



office memorandum

Date: August 8, 2013
To: Brenda Hall, City Clerk
From: Jim Speck, Capital Projects Engineer *JS*
Re: Consent to Encroach 1314-3
Lot 9A, Block 1, Brookhaven No. 37 Addition
(601 Manor Hill Drive)

The lot located at 601 Manor Hill Drive (Lot 9A, Block 1, Brookhaven No. 37 Addition) has a platted 10-foot wide utility easement (U/E) along the southern boundary and an additional 25-foot utility easement/drainage easement (UE/DE) on the northern edge of the 10-foot U/E. The owner requests construction of a driveway on a portion of the 25-foot UE/DE. Currently, there is an 8-inch sanitary sewer line and manhole located within the 25-foot UE/DE.

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 accessible after the installation of the driveway.
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