



**CITY OF NICHOLS HILLS, OKLAHOMA**  
**Application for Creation of New Park**

Completed applications 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 Article V, *Creation of New Parks*, in Chapter 34 of the Nichols Hills City Code (“the Code”) when completing this Application.

This Application requires recommendation for approval by the Nichols Hills Board of Park Commissioners and approval of the Nichols Hills City Council.

Attach a separate sheet to provide complete answers if necessary.

This is an Application to:  donate land owned by applicant for dedication as a new park  
 propose that land owned by the City be dedicated as a new park

Description of the subject land, including legal description: \_\_\_\_\_

Applicant’s name <sup>1</sup>: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

Reason for proposing a new park: \_\_\_\_\_

Proposed name for the park, if any: \_\_\_\_\_

The following must be attached to this Application:

- 1. Ownership list.** An ownership list certified by a bonded abstractor stating the names and mailing addresses of the owner(s) of record whose property is within a 300-foot radius of the subject property.
- 2. Proof of authority.** For applications regarding land owned by applicant, proof of applicant’s authority to make this Application by attaching a copy of the applicable deed evidencing applicant’s ownership or an affidavit regarding ownership (a form for which is attached to this Application). Note that if this Application is approved, applicant will be required to file a deed of record with the County Clerk conveying the subject property to the City as required by Sec. 34-97 of the Code.

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 Chapter 34 of the Code and those set out in this Application. At that time, the City Clerk will set the Application for consideration by the Nichols Hills Board of Park Commissioners and for hearing before the Nichols Hills City Council. Applicant will be advised of the date and

<sup>1</sup> If more than one applicant, attach a separate sheet with additional applicant information.

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: \_\_\_\_\_

**Form of affidavit regarding ownership**

**Affidavit**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

[Full legal name], being first duly sworn, stated:

1. My name is *[full legal name]*. My address is *[full address]*. I am over the age of 18. I am a resident of the State of *[state]*. I have personal knowledge of the matters stated in this Affidavit.
2. I am the current and legal owner of the property in the City of Nichols Hills with the address of *[insert address]* and more particularly described as:

*[Insert legal description]*

3. I am the applicant to create a new park.
4. This address and legal description accurately describes my property proposed for donation to create a new park.

I declare to the best of my knowledge and belief that the information in this Affidavit is true, correct, and complete.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*[Full legal name]*

**Notary Acknowledgment**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Commission No. \_\_\_\_\_