



CITY OF CHOCTAW
2500 N Choctaw Rd / PO Box 567, Choctaw, OK 73020
Phone (405)390.2999 / Fax (405)390.3332

**Vacation
APPLICATION**
(Please Print in Ink or Type)

Applicant : _____

Address : _____
City State Zip

Phone : _____ Cell : _____

Email Address: _____

Property address : _____

Legal Description : _____

Reason for Request : _____

Type of vacation (public utility easement or alley) : _____

I hereby certify and attest that I am the current and legal owner of the above described property located in the City of Choctaw and that I received a copy of the Policies and Procedures regulating this application.

Signature of Owner, or authorized agent *

Date

AUTHORIZED REPRESENTATIVE: I hereby certify that I am authorized to represent all of the property owners of the above described tract in the application. *A power of attorney is attached.*

Name: _____

Address: _____

Signature: _____

Telephone: _____

Do Not Write Below This Line—Official Use Only

Permit # : _____

Receipt # : _____

Total Amount Paid : \$ _____

Date Paid : _____

Cash

Check # _____

Credit Card _____

County Parcel Number: _____

Vacation POLICIES AND PROCEDURES

Please provide the following information and documents which must be completed in full and accepted by the City at least twenty (30) days prior to the City Council's regular scheduled meeting. **If required documentation is incomplete or missing, a reason is thereby created for the denial of this application to be placed on the City Council agenda.**

1. DOCUMENTS REQUIRED FROM APPLICANT

A. One (1) ownership list provided by Oklahoma County of all owners abutting the alley and/or right-of-way.

2. DOCUMENTS REQUIRED FROM A REGISTERED SURVEYOR

A certified survey, prepared by a land surveyor registered in the State of Oklahoma in required. The survey shall show the following:

A. Provide one (1) certified survey sketch of the vacated easement area:

1. Legal description of total vacated area and computed area to the hundredth of an acre.
2. Scale, North point, and date
3. Key Map showing the location of the tract(s) referenced to existing and proposed major streets and section line roads.
4. Location of existing buildings (size and type) .
5. Length of boundaries of the alley and/or easement created , ,
6. Location of FEMA's NFIP floodway easement and 100 and 500 year flood zone boundary. With the NFIP panel information.
7. Location of utilities and stormwater infrastructure including existing or proposed, whether on or adjacent to site.
8. General drainage shown by use of directional arrows.
9. Surveyor's Certificate: Original signature and seal of the registered land surveyor preparing the plat of survey properly notarized.

B. Provide one (1) legal description of the vacated easement area.

3. GENERAL REQUIREMENTS

A. A formal notice to all franchisees (any utility companies within the alley) is recommended but not required to avoid potential challenge.

B. All requirements must adhere to Oklahoma State Statute 11-42-110.

FEES (NON-REFUNDABLE)

1. City/County Filing Fee	Billed actual cost
2. Easement or right-of-way Vacation	\$360.00