



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.: POS _____
 File Date: _____
 Ward No.: _____
 School District: _____

APPLICATION FOR PLAT OF SURVEY

Private Roadway Easement and / or Rural 5 Acre Subdivision

Proposed Roadway Name _____

Total Plat Area (Acres) _____

Proposed Subdivision Name (where applicable) _____

Total Number of Lots _____

General Location from nearest Section Line Roads (E/W then N/S) Ex: *South of W Memorial Rd. and East of N Council Rd.*

PART OF THE _____ OF SECTION _____ TOWNSHIP _____ RANGE _____
(Ex: NW/4, E/2) (Ex: 20) (Ex: 10N, 14N) (Ex: 1E, 4W)

REQUIREMENTS FOR SUBMITTAL:

- One (1) signed ORIGINAL of the private roadway easement(s). The legal description of the easement(s) must be on the easement form or included as an attachment. Photocopies or PDF scan will not be accepted.
- A copy of the deed(s) to the subject property.
- If the applicant is not the owner of the property, a letter of authorization from the owner is required.
- Three (3) copies of a diagram and/or survey of the proposed tracts or parcels and private roadway easement(s). The diagram/survey must have dimensions of each tract/parcel and easement(s). Reference attachment for specific requirements.
- Attached is an example of a private roadway easement.
- All private roads must be paved in accordance with the requirements of the City of Oklahoma City Public Works Engineering Department. Construction plans for the street(s) must be submitted directly to the City of Oklahoma City Public Works Engineering Department. Contact (405) 297-2581 for specific details on submittal requirements.
- Digital Shapefiles. Reference attached specifications checklist.
- A filing fee of \$1,000.00. (Make check payable to "City Treasurer".)

 Name of Surveyor or Engineer

 Signature of Applicant or Developer Agent

 Agent Name

 Name of Applicant or Developer

 Address

 Address

 City, State, and Zip Code

 City, State, and Zip Code

 Email

 Email

 Phone

 Phone

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.

Submittal Requirements:

- Three (3) copies of white background paper copy prints (must be folded) drawn at a scale of one-inch equals one hundred feet (1" = 100') from an accurate survey on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets. The plat of survey and all supporting maps shall be legible and shall show the map scale, a north arrow, and the date of preparation.

Plat of Survey in which all lots contain a net area more than eighty (80) acres may be drawn to a scale of one-inch equals two hundred feet (1" = 200') feet on one (1) or more twenty-four inches by thirty-six inches (24" x 36") sheets.

- One (1) copy of prepared Subdivision Plat of Survey Application signed and dated.
- One (1) copy of the deed(s) to the property.
- If the applicant is not the owner of the subject property, a letter of authorization from the owner is required.
- One (1) copy of white background PDF (.pdf) file drawing. Size and scale must match that of the submitted paper copies, and of 600dpi minimum resolution. Photographic file formats of drawings, maps, or other documents will not be accepted.
- Digital Shapefiles. Reference attached specifications.

The Plat of Survey must include the following:

- Boundary lines of the area being subdivided with accurate distances and bearings with land ties to at least one section corner; and the legal description of the property if the survey indicates individual tracts
- Private road easement locations, minimum 60-foot easement width; the legal description for the private road easement should describe the centerline of the easement with the note "30 feet on either side of the following described centerline".
- Dimensions of tracts and easements
- For irregular shaped tracts, the width of the tract at the required front building line. {The required front building line for AA zoned property is measured 75 feet from the centerline of the private road easement.} DO NOT show the front building line on the survey. Minimum lot width in the AA district is 150 feet.
- Name of development
- Name of developer
- Name of surveyor or engineer
- Adjacent section line roads
- Legal description of entire development (unless survey depicts private road easement only)
- Identification numbers of the individual tracts (note them as "tracts" not "lots").
- Location map indicating subject area as it relates to section, township and range
- Any other information that may be necessary for the appropriate review of the subdivision.

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Private road easement(s) must include the following:

- Legal description of each private road and the name of the private road. Reference the attached sample of the acceptable type of private road easement.
- Public utility easements are not a part of the approval process for a rural five-acre Plat of Survey subdivision and must not be referenced on the private road easement.
- Staff will notify the developer of a rural five-acre subdivision/private road easement of any changes or additional information that may be required within approximately two weeks of the submittal date of the application. Any changes required by staff must be done by the applicant/developer prior to the official administrative approval of the rural five-acre development or private road easement. After review of the rural five-acre development or private road easement, the developer/applicant shall provide the staff an original of the plat of survey with all corrections made as required from the appropriate city departments.
- The official approval of a rural five-acre development/private road easement shall be placed on the face of the plat of survey and shall be in the form of a stamp with the notation;

