



DATE: December 11, 2017

TO: **Jeff Bryant, City Attorney**
Rone Tromble, Administrative Technician IV
Ken Danner, Subdivision Manager
Ken Komiske, Director of Utilities
Jane Hudson, Principal Planner

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request for Consent to Encroachment No. 1718-4

I am in receipt of an encroachment request for permission to encroach on a utility easement located in Lot 2, Block 1, University North Park Professional Center Addition, a/k/a 3501 24th Avenue N.W., for installation of a monument sign. The application fee has been paid. After the information has been received from the Planning Department, Public Works Department, and Utilities Department and a determination has been made on whether to recommend approval or denial, please forward your recommendation and Consent to Encroachment Form, if needed, to my office in order that it may be scheduled as an agenda item. Copies of letters from Southwestern Bell Telephone Company, Cox Communications, Oklahoma Natural Gas, Oklahoma Electric Coalition, and Oklahoma Gas and Electric Company are attached.

This item will be scheduled as an agenda item on January 23, 2018, and the information must be received in my office by January 8, 2018. If there is a problem in meeting that timeframe, please advise.

smr
attachments

office memorandum