



The City of
OKLAHOMA CITY

SPECIAL EVENTS

LETTER TO ABUTTING PROPERTY OWNERS

(Name and Address
of Property Owner)

Re: (Name of Event) Event Map ATTACHED

Dear (Property Owner):

The undersigned is the Event Coordinator for (Name of Event) to be held on (dates and times of Event). I have requested that The City of Oklahoma City issue a Revocable Right-of-Way Permit to allow (Street within Event Site) to be closed to public use for the conduct of the Event.

County records reflect that you are the owner of the property located at (property address) which is adjacent to the Event Site.

I hereby request your written consent for the closing of the street.

Please provide me with your written consent within ten (10) working days of your receipt of this letter.

Failure to respond in writing within ten (10) working days from receipt of this letter will be construed as your consent.

Sincerely,

(Event Coordinator Name)

Event Coordinator

(Address and phone #)