

## PROCEDURE:

### CHANGE OF ACCESS ON RECORDED PLAT

The following procedure has been approved by the City/Traffic Engineering Department, County Engineering Department and the Tulsa Metropolitan Area Planning Commission (TMAPC) for changes of access on recorded plats.

1. Applicant should review the proposed change with City Traffic Engineering / County Engineering prior to preparing the forms. A detailed site plan showing present curb cuts, buildings, drives, parking area, etc., as well as the proposed new curb cuts should be furnished for the City/County Engineer. (They may wish to field check before making a decision.)
2. If the change is agreeable with both the applicant and Traffic Engineer, then follow the procedure outline in paragraph 3.
3. Step-by-step procedure:
  - a. Fill out the *Application Form*, including legal description and address.
  - b. Prepare a small, but precise Exhibit to accompany the *Change of Access form*. (This should not be larger than 8 ½" x 14".)
  - c. Call the County Clerk's office and get the "plat number."
  - d. Sign and notarize, taking care to use proper notary (Individual or Corporate).
  - e. Take to Traffic Engineering (23<sup>rd</sup> and Jackson Annex) or the County Courthouse (6<sup>th</sup> & Denver) for review and signature.
  - f. Bring signed *Application Form*, *Change of Access Form*, with *Exhibit drawing* to INCOG/TMAPC, 2 West 2<sup>nd</sup> Street, Suite 800.
  - g. Pay \$50.00 filing fee to INCOG/TMAPC.
  - h. Staff will place item on an agenda for approval and signature by TMAPC.
  - i. Staff will return original to applicant who should take the instrument to County Clerk to file of record.



**TULSA METROPOLITAN AREA PLANNING COMMISSION**  
**[ ] CHANGE OF ACCESS**

INCOG - 2 West 2<sup>nd</sup> Street, Suite 800 - Tulsa, Oklahoma 74103 - (918) 584-7526 - FAX (918) 583-1024

[www.incog.org](http://www.incog.org)

**APPLICATION INFORMATION**

APPLICATION DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ APPROVED PLAT WAIVER REQUIREMENT: YES: \_\_\_\_\_ NO: \_\_\_\_\_

<b>REFERENCE CASES</b>			
ZONING CASE:		BOARD OF ADJUSTMENT CASE:	
TMAPC HEARING DATE:		BOA HEARING DATE:	

**SUBJECT PROPERTY INFORMATION**

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_

LEGAL DESCRIPTION OF UNDIVIDED TRACT: \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_

T-R-S: \_\_\_\_\_ CZM: \_\_\_\_\_ ATLAS (ZONING): \_\_\_\_\_ ATLAS (W & S): \_\_\_\_\_ CD: \_\_\_\_\_

**THIS APPLICATION MUST BE ACCOMPANIED BY THREE COPIES OF THE APPLICANT'S PROPOSAL, INCLUDING THE ORIGINAL AND TWO (2) COPIES OF 'CHANGE OF ACCESS' FORM, SIGNED AND NOTARIZED BY OWNER(S) WITH ACCOMPANYING MAP, NO LARGER THAN 8½" X 14" WITH THE TRAFFIC ENGINEER'S APPROVAL SHOWN ON MAPS AND FORMS.**

\_\_\_\_\_  
 Applicant's Signature

<b>APPLICANT INFORMATION</b>	<b>PROPERTY OWNER INFORMATION</b>
NAME	NAME
ADDRESS	ADDRESS
CITY, ST, ZIP	CITY, ST, ZIP
DAYTIME PHONE	DAYTIME PHONE
EMAIL	EMAIL
FAX	FAX
<b>I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.</b>	
SIGNATURE & DATE:	

DOES OWNER CONSENT TO THIS APPLICATION [ ] Y [ ] N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

<b>APPLICATION FEES</b>			
CHANGE OF ACCESS FEE:	\$50.00	RECEIPT NUMBER:	

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

<b>PROCESS TRACKING</b>			
TRAFFIC ENGINEERING REVIEW:		ORIGINAL TO APPLICANT:	
TMAPC REVIEW:		COPY TO HOUSE NUMBERING:	
TMAPC ACTION:		COPY TO FILE:	
TMAPC DATE:			

