, pools, sheds, mailboxes, driveways and parking areas whenever it becomes necessary to move or remove improvements, due to any operation, maintenance, replacement, expansion, or repair of the Streets and/or Utility Systems.
3. This Permanent Easement does not create an obligation upon the Grantees to construct, operate, maintain, replace, expand or repair these Streets and/or Utility Systems, or provide services or functions.
4. Grantees do not own the creek, river, lake, detention pond, drainage canal, if any, on or adjacent to the Subject Property and are not legally responsible nor does this Permanent Easement create an obligation upon the Grantees for changes, alterations and modifications to any part or parts of the Subject Property described herein, in the past, present or future, which may be affected in any manner by any change or changes in the course of the creek or waterway, by any accretion or erosion, or evulsion, or alluvion or combination thereof, touching or concerning any part of said Subject Property.

This Permanent Easement shall be perpetual and exclusive to Grantees and shall run in favor of the respective parties, hereto, their successors and assigns.

[Private Entity Name]

By: _____
[Agent Name], [Title]

STATE OF OKLAHOMA, COUNTY OF _____, SS.

This instrument was acknowledged before me on this _____ day of _____, 20 _____ by [Agent Name], as [Title], [Private Entity Name].

My Commission Expires: _____
My Commission No. _____

Notary Public

ACCEPTED by The City of Oklahoma City
this _____ day of _____, 20_____.

REVIEWED for form and legality

City Clerk

Assistant Municipal Counselor

The City of Oklahoma City

Office of City Clerk
200 North Walker Ave.
Oklahoma City, Oklahoma 73102

[Case Number]

ATTACHMENT A

Easement Legal Description

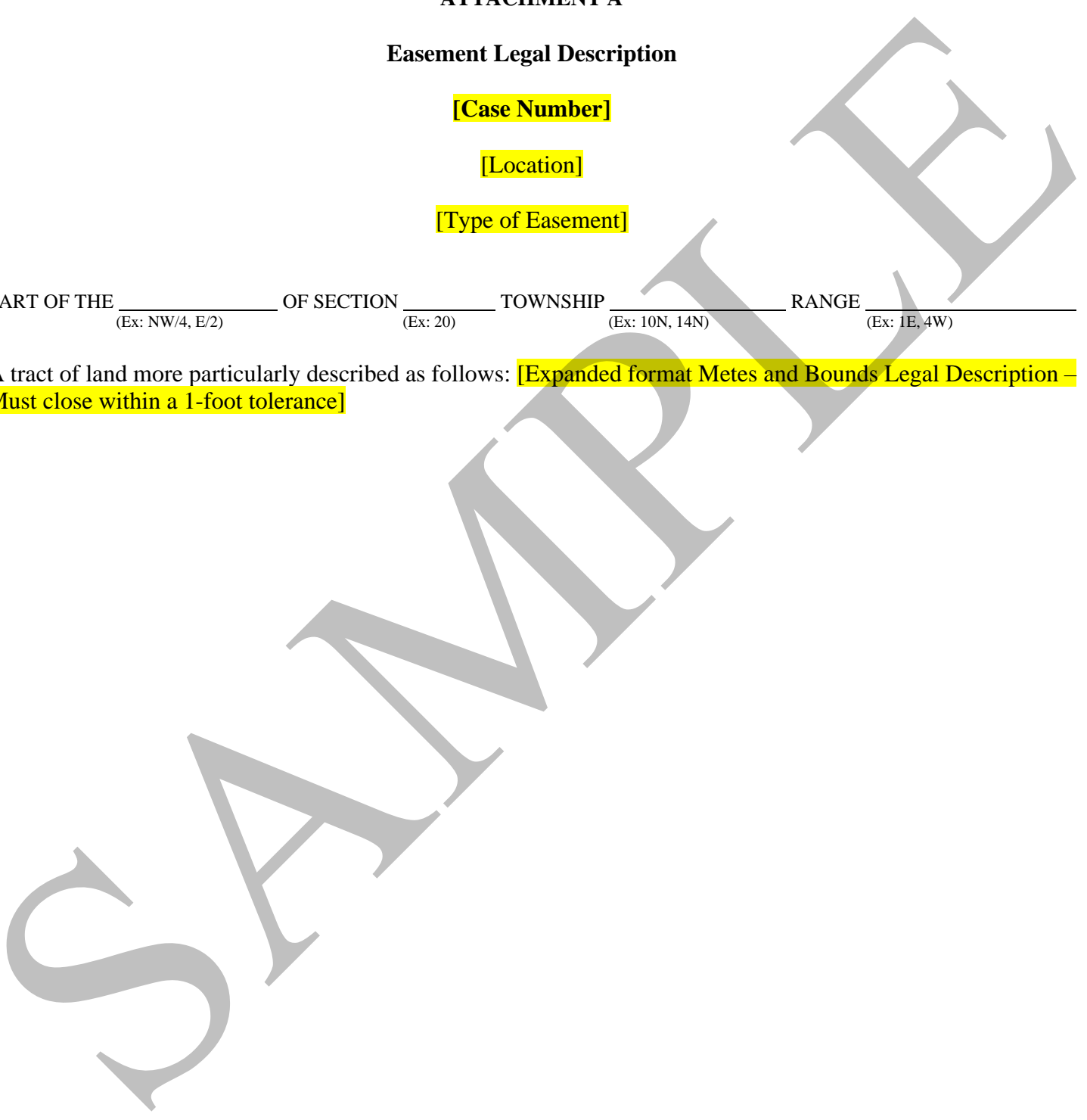
[Case Number]

[Location]

[Type of Easement]

PART OF THE _____ OF SECTION _____ TOWNSHIP _____ RANGE _____
(Ex: NW/4, E/2) (Ex: 20) (Ex: 10N, 14N) (Ex: 1E, 4W)

A tract of land more particularly described as follows: [Expanded format Metes and Bounds Legal Description – Must close within a 1-foot tolerance]



Petition for Easement or Public Way Dedication

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

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 _____