

APPLICATION FOR DEDICATIONS



APPLICATION FOR DEDICATIONS

GUIDELINES FOR SUBMITTAL OF APPLICATION FOR DEDICATION OF AN EASEMENT(S), RIGHT-OF-WAY(S) OTHER

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 <u>must</u> 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, or right-of-way or other dedication
 - Survey of portion to be dedicated
- Location Map using Broken Arrow Street names
- Legal description AND address of the subject property
- Legal description of entire dedication
- Email all PDF's AND required word doc's as requested per application (<u>mhilton@brokenarrowok.gov</u>)
- Fee: Per Manual of Fees, there are currently no fees for dedications by separate instrument

CITY STAFF TO COMPLETE THIS SECTION

REC'D BY:FEE: RECEIF PROJECT NAME (IF APPLICABLE): CITY COUNCIL DATE:	100	PECEIVE Received Date JAN - 9 2017 (bate Stamp Here) By
NOTES:		