



Oklahoma County Engineering and Planning  
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Oklahoma City, OK 73102  
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[www.oklahomacounty.org/planningcommission](http://www.oklahomacounty.org/planningcommission)

## Right-of-Way Permit Application

The Board of County Commissioners has deemed it necessary and in the public interest to establish policies and requirements for obtaining permits for the construction of stormwater drainage utility pertaining to all property owners, both public and private; contractors; developers; engineers or any person, firm or corporation not specifically excluded by law, desiring to construct, install or locate a drainage system or other utility within the boundaries of a public roadway or street. Prior to construction, a permit shall be secured from the Office of the County Engineer.

The following items are required:

- An appropriate scale drawing showing the location of proposed installation.
- Design drawings by a licensed engineer.
- An erosion control plan
- Applicable fees
  - Administration Fee: \$200.00 (required for all applications)
- Cash Bond (if applicable) in the Form of Cashier's Check
  - Amount to be determined by County Engineer

(Note: Bond provisions can be waived at the discretion of the Oklahoma County Engineer.)

*If you intend to close the road for construction purposes; authorization must be obtained from the superintendent of the Oklahoma County district in which work will commence.*

*Installation without first securing a permit, shall incur a fee of Two Thousand Five Hundred Dollars (\$2,500.00) and no future permit shall be issued until all costs, damages and other requirements of these rules and regulations have been met to the satisfaction of the Board of County Commissioners.*

OKLAHOMA COUNTY  
RIGHT-OF-WAY PERMIT

PERMIT NO.: \_\_\_\_\_

Company/Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

The herein termed "owner" requests permission to construct \_\_\_\_\_ described below as shown on the drawing(s) attached hereto and by reference made a part hereof, for the purpose of \_\_\_\_\_ with highway frontage of \_\_\_\_\_, along \_\_\_\_\_ and \_\_\_\_\_ along \_\_\_\_\_  
DistanceStreet NameDistanceStreet Name

In \_\_\_\_\_ County, \_\_\_\_\_ City, with the project location approximately \_\_\_\_\_ or \_\_\_\_\_  
MilesDistance

\_\_\_\_\_ of \_\_\_\_\_ and further described as: \_\_\_\_\_  
N.S.E.W.Hwy Intersection

The installation will be made in the following manner: \_\_\_\_\_

(Boring, pushing, and other description)

Request Authorization to Close Road for Construction: \_\_\_\_\_ Yes \_\_\_\_\_ No

All information requested on the form must be supplied. Drawings clearly illustrating work to be performed within the County maintained roadway right-of-way and all other utility facilities in the area of this permit should be provided with the permit application. A plan view will be sufficient, except where a crossing of this County maintained roadway is involved. Each roadway crossing must be represented by an actual profile and cross-section view, regardless of the type of facility being installed. All installations must be in compliance with the County's clear zone policy. The owner must self certify that the facility is located in the corridor approved by the County Engineer.

- 1) Work to be performed on County right-of-way must have the approval of the County Engineer, who must be notified when the work is to begin and when it is complete for final inspection. Under no circumstances will any work be done on County right-of-way until approval has been obtained. No work will be done on County right-of-way on Saturdays, Sundays, Holidays or after dark unless approved by the County Engineer. The County Engineer may require a pre-construction conference.
- 2) One copy of the approved permit must be kept at the work site for inspection by the County Engineer or his representatives. Applicant is to always have an inspector or engineer present during construction to ensure that installation is made in accordance with plans and specifications approved by the County. No deviation from the approved plans and specifications will be made without the approval of the County Engineer.
- 3) The applicant must agree to indemnify and hold the County harmless for any damage or injury to persons or property caused by or resulting from the construction, maintenance, operation, or repair of his facilities on, under, or over the County right-of-way, and must further agree to reimburse the County for repair of any damage to County facilities caused by the construction, maintenance and/or operation of the facility.
- 4) No driveways, local roads, county roads, ditch liners, structures or surfaced areas will be cut unless approved by the County Engineer.

- 5) All work on the County right-of-way is to be done in accordance with current ODOT "Standard Specification for Highway Construction". At the conclusion of such work, the right-of-way must be cleaned up and left in a presentable condition. Cleanup will include replacing any protective grass cover destroyed by trenching or the operation of any equipment and correcting any other damage that may have been caused, as directed by the County Engineer.
- 6) The applicant must furnish all flagmen, lights, barricades, and warning signs during the construction, maintenance, or repair of his facilities on the County's right-of-way, as required by County standards and "The Manual on Uniform Traffic Control Devices".
- 7) In some cases, the applicant must post a performance bond in an amount determined by the County Engineer. Necessity for such bond will be determined by the County Engineer and the bond will be held in his office until the right-of-way is in a presentable condition.
- 8) When notified to do so by the County, the applicant agrees to make all changes in the facilities on County right-of-way within the County's established time period at the applicant's own expense, unless otherwise provided by law or order of the County.
- 9) The applicant must agree to refrain from disturbing trees, shrubbery, or any part of the landscape without approval of the County Engineer. If it becomes necessary to disturb trees or shrubbery, the applicant's intentions must be plainly stated in the application which will include size and kind of trees and shrubs, and disposition during installation.
- 10) The Applicant agrees to comply with all applicable laws and regulations necessary to meet the Oklahoma Department of Environmental Quality (ODEQ) requirements for pollution prevention including discharges from storm water runoff on this project. Further, the Applicant agrees as stipulated in the ODEQ's *General Permit* to secure a storm water permit with the ODEQ, when required. It is agreed that the project plans and specifications, required schedules for accomplishing the temporary and permanent erosion control work, the storm water pollution prevention plan and the appropriate location map contained in the plans constitute the storm water management plan for the project previously described in the document. The Applicant agrees to have daily operational control of those activities at the site necessary to ensure compliance with plan requirements and permit conditions. The Applicant agrees to file jointly the Notice of Intent (NOI), when required, for a general construction Oklahoma Pollutant Discharge Elimination System (OPDES) permit with ODEQ which authorizes discharges of storm water associated with construction activity from the project site identified in this document.
- 11) The applicant will fully protect the traffic on the highway during construction covered hereunder by proper temporary traffic controls devices for the construction zone that conform to the Manual on Uniform Traffic Control Devices regarding signs, barricades, flagmen and/or lights.
- 12) The applicant must agree to indemnify and hold the County harmless for any and all damage that the facilities might sustain while occupying County right-of-way.
- 13) Blasting will not be permitted within the county right-of-way except in unusual cases and only with special approval from the County Engineer.
- 14) The applicant agrees to proof of notification to all owners who have facilities in the area encompassed by this permit. OKIE ONECALL [(800) 522-6543] and/or the utility owners, and the County Engineer will be notified 3 working days prior to the beginning of any work.

Courtney Needham 9/7/2003

# Mission Springs - Needham

DEMONSTRATION OF COST (BUDGET)  
 INLET BOX = \$2,500.00  
 55 LF 30" HP = \$7,200.00  
 GRADING & EXC = \$2,000.00  
 SOLID SLAB SOD = \$1,125.00  
 CONC DRIVE P&R = \$1,500.00  
 TOTAL COST = \$14,325.00 @ \$17,500.00

