



## **OFFICE PROCEDURES FOR PROPERTY OWNERS CONSENTING TO ANNEX INTO COWETA CITY LIMITS**

*Note: This information sheet is for **GENERAL REFERENCE** only concerning property owners consenting to annex into Coweta City limits. Refer to State Statute 23-103 thru 23-106*

### **GENERAL OFFICE PROCEDURES**

1. Owner(s) of property who wish to be annexed into Coweta City limits must forward a “*Letter of Consent for Annexation*” to the Community Development Department, attention the Mayor and City Council. The “*Letter of Consent*” must indicate the date of the request and the exact legal description of property tract(s) to be considered for annexation. Additionally, the property owner(s) must submit a *Plat of Survey* showing all dimensions, easements, improvements and rights-of-way as well as a copy of the *General Warranty Deed* demonstrating ownership of the requested annexation.
2. If more than one property owner is requesting annexation of an area greater than their own property, a petition with signatures of at least 50% of the property owners within the area proposed for annexation is required and will be forwarded to the Mayor and City Council by the City Clerk.
3. If a zoning request is included, the annexation request will be placed on the next available Planning Commission Agenda for public hearing.
4. The City Council can discuss and take action on the annexation request at the next City Council meeting. An *Annexation Ordinance* shall be developed for this meeting and shall be **read** by the City Clerk as a separate agenda item **if** the City Council accepts the annexation consent letter.
5. If the City Council approves the request the annexation ordinance is:
  - (A) Forwarded to the local newspaper for publication.
  - (B) Submitted to the Wagoner County Clerk’s Office for recording.

Effective 30 days after the date of publication, the ordinance becomes effective and the property officially is incorporated into the City of Coweta.

*Note: The Coweta City Clerk is responsible for submitting the annexation ordinance to the Wagoner County Clerk’s Office for recording. The City Clerk should receive an official recorded copy of the annexation ordinance from the Wagoner County Clerk within two weeks of the filing date.*

6. Notice of properties annexed into the City must be given to approximately 25 to 30 governmental agencies (ie. County Government, Fire, Police, Health Department, etc.) within the Coweta Area.

**The enclosed information includes an Application and a Sample Letter of Consent.**

**CITY OF COWETA**  
**APPLICATION FOR ANNEXATION**

DATE REC'D \_\_\_\_\_ APP. TAKEN BY \_\_\_\_\_ COMM. MTG.  
DATE \_\_\_\_\_  
STR \_\_\_\_\_ WARD DISTRICT \_\_\_\_\_ TRACT SIZE \_\_\_\_\_ FEE \_\_\_\_\_ REC.  
NO. \_\_\_\_\_

Applicant Information

NAME(S) \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

ADDRESS/LOCATION OF PROPERTY TO BE  
ANNEXED \_\_\_\_\_

NAME OF OWNER(S) IF DIFFERENT FROM  
APPLICANT \_\_\_\_\_

ADDRESS OF  
OWNER \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

DOES OWNER CONSENT TO THIS APPLICATION      Yes      No

LEGAL DESCRIPTION OF PROPERTY TO BE ANNEXED:

**APPLICATIONS MUST INCLUDE A PLAT OF SURVEY BY A REGISTERED LAND SURVEYOR AND A COPY OF A DEED OF OWNERSHIP RECORDED WITH WAGONER COUNTY.**

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE:

Field Check \_\_\_\_\_ Date \_\_\_\_\_ Plat \_\_\_\_\_ Deed \_\_\_\_\_ Flood Plain \_\_\_\_\_

Zoning: existing \_\_\_\_\_ proposed \_\_\_\_\_ Structures on tract \_\_\_\_\_ Use Unit \_\_\_\_\_

TAC \_\_\_\_\_ Commission Dates: introduced/read \_\_\_\_\_ approved \_\_\_\_\_ publication \_\_\_\_\_ County Clerk \_\_\_\_\_

NOTIFICATION: FIRE    AMBULANCE    POLICE    INCOG    COUNTY ENG.    911

HEALTH

OTHERS: \_\_\_\_\_

**SAMPLE LETTER OF CONSENT FOR ANNEXATION**

Date

Mayor and City Council  
CITY OF COWETA  
PO Box 850  
Coweta, OK 74429

Dear Mayor and City Council:

I (We), \_\_\_\_\_, sole owner(s) of the following described property , do hereby consent to annexation of said property into the City of Coweta, Wagoner County, Oklahoma.

Property legal description:

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I (We) are requesting a \_\_\_\_\_ Zoning Classification for said property which will be used for the following purposes: \_\_\_\_\_

*\*(If commercial, office or industrial uses are proposed, provide a proposed Site Plan )*

Property Owner(s) Signature(s):

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NOTARY

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attachments

Enclose a Plat of Survey and copy of deed(s)

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**COWETA PLANNING COMMISSION**  
**COWETA CITY HALL 310 S BROADWAY COWETA, OK**  
4<sup>TH</sup> Monday of Each Month 6:30 p.m.

January 27, 2014

May 19, 2014 (3<sup>rd</sup> Monday)

September 22, 2014

February 24, 2014

June 23, 2014

October 27, 2014

March 24, 2014

July 28, 2014

November 24, 2014

April 28, 2014

August 25, 2014

December 15, 2014 (3<sup>rd</sup> Monday)

**COWETA CITY COUNCIL/COWETA PUBLIC WORKS AUTHORITY  
COWETA INDUSTRIAL DEVELOPMENT AUTHORITY  
COWETA CITY HALL 310 S BROADWAY COWETA, OK**

1<sup>st</sup> Monday of Each Month 7:00 p.m.

January 06, 2014

May 05, 2014

September 08, 2014 (2<sup>nd</sup> Monday)

February 03, 2014

June 02, 2014

October 06, 2014

March 03, 2014

July 07, 2014

November 03, 2014

April 07, 2014

August 04, 2014

December 01, 2014