

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

*Note: This information sheet is for **GENERAL REFERENCE** only concerning property owners consenting to annex into Collinsville City limits. Refer to State Statute 11-21-102 thru 21-206 and Article I, Sections 3 thru Section 6 of the Collinsville City Charter for detailed information concerning State and Local procedural requirements.*

### **GENERAL OFFICE PROCEDURES**

1. Owner(s) of property who wish to be annexed into Collinsville City limits must send a “*Letter of Consent for Annexation*” to the Development Services Department, attention the Mayor and Board of City Commissioners. 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 therequested 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 proposedfor annexation is required and will be forwarded to the Mayor and Board of City Commissioners bythe City Planner.
3. The Planning Commissioners (the recommended body) will review the annexation request at the Planning Commission meeting prior to the City Commission meeting. It is advised the owner(s) be present at both meetings to answer any questions regarding the parcel(s) is question. The Board of City Commissioners (the governing body) can discuss and take action on the annexation request at the City Commission meeting. An *Annexation Ordinance* shall be developedfor this meeting and shall be **read** by the City Clerk as a separate agenda item **if** the Board of CityCommissioners accepts the annexation consent letter.
4. There is a minimum seven day waiting period (or the next regular Commission meeting, about two weeks) required after the **reading** of the annexation ordinance before the Board of City Commissioners can take action to approve the annexation request.
5. If the Board of City Commissioners approves the request the annexation ordinance is:
  - (A) Forwarded to the local newspaper for publication.
  - (B) Submitted to the Tulsa 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 Collinsville.

*Note: The Collinsville City Clerk is responsible for submitting the annexation ordinance to the Tulsa County Clerk’s Office for recording. The City Clerk should receive an official recorded copy of the annexation ordinance from the Tulsa 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 Tulsa Area.

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

**SAMPLE LETTER OF CONSENT FOR ANNEXATION**

Date

Mayor and Board of City Commissioners  
CITY OF COLLINSVILLE  
PO Box 730  
Collinsville, OK 74021-0730

Dear Mayor and Board of Commissioners:

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

Property legal description:

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Property Owner(s) Signature(s):

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Attachments:

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

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**CITY OF COLLINSVILLE**  
**APPLICATION FOR ANNEXATION**

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*For office Use Only*

DATE REC'D \_\_\_\_\_ APP. TAKEN BY \_\_\_\_\_  
PLAN. MTG. DATE \_\_\_\_\_ COMM. MTG. DATE \_\_\_\_\_  
STR \_\_\_\_\_ FEE \_\_\_\_\_ CASE.NO. \_\_\_\_\_

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*Applicant Information*

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

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

ADDRESS/LOCATION OF PROPERTY TO BE ANNEXED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

DOES OWNER CONSENT TO THIS APPLICATION      Yes                      No

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**LEGAL DESCRIPTION OF PROPERTY TO BE ANNEXED:**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**FEES:** Annexation applications are \$150.00 + \$3.00 per notice mailed + actual cost of notice publication. Make checks payable to the City of Collinsville and pay in person at City Hall. Publications will be billed directly to the applicant by the newspaper.