



# BROKEN ARROW

Where opportunity lives

## APPLICATION FOR CLOSINGS, VACATIONS AND/OR ENCROACHMENTS

APPLICATION IS HEREBY MADE TO THE CITY OF BROKEN ARROW TO CONSIDER ONE OF THE FOLLOWING:

CHOOSE (1) CLOSURE: \_\_\_\_\_ ENCROACHMENT: \_\_\_\_\_ VACATION:

CHOOSE (1) EASEMENT:  RIGHT OF WAY: \_\_\_\_\_ PLAT: \_\_\_\_\_

Property Location: 1190 East 131<sup>st</sup> Street Broken Arrow, Ok

Legal Description: Bixby Northeast Campus 1  
Subdivision Lot Block

Parcel number: 558066-74-05-45430

Plat name\* (if applicable): Bixby Northeast Campus

\*If unplatted: Attach legal description and electronic legal description in WORD format

Project Details (Include-purpose of project, why the request, new proposal, etc.):

Building addition that overlaps an existing 8" waterline - the waterline will be rerouted with a new utility easement; the old easement under the building will need to be closed/Vacated

Applicant (Name & Company): Nicole Watts- KKT Architects, Inc.

Address: 2200 S. Utica Place #200

City: Tulsa State: Ok Zip: 74114

Phone: 918.744.4270 Fax: 918.744.7849

Email: nicole.watts@kktarchitects.com

Property Owner(s) of Record: Bixby Public Schools, Independent School District No. 4

Address: 109 N Armstrong

City: Bixby State: OK Zip: 74008

Phone: 918.306.2324 Fax: \_\_\_\_\_

Email: \_\_\_\_\_

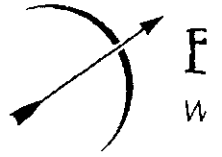
SIGNATURE OF APPLICANT: Nicole Watts DATE: 7.18.2014

(TYPE OR PRINT NAME OF APPLICANT SIGNING): Nicole Watts

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER(S): \_\_\_\_\_ DATE: \_\_\_\_\_

(PRINT NAME OF OWNER(S) SIGNING): \_\_\_\_\_



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CHOOSE (1) EASEMENT:  RIGHT OF WAY: \_\_\_\_\_ PLAT: \_\_\_\_\_

Property Location: 1190 East 131<sup>st</sup> Street Broken Arrow, OK

Legal Description: Bixby Northeast Campus 1 Subdivision Lot Block

Parcel number: 55866-74-05-45430

Plat name\* (if applicable): Bixby Northeast Campus

\*If unplatted: Attach legal description and electronic legal description in WORD format

Project Details (Include-purpose of project, why the request, new proposal, etc.):

Building addition that overlaps an existing 8" waterline -  
the waterline will be rerouted with a new utility easement -  
the old easement under the building will need to be closed/vacated.

Applicant (Name & Company): Nicole Watts - K&T Architects, Inc.

Address: 2200 S. Utica Place #200

City: Tulsa State: OK Zip: 74114

Phone: 918.744.4270 Fax: 918.744.7849

Email: nicole.watts@kktarchitects.com

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Address: 109 N Armstrong

City: Bixby State: OK Zip: 74008

Phone: 918.306.2324 Fax: \_\_\_\_\_

Email: \_\_\_\_\_

SIGNATURE OF APPLICANT: Nicole Watts DATE: 7.18.2016

(TYPE OR PRINT NAME OF APPLICANT SIGNING): Nicole Watts

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER(S): Kyle Wood DATE: 7.18.16

(PRINT NAME OF OWNER(S) SIGNING): Kyle Wood Bixby Public Schools



**UTILITY COMPANY REVIEW FOR:**

CHOOSE (1) CLOSURE: \_\_\_\_\_ DEDICATION: \_\_\_\_\_ VACATION:  \_\_\_\_\_

CHOOSE (1) EASEMENT:  \_\_\_\_\_ RIGHT OF WAY: \_\_\_\_\_ PLAT: \_\_\_\_\_

Applicant (Name & Company): Nicole Watts - KKT Architects, Inc.

