



EASEMENT/PUBLIC WAY CLOSING APPLICATION

APPLICATIONS REQUIREMENTS

The following items must be submitted for a **Easement/Public Way Closing Application** to be processed. Items must be submitted digitally unless otherwise specified.

- Legal Description (Microsoft Word or other editable format)
- Survey (in addition to the digital version, submittal must include 1 hard copy of the survey)
- A certified ownership list of ALL property owners within 300 feet. If there are less than 10 property owners within the 300-foot radius of the property, the radius will be increased by 100-foot increments until at least 10 owners are included. When the radius is increased, all property owners listed must be included, even if the 10 owner minimum is exceeded. Owner names and mailing addresses shall be taken from the County Assessor's current tax rolls. (hard copy only)
- Mailing labels printed with the above addresses (hard copy only)
- Fee: \$650 (= \$500 Application fee + \$150 Publication and notice fee)
Make checks payable to "City of Edmond"
- Completed and signed **Easement/Public Way Closing Application**

(Staff use only)

Project Name: _____

Application #: _____

Date Received: _____

Date of Public Notice: _____

APPLICANT INFORMATION

Applicant: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

Property Owner: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____

REPRESENTATIVE INFORMATION (IF REPRESENTED)

Representative: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____



EASEMENT/PUBLIC WAY CLOSING APPLICATION

PROPERTY/PROJECT INFORMATION

Property Address: _____

Nearest major street intersection: NW NE SE SW of:

_____ and _____

Type of Public Way or Easement applicant is requesting be closed:

Public benefit provided by closing Easement:

Proposed use of area if Easement is closed:

Existing structures within the Easement or Public Way to be closed (List all known structures including gas, electric, telephone, water, sewer lines, storm sewer or drainage structures and buildings):

Applicant or Designated Representative must attend meetings of the Planning Commission and City Council when this application is considered.

Property Owner Signature: _____ Date: _____

Contact us at 405-359-4790 if you have questions about this application.