



**Community Development Department**

**Planning Division**

*Easement or Public Way Closing Application*

200 S MAIN • P.O. BOX 180 • OWASSO, OKLAHOMA 74055 • (918) 376-1500 • [planning@cityofowasso.com](mailto:planning@cityofowasso.com)

**EASEMENT OR PUBLIC WAY CLOSING APPLICATION**

**FOR OFFICE USE ONLY**

Date Received:	
TAC Date:	
CC Date:	
Fee Paid (\$300.00 + \$3.00 per notice mailed)	

**CONTACT INFORMATION**

PROPERTY OWNER NAME(S):

PHONE:

OWNER EMAIL:

OWNER ADDRESS:

STREET

CITY

STATE

ZIP

APPLICANT(S) NAME:

PHONE:

(If different than owner)

APPLICANT EMAIL:

APPLICANT ADDRESS:

STREET

CITY

STATE

ZIP

ENGINEER/SURVEYOR:

PHONE:

ENGINEER/SURVEYOR ADDRESS:

STREET

CITY

STATE

ZIP

ENGINEER/SURVEYOR EMAIL:

**PROPERTY INFORMATION**

LEGAL DESCRIPTION: (Please provide digital copy as a Word document with application)

LEGAL DESCRIPTION OF THE RIGHT-OF-WAY OR EASEMENT TO BE CLOSED: (Please provide digital copy as a Word document with application)



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PROPERTY ADDRESS:

STREET CITY STATE ZIP

SUBDIVISION OR DEVELOPMENT NAME:

COUNTY:

NUMBER OF LOTS: ACREAGE:

CURRENT ZONING:

CURRENT USE OF THE PROPERTY:

REASON FOR THE CLOSURE REQUEST: (You may attach this information)

**SUBMITTAL**

The following items shall also be attached to or submitted with this application form:

Application fee of \$300.00 + \$3.00 per each mailed notice

Property survey

- A certificate of closure report from a surveyor licensed to practice in the State of Oklahoma shall be provided (see attached example)

Copy of existing recorded instrument for current easement or public way (if applicable)

Legal description of area to be closed

- Submit a digital copy as a Word document to [planning@cityofowasso.com](mailto:planning@cityofowasso.com)

Please submit the completed application form with all above items to the Owasso [Planning Division](#). Applicants must submit a paper copy of all materials to Owasso City Hall **and** an electronic copy of all materials to [planning@cityofowasso.com](mailto:planning@cityofowasso.com). Incomplete applications will not be accepted. Applications are due on or before the 1<sup>st</sup> of the month to be eligible for addition to that month's Technical Advisory Committee (TAC) meeting agenda. After TAC review, the application is included on the agenda for the next [City Council](#) meeting. The applicant or the applicant's representative must attend the Technical Advisory Committee and City Council meetings.



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**SIGNATURES**

I, \_\_\_\_\_ (applicant name), hereby certify that the attached and completed application contains the information required by the City of Owasso as specified above. I understand the submission of incomplete and inaccurate information may result in a delay in processing and action on this application.

Signature of Applicant:

Date:

Signature of Property Owner:

Date:

*The property owner must sign the application or it will not be processed.*

*Approval of the closure request does not impede the City from reentering the easement should it be necessary. In order to completely remove the easement from all rights of future access, applicants must proceed to District Court to request a vacation of the easement.*

**FOR OFFICE USE ONLY**

Staff Signature:

Date:

Staff Comments:



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## Example of Closure Report

User Name: [REDACTED]  
 Project: 04-082 : Wellstone at Forest Ridge  
 Create Mapcheck Reports

Date: 01-23-13  
 Time: 15:00:20  
 Page: 1

```

=====
Lot Name:                Off-Site Easement E
Lot Description:         Wellstone II Off-Site Easement E
Lot Area (Square Feet): 8684
Lot Area (Acres):        0.1994
Closing Direction:       S18°03'02"W
Closing Distance:        0.0095
  
```

### Course Data: (Mapcheck Through Radius Points Method)

Point	Northing	Easting	Direction	Distance
Begin	4413.7355	7698.7427	N32°46'06"E	98.56
	4496.6112	7752.0877	N43°35'16"E	30.54
	4518.7319	7773.1439	N34°22'14"E	107.72
	4607.6444	7833.9565	N17°56'18"E	120.16
	4721.9633	7870.9650	N03°22'56"E	384.27
	5105.5640	7893.6356	N07°45'39"W	106.36
PC	5210.9497	7879.2729		
RP	5837.2843	7747.7243		

```

Curve Direction:      CCW
Radial In:            N11°51'41"W
D.O.C Arc:            08°57'09"
D.O.C Chord:          08°57'42"
Radius:               640.00
Delta angle:          00°59'17"
Tangent length:       5.52
Arc length:           11.04
Chord Direction:      N77°38'41"E
Chord length:         11.04
External:             0.02
Middle ordinate:      0.02
Radial Out:           S12°50'58"E
  
```

Point	Northing	Easting	Direction	Distance
PT	5213.3113	7890.0539	S07°45'39"E	108.31
	5105.9934	7904.6798	S03°22'56"W	386.75
	4719.9170	7881.8629	S17°56'18"W	123.15
	4602.7535	7843.9335	S34°22'14"W	109.00
	4512.7845	7782.3984	S54°08'11"W	32.21
	4493.9140	7756.2949	S32°46'06"W	98.56
	4411.0383	7702.9500	N57°13'54"W	5.00
End	4413.7445	7698.7456		

Error of Closure                      1 : 181858