**CHANGE OF AND CONSENT TO  
AREAS OF ACCESS AS SHOWN ON RECORDED PLAT**

WHEREAS, \_\_\_\_\_  
are the owners of \_\_\_\_\_,  
in the city and/or county of Tulsa, Oklahoma, according to the recorded plat thereof; and

WHEREAS, said owners desire to change the access points from \_\_\_\_\_  
\_\_\_\_\_ to the above described property and,

WHEREAS, such change requires approval of the Tulsa Metropolitan Area  
Planning Commission; and

WHEREAS, the Tulsa Metropolitan Area Planning Commission may approve  
such change of access with a favorable recommendation by the City Engineer of the  
City of Tulsa, Oklahoma, or County Engineer of Tulsa County, Oklahoma.

NOW THEREFORE, the undersigned owners of the above named property in  
the City (and/or) County of Tulsa, Oklahoma according to the recorded plat thereof,  
does hereby change the access point(s) from its (their) present location as shown on  
the above named plat as recorded in the office of the County Clerk of Tulsa County,  
Oklahoma, as plat number \_\_\_\_\_ to the location(s) as shown on the attached Exhibit  
A, which is incorporated herein by reference and made a part hereof for all purposes.

The Tulsa Metropolitan Area Planning Commission by the affixing of its  
approval to this instrument does hereby stipulate and agree to such change and, that  
from and after the date of this consent, ingress and egress shall be permitted over,  
through and across the areas of access as shown on attached Exhibit A, which is  
incorporated herein by reference. The area of "access" as previously shown are hereby  
revoked and access to the property prohibited across said area. The area of limits of no  
access previously existing along the area of access now permitted by this change and  
consent is hereby expressly vacated, annulled and held for naught.

IN WITNESS WHEREOF, the parties have hereunto set their hands and  
affixed their seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

APPROVED:

\_\_\_\_\_  
City/County Engineer

\_\_\_\_\_  
TMAPC

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

**INDIVIDUAL ACKNOWLEDGEMENT**

Before me, the undersigned, a Notary Public in and for said County and State, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared \_\_\_\_\_, to me known to be the identical person\_\_ who executed the foregoing instrument and acknowledged to me that \_\_\_\_\_ executed the same as \_\_\_\_\_ free and voluntary act and deed for the purposes therein set forth.

GIVEN under my hand and seal the day and year last above written.

My Commission Expires: \_\_\_\_\_

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

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

**CORPORATE ACKNOWLEDGEMENT**

Before me, the undersigned, a Notary Public in and for said County and State, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared \_\_\_\_\_, to me known to be the identical person\_\_ who subscribed the name of the maker thereof to the foregoing instrument as its \_\_\_\_\_ and acknowledged to me that \_\_\_\_\_ executed the same as \_\_\_\_\_ free and voluntary act and deed of such corporation, for the purposes therein set forth.

GIVEN under my hand and seal the day and year last above written.

My Commission Expires: \_\_\_\_\_

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

**LIMITATION OF ACCESS**

WHEREAS, \_\_\_\_\_  
is the owner of the real property described and graphically depicted within the attached Exhibit "A", hereinafter referred to as the "Property" and

WHEREAS, pursuant to rezoning application Z-\_\_\_\_\_, the Property was rezoned \_\_\_\_\_ (Ordinance number \_\_\_\_\_, effective \_\_\_\_\_); and

WHEREAS, the Tulsa Metropolitan Area Planning Commission, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, approved a waiver of the Tulsa Zoning Code requirement that property which has been rezoned shall be platted, but imposed a condition that ingress and egress to the Property be limited.

THEREFORE, the undersigned Owner does hereby relinquish rights of ingress and egress to the Property within the bounds designated as "Limits of No Access" (LNA) on the attached Exhibit "A". The limitation of access herein established shall run with the Property, but may be amended or released by the Tulsa Metropolitan Area Planning Commission or its successors, or as otherwise provided by the statutes and laws of the State of Oklahoma.

IN WITNESS WHEREOF, the parties have hereunto set their hands and affixed their seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

APPROVED:

\_\_\_\_\_  
City/County Engineer

\_\_\_\_\_  
TMAPC