



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>

Staff Use Only:

Case No.: PV _____
 File Date: _____
 Ward No.: _____
 Nbhd. Assoc.: _____
 School District: _____
 Extg Zoning: _____
 Overlay: _____

APPLICATION FOR PLAT VACATION

Or Partial Plat Vacation

 Name of Applicant

 Name of Plat or Subdivision

 Purpose Statement / Reason for Plat Vacation

REQUIREMENTS FOR SUBMITTAL:

- Three (3) original copies of the, typed, instrument of the plat, or partial plat, vacation. Reference attached Sample.
 The instrument vacating the plat, or a portion of a plat, must contain the signatures of all property owners within the plat if the entire plat or a street within the plat is to be vacated.
 If only a portion of a plat is to be vacated, and that portion does not include street right-of-way, the petition must consist of the owners of 60% of the lots within the plat.
- One (1) copy of a Survey plan of the Plat, or Partial Plat area, to be vacated in a PDF (.pdf) file format.
- Three (3) copies of abstractors verification of all property owners within the subject plat. The ownership list must be dated within 10 days of date of filing the plat vacation application and contain names, mailing address, and legal description of the owner’s property.
- Maps, Site Plan and, or Survey Exhibits must be Letter size (8.5” x 11”), 600dpi minimum resolution, and in a .pdf file format. Photographic file formats of drawings, maps, or other documents will not be accepted.
- A filing fee of \$1800.00 must be remitted within One (1) business day of submittal confirmation.

Property Owner Information (if other than Applicant):

Name

Mailing Address

City, State, Zip Code

Phone

Email

Signature of Applicant

Applicant’s Name (please print)

Applicant’s Mailing Address

City, State, Zip Code

Phone

Email

Submit your Application by Email to Subdivisionandzoning@OKC.gov
 Compressed files (.zip, etc..) or links to FileShare services (Dropbox, etc..) can not be accepted for security purposes.

{EXAMPLE(must be typed & must have 3 originals)}

(PARTIAL) VACATION OF PLAT

KNOW ALL MEN BY THESE PRESENTS:

Pursuant to the provisions of Title 11 O.S. 42-106, the undersigned parties, being all of the owners of lots and of the land (or more than 60% of the owners of lots) {do not include both options!} embraced in the plat of (name of addition), an addition to the City of Oklahoma City, (name of county), Oklahoma, being a part of the (partial legal description) of the Indian Meridian, said plat recorded in Book (), Page (), in the Plat of Records in the office of the County Clerk, (name of county), Oklahoma, do hereby revoke, cancel, annul and forever vacate the (name of plat or description of partial plat vacation), and thereby destroy the force and effect of the (name of plat or description of partial plat vacation), and further divest any and all public and private rights which may exist in and to said vacated portion of the plat of (name of addition), to wit:

(Provide legal description of area being vacated)

Executed as of the _____ day of _____, 20__.

(Staff can review this document prior to obtaining signatures)

(Signature of Property Owner or Owners.)

(If more than one, attach a signature page for each owner.)

(All signatures must be notarized)

ADOPTED by the Council and SIGNED by the Mayor of The City of Oklahoma City on this _____ day of _____, 20_____.

ATTEST:

CITY CLERK

MAYOR

REVIEWED for form and legality.

Assistant Municipal Counselor

Executed as of this _____ day of _____ 2022.

Entity

By: _____

Person

Title

BEFORE ME, the undersigned authority, on this day personally appeared _____ who has read the foregoing instrument and acknowledged to me that he executed the same for the purposes consideration therein expressed.

SUBSCRIBED AND SWORN TO before me on this _____ day of _____ 2022.

NOTARY PUBLIC, STATE OF OKLAHOMA

My Commission Expires: _____