

**CITY OF DUNCAN  
COMMUNITY DEVELOPMENT DEPARTMENT**

**City Hall – 720 Willow Ave., Duncan, Oklahoma 73533**

**Telephone: 580-251-7711  
Fax: 580-255-1710**

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**PUBLIC RIGHT-OF-WAY CLOSING/VACATION REQUEST APPLICATION FORM**

1.) Applicant Name \_\_\_\_\_ 2.) Owner Name \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

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

3.) Name of Plat: \_\_\_\_\_

4.) Current Zoning Classification: \_\_\_\_\_

5.) Legal Description of requested closing/vacation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6.) In order that your application can be heard and considered at the next available Planning Commission meeting, you must submit this completed application and all required information to include filing fee to the Community Development Department for processing. Due to public hearing notice requirements the planning staff will advise you of the earliest date available for consideration by the Planning Commission. The Planning Commission meets the third Tuesday of each month.

In order for your application to be processed, please submit the following:

- a.) A completed application form.
- b.) Certified list of names and addresses of all property owners within 300 feet of the request, exclusive of streets and alleys.
- c.) A filing fee of \$70.00.
- d.) A copy of the existing plat showing the following:
  - 1.) Proposed area of closing/vacation request specifically identified.
  - 2.) Existing public right-of-ways and/or easements locations.
  - 3.) Existing private easement locations.
  - 4.) Existing lots layout.
  - 5.) Other information as required by the Community Development Director.

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

## **APPLICATION FOR PUBLIC RIGHT-OF-WAY CLOSING/VACATION**

### **Explanation of Procedures**

- 1.) Application for public right-of-way closing/vacation is submitted to the Community Development Department. The Department will only process complete applications for review.
- 2.) Application for public right-of-way closing/vacation is reviewed by Oklahoma State Statutes provisions. The Land Development Code is available online at [www.cityofduncan.com](http://www.cityofduncan.com).
- 3.) Specific Oklahoma State Law reference pertaining to public right-of-way closing/vacation requests subdivision design is Oklahoma State Statutes Article XLII.
- 4.) Applications for public right-of-way closing/vacation request must be submitted to the Community Development Department not less than forty-five (45) days prior to the Planning Commission meeting for consideration of such item. Planning Commission will forward recommendation to City Council. The Planning Commission meets every 3<sup>rd</sup> Tuesday of each month for regular meeting. City Council meets every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.
- 5.) The Community Development Department will prepare a public hearing notice for mailing. The public notice will be mailed for receipt by adjoining property owners of the proposed development and utility company interests not less than thirty (30) days prior to the Planning Commission hearing.
- 6.) The Planning Commission will hold a public hearing to consider such application. Planning Commission will review the request and forward a recommendation to City Council for approval, approval with conditions, or denial.
- 7.) City Council will receive recommendation from Planning Commission for decision on approval, approval with conditions, or denial.