Phone: 918.744.4270 Email: nicole.watts@kktarchitects.com

Property Location: 1190 East 131st Street Broken Arrow, OK

Legal Description: Bixby Northwest Campus 1

Parcel number: 55 Block - 74 - 05 - 45430

Plat name\* (if applicable): Bixby Northwest Campus

\*If unplatted: Attach legal description and electronic legal description in WORD format

**AEP/PSO:** Tyler Devereux Signature: \_\_\_\_\_

Phone: 918.599.2488 Comments: PSO consents to this vacation. PSO

Fax: 918.599.3266 will be in contact with Bixby NEI about

Email: thdevereux@aep.com an easement for existing facilities on property.

**Windstream:** Angela Rahe Signature: \_\_\_\_\_

Phone: 918.451.3427 Comments: \_\_\_\_\_

Fax: 918.451.1865 \_\_\_\_\_

Email: Angela.rahe@windstream.com

**ONG:** James Nobles Signature: \_\_\_\_\_

Phone: 918.831.8267 Comments: \_\_\_\_\_

Fax: 918.831.8250 \_\_\_\_\_

Email: James.nobles@onegas.com

**COX:** Kevin Catlett Signature: \_\_\_\_\_

Phone: 918.286.4658 Comments: \_\_\_\_\_

Fax: 918.286.4018 \_\_\_\_\_

Email: kevin.catlett@cox.com

**City of BA** Barney Campbell Signature: \_\_\_\_\_

Phone: 918.259-2400 EX 7426 Comments: \_\_\_\_\_

Email: bcampbell@brokenarrowok.gov



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AND/OR ENCROACHMENTS**

**UTILITY COMPANY REVIEW FOR:**

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CHOOSE (1) EASEMENT:  \_\_\_\_\_ RIGHT OF WAY: \_\_\_\_\_ PLAT: \_\_\_\_\_

Applicant (Name & Company): Nicole Watts - kkt Architects, Inc.

Phone: 918.744.4270 Email: nicole.watts@kktarchitects.com

Property Location: 1190 East 131st Street Broken Arrow, OK

Legal Description: Bixby Northeast Campus 1 1  
Subdivision Lot Block

Parcel number: 558166-74-05-45430

Plat name\* (if applicable): Bixby Northeast Campus

\*If unplatted: Attach legal description and electronic legal description in WORD format

**AEP/PSO:** Tyler Devereux Signature: \_\_\_\_\_

Phone: 918.599.2488 Comments: \_\_\_\_\_

Fax: 918.599.3266 \_\_\_\_\_

Email: thdevereux@aep.com

*Windstream: Angela Rahe Jim Peterson* Signature: Jim Peterson

*BTC Broadband (Bixby Telephone)* Phone: 918-366-0253 Comments: \_\_\_\_\_

Fax: 918.451.1865 \_\_\_\_\_

Email: Angela.rahe@windstream.com

**ONG:** James Nobles Signature: \_\_\_\_\_

Phone: 918.831.8267 Comments: \_\_\_\_\_

Fax: 918.831.8250 \_\_\_\_\_

Email: James.nobles@onegas.com

**COX:** Kevin Catlett Signature: \_\_\_\_\_

Phone: 918.286.4658 Comments: \_\_\_\_\_

Fax: 918.286.4018 \_\_\_\_\_

Email: kevin.catlett@cox.com

**City of BA** Barney Campbell Signature: \_\_\_\_\_

Phone: 918.259-2400 EX 7426 Comments: \_\_\_\_\_

Email: bcampbell@brokenarrowok.gov



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Applicant (Name & Company): Nicole Watts - K&L Architects, Inc.  
 Phone: 918.744.4270 Email: nicole.watts@kltarchitects.com  
 Property Location: 1190 East 131st Street Broken Arrow, OK  
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Subdivision Lot Block  
 Parcel number: 55 Block - 74 - 05 - 45430  
 Plat name\* (if applicable): Bixby Northeast Campus  
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**AEP/PSO:** **Tyler Devereux** Signature: \_\_\_\_\_  
 Phone: 918.599.2488 Comments: \_\_\_\_\_  
 Fax: 918.599.3266 \_\_\_\_\_  
 Email: thdevereux@aep.com \_\_\_\_\_

**Windstream:** **Angela Rahe** Signature: \_\_\_\_\_  
 Phone: 918.451.3427 Comments: \_\_\_\_\_  
 Fax: 918.451.1865 \_\_\_\_\_  
 Email: Angela.rahe@windstream.com \_\_\_\_\_

