



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 131st Street Broken Arrow, Ok

Legal Description: Bixby Northeast Campus 1 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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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

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: 7.18.2016

(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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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 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



APPLICATION FOR CLOSINGS, VACATIONS AND/OR ENCROACHMENTS

UTILITY COMPANY REVIEW FOR:

CHOOSE (1) CLOSURE: _____ DEDICATION: _____ VACATION:

CHOOSE (1) EASEMENT: RIGHT OF WAY: _____ PLAT: _____

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

Legal Description: Bixby Northeast Campus 1
Subdivision Lot Block

Parcel number: 55 Block - 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** 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: _____
Email: bcampbell@brokenarrowok.gov



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Subdivision Lot Block
 Parcel number: 55 Block - 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** 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)

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: _____

