



CITY OF NICHOLS HILLS, OKLAHOMA
Application for Deed Approval

Completed applications and the required fee should be submitted to the Nichols Hills City Clerk, 6407 Avondale Drive, Nichols Hills, Oklahoma 73116.

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

Applicant is encouraged to consult the Nichols Hills Subdivision Regulations, and Article IV, *Deed Approval*, in particular, when completing this Application.

This Application may require recommendation for approval by the Nichols Hills Planning Commission and approval of the Nichols Hills City Council.

Attach a separate sheet to provide complete answers if necessary.

Applicant's name ¹: _____

Mailing address: _____

Telephone number(s): _____

Email address(es): _____

This is an application for Deed Approval for:

- Lot Line Adjustment Lot Split
 Deed by metes and bounds Combined Lot

Note that this Application must comply with the applicable Article IV Division of the Subdivision Regulations: Division 2 for Lot Line Adjustments, Division 3 for Metes and Bounds Tracts, Division 4 for Lot Splits, and Division 5 for Combined Lots.

The following must be attached to this Application:

1. The form of the deed(s) (or affidavit(s) in lieu thereof where allowed) proposed with accurate legal descriptions as required by the applicable Section of the Subdivision Regulations. As to the legal description, see further instructions below.
2. The original or a certified copy of the owner's deed(s) to the subject property.
3. A certified pin survey of the property as required by the applicable Section of the Subdivision Regulations.
4. Deeds of lots bordering the lot(s) affected by the request for Deed Approval. (Not required for applications for approval of a deed by metes and bounds.)
5. Written consents regarding the proposed action from owners of bordering property.
6. For applications for Deed Approval by metes and bounds, an Affidavit or other satisfactory evidence that the subject property is occupied by the Owner.

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 is

¹ If more than one applicant, attach a separate sheet with additional applicant information.

described by reference to the Lot, Block, Section, Township, Range, Oklahoma County, Oklahoma. As to 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.

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. Note that as to Lot Line Adjustments, Lot Splits, and Combined Lots, more than one legal description is 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 applicable Section of 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.

This Application will be considered officially submitted and filed only after it is examined by the City Manager and found to have met the applicable requirements of Nichols Hills Subdivision Regulations and those set out in this Application and after the applicable fee set out in the City Fee Schedule has been paid. At that time, the City Manager will determine whether to approve or disapprove this Application, or if required by the Code, the City Clerk will set the Application for hearing before the Nichols Hills Planning Commission and the Nichols Hills City Council. Applicant will be advised of the date and time for those hearings. It is highly recommended that applicant attend (or have a representative attend) the hearings and be prepared to answer questions.

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

Submitted and agreed to this ___ day of _____, 20__.

Signature: _____

Print applicant's full legal name: _____

Print signatory party's title if applicant is a legal entity: _____