**ONG:** **James Nobles** Signature: James Nobles 8/1/16  
 Phone: 918.831.8267 Comments: Coax  
 Fax: 918.831.8250 \_\_\_\_\_  
 Email: James.nobles@onegas.com \_\_\_\_\_

**COX:** **Kevin Catlett** Signature: \_\_\_\_\_  
 Phone: 918.286.4658 Comments: \_\_\_\_\_  
 Fax: 918.286.4018 \_\_\_\_\_  
 Email: kevin.catlett@cox.com \_\_\_\_\_

**City of BA** **Barney Campbell** Signature: \_\_\_\_\_  
 Phone: 918.259-2400 EX 7426 Comments: \_\_\_\_\_  
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 Phone: 918.599.2488 Comments: \_\_\_\_\_  
 Fax: 918.599.3266 \_\_\_\_\_  
 Email: thdevereux@aep.com \_\_\_\_\_

**Windstream:** **Angela Rahe** Signature: \_\_\_\_\_  
 Phone: 918.451.3427 Comments: \_\_\_\_\_  
 Fax: 918.451.1865 \_\_\_\_\_  
 Email: Angela.rahe@windstream.com \_\_\_\_\_

**ONG:** **James Nobles** Signature: \_\_\_\_\_  
 Phone: 918.831.8267 Comments: \_\_\_\_\_  
 Fax: 918.831.8250 \_\_\_\_\_  
 Email: James.nobles@onegas.com \_\_\_\_\_

**COX:** **John Vanscoy** Signature: John S. Vanscoy  
 Right of Way Agent  
 918) 286-4542  
 john.vanscoy2@cox.com  
 Comments: **APPROVED**  
 By John S Vanscoy at 7:41 am, Jul 26, 2016

**City of BA** **Barney Campbell** Signature: \_\_\_\_\_  
 Phone: 918.259-2400 EX 7426 Comments: \_\_\_\_\_  
 Email: bcampbell@brokenarrowok.gov \_\_\_\_\_

**GUIDELINES FOR SUBMITTAL OF APPLICATION FOR: ENCROACHMENT(S); CLOSING/VACATING AN EASEMENT(S), RIGHT-OF-WAY(S); VACATION OF PLAT**

**Confirm the following was submitted with application, incomplete applications will not be processed:**

- Parcel number (required-obtain from County Tax Bill)
- Detailed description of reason for request (PDF or hard copy and word doc./email)
- Original Legal documents signed and executed by all relevant parties (templates available upon request)
  - All documents with legal descriptions must have stamp and *original signatures* of licensed Land Surveyor
  - All signatures, seals, and stamps must not encroach into the 1 (one ) inch margins on documents
- Survey depicting the entire property
  - Survey of entire easement, encroachment or right-of-way
  - Survey of portion to be closed and/or vacated or encroached
- Location Map using Broken Arrow Street names
- Legal description AND address of the subject property
- Legal description of entire easement, encroachment and/or public right-of-way
- Legal description of the portion of the easement, encroachment and/or right-of-way requested to be closed and /or vacated, or encroached
  - Legal descriptions must be submitted (email) in WORD format
  - Email PDF's AND required word doc as requested per application ([mhilton@brokenarrowok.gov](mailto:mhilton@brokenarrowok.gov))

**Fee: Per Manual of Fees)**

Closure of Easement(s) and Right of Way:

- \$1,000.00 (non-refundable) for proposed construction
- \$500.00 (non-refundable) for existing encroachments
- \$1,000.00 (non-refundable) for General

Encroachment Agreement:

- \$500.00 (non-refundable)

Vacation of Plat:

- \$500.00 (non-refundable)

Notice of Easement or Right of Way Closing: \$6.00 per mailing (when applicable)

*CITY STAFF TO COMPLETE THIS SECTION*

REC'D BY: \_\_\_\_\_ FEE: \_\_\_\_\_ RECEIPT NO. : \_\_\_\_\_

PROJECT NAME (IF APPLICABLE): \_\_\_\_\_

CITY COUNCIL DATE: PREVIEW ORDINANCE: \_\_\_\_\_ ORDINANCE: \_\_\_\_\_

NOTES: \_\_\_\_\_

