



# office memorandum

Date: February 24, 2014  
To: Brenda Hall, City Clerk  
From: Jim Speck, Capital Projects Engineer *JS*  
Re: Consent to Encroach 1314-5  
Lot 15, Block 2, Highland Village Addition Section 4  
(300 Greens Parkway)

The lot located at 300 Greens Parkway (Lot 15, Block 2, Highland Village Addition Section 4) has a platted 17-foot wide utility easement (U/E) along the eastern and southern boundary, and a 15-foot utility easement (UE) along the northern edge of the property boundary. The owner has constructed a driveway on a portion of the 15-foot UE along the northern boundary. Currently, there is an 8-inch sanitary sewer line and manhole located within the 15-foot UE.

The Utilities Department objects to all encroachments on utility easements unless the applicant agrees to certain requirements being filed of record on the consent document. A recommendation to approve is forwarded for construction of a driveway only within the U/E provided the applicant agrees to the following:

1. The owner agrees to contact and coordinate with the Norman Utilities Department for any manhole height adjustment that may be necessary to leave the manhole within the driveway accessible at all times for inspection and maintenance.
2. The property owner will be responsible for the cost to repair any damages to the City's utilities caused by any excavation, piercing or other construction activities conducted by the property owner or his agents.
3. The property owner will be responsible for the cost the City incurs to remove any driveway, fence, curb, landscaping, building, and any other structure if needed to facilitate maintenance or repair of the City's utilities.
4. The property owner will be responsible for the cost to repair or replace any driveway, fence, curb, or any other structure after such repairs.
5. The property owner will waive and release any claims against the City for any damages to the residence and related improvements caused by a failure or repair and maintenance of the City's utilities within the easement area.

The Utilities Department can approve the encroachment application if the above requirements are filed of record on the consent document. Please advise if you have any questions.

Cc: **Jeff Bryant**  
Ken Danner  
Ken Komiske  
Mark Daniels  
David Hager