

**APPLICATION DIRECTIONS FOR REVOCABLE UTILITY INSTALLATION
PERMIT IN PUBLIC RIGHTS OF WAY AND EASEMENTS**

1. Submit four (4) completed revocable utility installation permit application forms executed and containing original signature of the president or vice-president of the company. If signed by an agent other than the president or vice-president of the company, a power of attorney statement as filed of record in Cleveland County, Oklahoma is required.
2. Submit three (3) copies of detailed construction drawings signed and sealed by a professional engineer. Plans should show the property lines, all existing utility lines, curb, centerline of streets, right of way widths, utility and or drainage easements, driveways, and/or sidewalks, and the proposed alignment of the line. Dimensions should be included to show the relationship of the proposed improvements, curb line, property line and centerline of adjacent streets. Other dimensions, as applicable, should be shown in developed areas of the City. Standard plan and profile sheets are required.
3. Should a utility line during its course cross more than one street right of way or public easement, include all crossings on one application. Street and driveway crossings shall be by the boring method. Cutting pavement on streets requires special approval and is an exception rather than a standard practice.
4. Submit letters of no objection from franchised utility companies.
(See "City of Norman Utility Contacts")
5. Submit with the application a check payable to the City of Norman in the amount set forth in Section 3001.8 of the City of Norman STANDARD SPECIFICATIONS AND CONSTRUCTION DRAWINGS as amended.
6. Submit proof of insurance policy (original) with standard comprehensive public liability coverage, including contractual liability insurance, covering bodily injuries and property damage naming the applicant/permittee and the City as co-insured, issued by an insurance company authorized to do business within the state of Oklahoma.
7. As soon as staff is available, the location of the proposed utility line(s) will be field checked and plans will be reviewed by other city departments responsible for potentially effected public facilities.
8. After the review process is completed, the fee paid and any deficiencies are corrected, the permit will be issued.

Special conditions for issuance of City of Norman – Revocable Utility Installation Permit

This permit is made by the City of Norman and accepted by said Company or their assignee upon the terms set forth herein and subject to the following conditions:

1. The method of construction of said line along, over and across the property above described shall be subject to the approval of the City Engineer.

Said line shall be constructed at such grade that the top thereof shall not be less than forty-eight (48) inches below the surface of said property as above described as not located, and shall thereafter be maintained at such grade.
2. Said lines shall be constructed, repaired, and renewed and maintained by the Company, at the Company's sole cost and expense, in a safe, proper and workmanlike manner, and at such times and in such manner as not to prevent or interfere with the safe, proper and convenient movement of traffic along, over and across said property above described.
3. The Company agrees that it will at all times hereafter indemnify, protect and save harmless the City of Norman from and against any and all damages, claims, demands, suits, actions, and causes or action arising from or growing out of all injuries to or deaths of persons, or loss or destruction of or damage to property, caused or contributed by the negligence or default of Company, its contractors, agents, or employees, in the construction, maintenance, operation, altering, repairing or renewing of said line.
4. The company shall backfill all trenches, fill all holes caused by shrinkage, remove all excess dirt, and leave the property above described in a solid and safe condition. The Company shall restore all sodded areas to its original condition by placing slab sod on all disturbed area and subject to the inspection and approval of the City Engineer. If the Company shall fail to make any repairs or to any work required of said Company by the provisions of this permit within ten (10) days after receipt of written notice from the City calling attention thereto and requesting such repairs or work to be done, then the City shall have the right to make such repairs or do such work at the expense of the Company, and the Company shall reimburse the City for the cost and expense of such repairs or work promptly upon receipt of a bill therefore from the City.
5. This permit shall inure to the benefit of the successors; lessees and assigns of the Company hereto only upon consent thereto in writing duly executed by the City.
6. It is understood and agreed by the parties hereto that this permit to the Company is subject to any and all Ordinances now in force or hereafter enacted by the City and to any and all existing rights of any public utility under and by virtue of permits or franchises heretofore granted and executed by said City, and that this permit is revocable at any time by the City upon notice thereof to the Company.
7. It is further expressly agreed that the Company will commence said work within ten (10) days of the date hereof and will prosecute the same vigorously and continuously and complete same on or before the date stipulated in the permit.
8. Where openings are made in or adjacent to any street, alley or public right of way, the Company shall, at his own expense, furnish such barricades, fences, lights and danger signals, shall provide such watchmen, and shall take such other precautionary measures for the protection of persons, or property, as are necessary. Design of the traffic controls must be submitted to and approved by the City of Norman Traffic Engineer.

Neither the materials excavated nor machinery used in the construction of the work shall be placed so as to endanger the work, or prevent free access to all water valves, gas valves, manholes, or electric, telephone or telegraph conduits, or fire alarms or police call boxes in the vicinity. The City reserves the right to remedy a neglect on the part of the Company as regards to protection of the work at the Company's expense.
9. It is expressly agreed that in the event the City revokes this permit or directs Company to relocate all or a portion of the line(s) authorized under this permit, Company will, at its sole expense, remove or relocate its line(s) as directed by City.
10. All street crossings will require dry boring and/or tunneling below the street surface (minimum 48"), unless special permission is received from the City Engineer to open-cut.
11. Unless revoked as provided in paragraph 7 above, this permit shall expire on the last day of June unless the company has made payments amounting to three percent (3%) of their gross revenues in lieu of a franchise tax. This fee becomes due upon commencement, activation, use, or revenue generating activity by said Company or assignee.
12. This permit authorizes Company to use and occupy a portion of certain streets, alleys, easements and other public right-of-ways, for the location of its line(s) in a manner which will not interfere with the public use of said rights of way.
13. It is expressly understood, that this permit conveys no property interest in or to any street, alley, easement or other public right of way subject hereto.
14. Issuance of this permit does not constitute any express or implied warranties as to the legal title to, right to legal possession or the physical condition of any property subject to this permit.
15. Half size (11" x 17") and digital As-Builts are required.
16. Permit Fee Schedule As of April 28, 1998 the adopted fees for permit are:

Cost of Construction	Fee	Maximum
Up to \$2,000*	4.24%	\$84.80
\$2,001 to 5,000	3.60%	\$108.00
\$5,001 to \$10,000	3.03%	\$151.50
\$10,001 to \$25,000	2.42%	\$363.00
\$25,001 to \$50,000	1.82%	\$455.00
Over \$50,000	1.21%	

* Minimum charge \$15.00

Inspection fee \$7.50 per inspection or reinspection.

**CITY OF NORMAN
UTILITY CONTACTS**

COX
Ann Cypert
6301 Waterford Blvd. Suite 200
Oklahoma City, OK 73118
OKRightofWay@cox.com

Oklahoma Electric Cooperative
Wes White
OEC
PO Box 1028
Norman, Oklahoma 73070
WWhite@okcoop.org
THenderson@okcoop.org

OGE
Tim Bailey
PO Box 321
Oklahoma City, Oklahoma 73101-0321
baileytj@oge.com

Oklahoma Natural Gas
Drew Nixon
ONG
4901 N. Santa Fe
Oklahoma City, OK 73118
Drew.Nixon@onegas.com

AT&T
Pat Mason
Jesse De Armon
6100 S. Walker
Oklahoma City, OK 73109
pm8484@att.com

City of Norman Utilities Department
Charlie Thomas
201-C
Norman, OK 73069
Charlie.Thomas@NormanOK.gov

Contractor shall call OKIE two days prior to starting to dig.
OKIE: 840-5032