"Approved as Authorized by the Oklahoma City Planning Commission on this _____ day of _____ (Day)

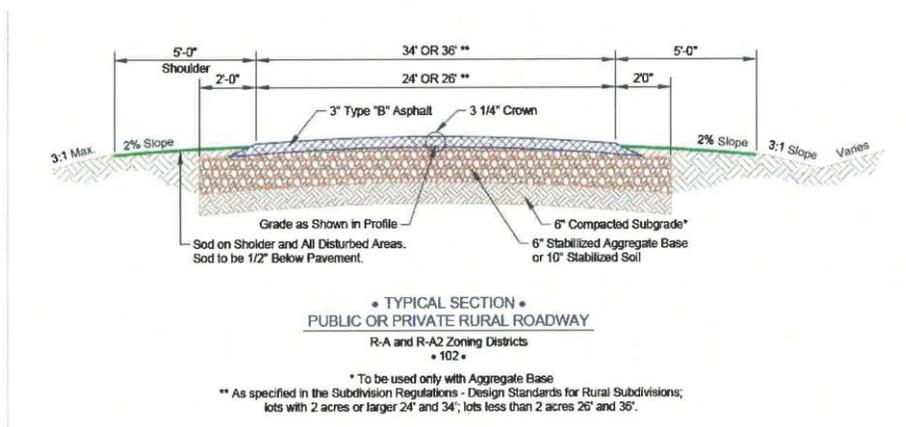
_____, _____ by _____."

(Month) (Year) (Signature)

The stamp shall also consist of the signature of the staff person approving the rural five-acre development/private road easement.

- After administrative review and approval of the rural development/private road easement, all private easements must be filed of record in the appropriate county clerk’s office prior to the official administrative approval of the rural five-acre development or private road easement. Public utility easements are not a part of the approval process for rural five-acre developments. Addresses of the proposed tracts shall be provided by staff and noted on the plat of survey prior to its distribution.
- Copies of the officially approved rural five-acre development/private road easement shall be made by the staff and distributed to the appropriate departments, agencies, and utility companies. The original plat of survey/private road easement shall be returned to the developer.

Sample section detail of private rural roadway:



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Digital Shape Files:

Three (3) separate shapefiles are needed for each plat that is submitted. The following information is all that is required. Any additional information should be removed prior to the creation of shapefiles:

- One (1) polygon shapefile containing the plat boundary
- One (1) polygon shapefile containing the lot boundaries, and common area boundaries.
- One (1) polyline (line) shapefile containing the street centerlines (this shapefile is not needed if no new streets are being constructed)

All shapefiles need to be in the City of Oklahoma City projected geographic coordinate system of;

NAD_1983_CORS96_StatePlane_Oklahoma_North_FIPS_3501_Ft_US

Shapefiles submitted in a different coordinate system or those that are lacking appropriate spatial reference data, may cause delays in processing which can result in applications being moved to later hearing dates. If you have the newest version of AutoCAD, save files as a 2013, or earlier, version.

Make sure all layers are turned off except the plat information. The only information that should be shown are the plat boundary, lot lines, and street center lines. All easements, meters, building lines, etc, should be turned off before saving as a .shp file. There will also likely be several file types created when saved as a .shp file. All files are needed in order to import the plat into GIS (especially .prj file).

Name the files with the complete name of the Plat, including Section or Phase, and whether it is a preliminary or final plat.

Provide Shapefiles with these parts:

- Meadowlake FP 1 Lines.dbf
- Meadowlake FP 1 Lines.idx
- Meadowlake FP 1 Lines.prj
- Meadowlake FP 1 Lines.sbn
- Meadowlake FP 1 Lines.sbx
- Meadowlake FP 1 Lines.shp
- Meadowlake FP 1 Lines.shx
- Meadowlake FP 1 Polygons.dbf
- Meadowlake FP 1 Polygons.idx
- Meadowlake FP 1 Polygons.prj
- Meadowlake FP 1 Polygons.sbn
- Meadowlake FP 1 Polygons.sbx
- Meadowlake FP 1 Polygons.shp
- Meadowlake FP 1 Polygons.shx

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Sample instrument of Private Roadway Easement:

PRIVATE ROADWAY EASEMENT

I, We, (name of person(s) providing), as Grantors, do hereby establish a permanent private roadway easement in accordance with the provisions of the applicable ordinances and regulations of the City of Oklahoma City, Oklahoma, and the State Statutes of the State of Oklahoma, over and across the following described property in (county name) County, Oklahoma, to-wit:

(Legal description of easement)

Although Grantors shall in no way hinder the use of the herein conveyed easement, it shall be the duty of the abutting property owners, their heirs, successors and assigns to maintain said easement suitable for road purposes. It is understood that this easement shall not be accepted or maintained by the County of or the City of Oklahoma City until the land covered thereby has been improved for street purposes in accordance with the regulations of the City of Oklahoma City and it is further expressly understood that police, fire inspection and health department vehicles and all official personnel who are in the process of performing their normal responsibility as city, county, state or federal employees shall have the right of access over and across said easement and that same shall be kept open and free from obstructions at all times.

