



# 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: X ENCROACHMENT: \_\_\_\_\_ VACATION: \_\_\_\_\_

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

Property Location: 900 WEST URBANA STREET

Legal Description: BRISTOL PONDS LOT 3 BLOCK 4

Parcel number: 78462-84-15-06880

Plat name\* (if applicable): BRISTOL PONDS

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

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

CLOSURE OF UNUSED SIDEYARD EASEMENT TO ACCOMODATE LARGER FLOORPLAN.

Applicant (Name & Company): ATLAS LAND OFFICE, LLC

Address: 202 SOUTH MAIN STREET

City: WAGONER State: OK Zip: 74467

Phone: 918-485-9987 Fax: \_\_\_\_\_

Email: ROY@ATLASLANDOFFICE.COM

Property Owner(s) of Record: SIGNATURE PROPERTIES, LLC

Address: 3716 EAST 63RD STREET

City: TULSA State: OK Zip: 74136

Phone: 918-691-9763 Fax: \_\_\_\_\_

Email: INFO@BRISTOLPONDS.COM

SIGNATURE OF APPLICANT: [Signature] DATE: 11-9-16

(TYPE OR PRINT NAME OF APPLICANT SIGNING): \_\_\_\_\_

CHECK BOX IF ATTACHING OWNER'S SIGNATURE AUTHORIZATION FORM

SIGNATURE OF PROPERTY OWNER(S): [Signature] DATE: 11-3-16

(PRINT NAME OF OWNER(S) SIGNING): DEAN NUNNELEY



UTILITY COMPANY REVIEW FOR:

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

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

Applicant (Name & Company): ATLAS LAND OFFICE, LLC

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

Property Location: 900 WEST URBANA STREET

Legal Description: BRISTOL PONDS LOT 3 BLOCK 4  
Subdivision Lot Block

Parcel number: 78462-84-15-06880

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**AEP/PSO:** Tyler Devereux Signature: [Signature]  
 Phone: 918.599.2488 Comments: \_\_\_\_\_  
 Fax: 918.599.3266 \_\_\_\_\_  
 Email: [thdevereux@aep.com](mailto:thdevereux@aep.com) \_\_\_\_\_

**Windstream:** Angela Rahe Signature: \_\_\_\_\_  
 Phone: 918.451.3427 Comments: \_\_\_\_\_  
 Fax: 918.451.1865 \_\_\_\_\_  
 Email: [Angela.rahe@windstream.com](mailto:Angela.rahe@windstream.com) \_\_\_\_\_

**ONG:** James Nobles Signature: \_\_\_\_\_  
 Phone: 918.831.8267 Comments: \_\_\_\_\_  
 Fax: 918.831.8250 \_\_\_\_\_  
 Email: [James.nobles@onegas.com](mailto:James.nobles@onegas.com) \_\_\_\_\_

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

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



UTILITY COMPANY REVIEW FOR:

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

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

Applicant (Name & Company): ATLAS LAND OFFICE, LLC

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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: Angela Rahe - Windstream

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



**BROKEN ARROW**

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**APPLICATION FOR  
CLOSINGS, VACATIONS  
AND/OR ENCROACHMENTS**

**UTILITY COMPANY REVIEW FOR:**

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

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

Applicant (Name & Company): ATLAS LAND OFFICE, LLC

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

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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 11/7/10

Phone: 918.831.8267 Comments: Concur

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 \_\_\_\_\_



Now you're living.

DATE: 11/4/2016

Reference: 900 W Urbana St  
Broken Arrow (Bristol Pond)

(Name of Plat)

Attention: Roy Bingham c/o Atlas Land Office, LLC

The easements in the subdivision named **Does**  **Does Not** satisfy the requirements of Cox Communications. However, this is not meant to be construed that at some future date we may not require additional easement(s) to satisfy the requirements of the customer who occupies this property.

Very truly yours,

*John S. Vanscoy*

Right of Way Agent

(918) 286-4542 Fax: (918) 286-4008

[john.vanscoy2@cox.com](mailto:john.vanscoy2@cox.com)

List any special conditions:

Cox facilities are street side and do not have facilities within the East Side 5 foot U/E, therefore, Cox does not have any objections for the closure request.

**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: \_\_\_\_\_

