



CITY OF NICHOLS HILLS
Application for Deed Approval pursuant to
Nichols Hills Subdivision Regulations

Staff use only
Case # _____
Date filed _____
Fee receipt # _____

All capitalized terms used in this Application will have the meaning ascribed to them in the Nichols Hills Subdivision Regulations (“the Subdivision Regulations”). References to Article, Division, and Section numbers are references to the applicable Article, Division, or Section number in the Subdivision Regulations. It is highly recommended that the Applicant consult the Subdivision Regulations when completing this Application.

Subject property information.

Address(es) or descriptive location(s): _____

Present use(es): _____

Present zoning: _____

Applicant information.

[If more than one applicant, attach a separate sheet with additional applicant information.]

Applicant’s name: _____

Mailing address: _____

Telephone number: _____

Email address: _____

Property owner(s) information.

[If more than two owners, attach a separate sheet with additional property owner information.]

Owner’s name: _____

Mailing address: _____

Telephone number: _____

Email address: _____

Owner’s name: _____

Mailing address: _____

Telephone number: _____

Email address: _____

Approval requested.

This is an application for Deed Approval for (check one):

Lot Line Adjustment

Deed conveying land in a Tract of five acres or less described by metes and bounds

Lot Split

Combined Lot

Requirements for each type of Deed Approval.

For each type of Deed Approval, the following must be attached to this Application:

1. Requirements for Deed Approval of Lot Line Adjustments (Section 4.2.4).

1. The form of the Deed and/or Affidavit proposed, which must comply with Section 4.2.5.

2. The original or a certified copy of the Owner's Deed to the Property to be affected by the proposed Deed.
3. A certified pin survey of the Property prepared by a registered land surveyor licensed in the State of Oklahoma and showing all boundary lines; the location and dimensions of existing Buildings, yards, landscaping, pedestrian and vehicular circulation, parking, Fences and screening, service areas and other features; easements and rights-of-way; the legal description of the original Lot or Building Site; and all Public Improvements on and adjacent to the Property.
4. Deeds of Lots and Building Sites bordering the Lot(s) affected by the request for Deed Approval, if deemed reasonably necessary by the City Manager.
5. Written consents regarding the proposed Lot Line Adjustment, if any, from Owners of bordering Lots or Building Sites.

2. Requirements for Deed Approval of metes and bounds Tracts (Section 4.3.3).

1. The form of the Deed proposed, with accurate legal descriptions, in format as prescribed on the application form, for all Property to be affected by the proposed Deed.
2. An Affidavit or other satisfactory evidence that the Property is occupied by the Owner.
3. The original or a certified copy of the Owner's Deed to the Property to be affected by the proposed Deed.
4. A certified pin survey of the Property prepared by a registered land surveyor licensed in the State of Oklahoma and showing all boundary lines; the location and dimensions of existing Buildings, yards, landscaping, pedestrian and vehicular circulation, parking, Fences and screening, service areas and other features; easements and rights-of-way; the legal description of the Property affected by the proposed Deed; and all Public Improvements on and adjacent to the Property.

3. Requirements for Deed Approval of Lot Splits (Section 4.4.3).

1. The form of the Deed(s) and/or Affidavit(s) proposed, which must comply with Section 4.4.4.
2. The original or a certified copy of the Owner's Deed to the Property to be affected by the proposed Deed.
3. A certified pin survey of the Property prepared by a registered land surveyor licensed in the State of Oklahoma and showing all boundary lines; the location and dimensions of existing Buildings, yards, landscaping, pedestrian and vehicular circulation, parking, Fences and screening, service areas and other features; easements and rights-of-way; the legal description of the original Lot; and all Public Improvements on and adjacent to the Property.
4. Deeds of Lots bordering the Lot(s) affected by the request for Deed Approval, if deemed reasonably necessary by the City Manager.

5. Written consents regarding the proposed Lot Split, if any, from Owners of bordering Lots or Building Sites.

4. Requirements for Deed Approval of Combined Lots (Section 4.5.4).

1. The form of the Deed(s) and/or Affidavit(s) proposed, which must comply with Section 4.5.5.
2. The original or a certified copy of the Owner's Deed to the Property to be affected by the proposed Deed.
3. A certified pin survey of the Property prepared by a land surveyor licensed in the State of Oklahoma and showing all boundary lines; the location and dimensions of existing Buildings, yards, landscaping, pedestrian and vehicular circulation, parking, Fences and screening, service areas and other features; easements and rights-of-way; the legal description of the original Lots; and all Public Improvements on and adjacent to the Property.
4. Deeds of Lots bordering the Lot(s) affected by the request for Deed Approval, if deemed reasonably necessary by the City Manager.
5. Written consents regarding the proposed Combined Lot, if any, from all Owners of the proposed Combined Lot and the Owners of bordering Lots or Building Sites.

Submission of Application.

This Application will be considered officially submitted and filed only after it is examined by the City Manager and found to have met the requirements of the applicable section of the Subdivision Regulations and after the fee required by Section 4.1.5 in the amount of \$200 has been paid. This Application will be reviewed by the Planning Commission, the City Council, and/or the City Manager as provided in Article IV, Division 6.

Legal descriptions.

A proper legal description is the geographical description of the subject property sufficient to identify it for purposes of a legal transaction, such as is generally provided in a deed or mortgage. The legal description must unambiguously identify the location and boundaries of the property. Most property in the City of Nichols Hills will be described by reference to the Lot, Block, Section, Township, Range, County, and State. Tracts will be described using metes and bounds, Section, Township, Range, County, and State.

Legal descriptions for Combined Lots. Note that for platted lots designated by Lot and Block numbers, the legal description of a Combined Lot will not change, and a metes and bounds description will not be necessary. For example, if Lots 1 and 2 in Block 1 are being combined, the legal description of the newly Combined Lot is Lots 1 and 2 in Block 1.]

Form of Deed or Affidavit.

The form of the required deed(s) and/or Affidavit(s) to be attached to this Application must comply with the applicable Section of the Subdivision Regulations (as noted above). Note that as to Lot Line Adjustments, Lot Splits, and Combined Lots, more than one legal description may be required in each deed and/or Affidavit, all as specified in the applicable Sections of the Subdivision Regulations. Further, as to Lot Line Adjustments and Combined Lots, each Deed or Affidavit must contain the restrictive covenant language prescribed by the Subdivision Regulations.

In those cases for which the Applicant may submit an Affidavit in lieu of a Deed, as further specified in the applicable Sections of the Subdivision Regulations, sample Affidavits are available from the City Manager on request.

Variances.

If Applicant is requesting a variance from strict compliance with the Subdivision Regulations, a statement of the grounds for the request and all of the facts relied on in making the request must be attached to this Application. See Article VII for more information regarding variance requests.

Endorsement and filing of Deed or Affidavit.

If this Application is approved, the applicable Deed(s) and/or Affidavit(s) (where allowed) will be endorsed pursuant to Section 4.6.3. The Owner must then file the Deed(s) and/or Affidavit(s) with the County Clerk pursuant to Section 4.6.4.

Verification.

The above statements in this Application and all of the attachments to it are true and correct.

Applicant

Subscribed and sworn before me this ____ day of _____, 20__.

Notary Public

My commission expires: _____.