It is understood that every deed of property abutting or adjacent to subject private road easement shall clearly acknowledge said private road easement. It is understood that a conspicuous sign shall be posted and maintained at the entrance of subject easement from any dedicated street to which it connects.

It is understood that upon filing of this easement that the said private road shall be known as (name of road), a private road.

Executed and delivered on this _____ day of _____, 20_____.

Applicant

Subscribed and sworn to before me, a Notary Public, in and for the State of _____,

County of _____, on the _____ day of _____, 20_____.

My Commission Expires:

Notary Public

Commission #: _____

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PRIVATE ROADWAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT [Private Entity Name] its heirs, successors, and assigns (collectively "Grantor") for and in consideration of Ten Dollars and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey unto THE CITY OF OKLAHOMA CITY, a municipal corporation, and its public trusts (collectively "Grantees") this Permanent Easement over, under, across, through and to the following described property situated in Oklahoma County, Oklahoma, shown on Attachment "A" ("Subject Property") for the use of the Grantees for the purpose of constructing, operating, maintaining, repairing, expanding, and replacing public streets and water and wastewater systems and associated facilities, connections, utilities, sidewalks, drainage, storm sewers, traffic controls, and appurtenances thereto (collectively "Streets and Utility Systems") and including the right of ingress and egress through Grantor's property to and from the Subject Property and all right, title and interest in and to any soil, earthen material, fixture, and appurtenances within the boundaries of the Subject Property, incidentally removed during the use of this Permanent Easement.

THIS EASEMENT IS MADE SUBJECT TO THE FOLLOWING:

- 1. Grantor agrees that no building or other similar structure shall be erected on, over or under the Subject Property.
2. Grantor agrees that Grantees will not maintain, repair or replace Grantor's improvements, including but not limited to fencing, landscaping, sprinklers, pools, sheds, mailboxes, driveways and parking areas whenever it becomes necessary to move or remove improvements, due to any operation, maintenance, replacement, expansion, or repair of the Streets and/or Utility Systems.
3. This Permanent Easement does not create an obligation upon the Grantees to construct, operate, maintain, replace, expand or repair these Streets and/or Utility Systems, or provide services or functions.
4. Grantees do not own the creek, river, lake, detention pond, drainage canal, if any, on or adjacent to the Subject Property and are not legally responsible nor does this Permanent Easement create an obligation upon the Grantees for changes, alterations and modifications to any part or parts of the Subject Property described herein, in the past, present or future, which may be affected in any manner by any change or changes in the course of the creek or waterway, by any accretion or erosion, or evulsion, or alluvion or combination thereof, touching or concerning any part of said Subject Property.

This Permanent Easement shall be perpetual and exclusive to Grantees and shall run in favor of the respective parties, hereto, their successors and assigns.

[Private Entity Name]

By: [Agent Name], [Title]

STATE OF OKLAHOMA, COUNTY OF _____, SS.

This instrument was acknowledged before me on this _____ day of _____, 20 _____ by [Agent Name], as [Title], [Private Entity Name].

My Commission Expires: _____
My Commission No. _____

Notary Public

ACCEPTED by The City of Oklahoma City
this _____ day of _____, 20 _____.

REVIEWED for form and legality

City Clerk

Assistant Municipal Counselor

ATTACHMENT A

Easement Legal Description

[Case Number]

[Location]

[Type of Easement]

PART OF THE _____ OF SECTION _____ TOWNSHIP _____ RANGE _____
(Ex: NW/4, E/2) (Ex: 20) (Ex: 10N, 14N) (Ex: 1E, 4W)

A tract of land more particularly described as follows: [Expanded format Metes and Bounds Legal Description – Must close within a 1-foot tolerance]

SAMPLE

LETTER OF AUTHORIZATION

I, _____ or,
Property Owner of Record

_____ authorize,
Agent of the Property Owner of Record and Title

Designated Representative

to make application for municipal approvals and do all things necessary for the advancement of such application with respect to the property at the following location:

Address and/or County Assessor account number and County Name

By: _____
Signature

Title: _____
Manager / Proprietor

Date: _____
MM/DD/YYYY