

Marion F. Hutchison and Anne L. Hutchison Revocable Trust
5220 Montrose Circle
Norman, OK 73072

April 12, 2019

Brenda Hall, City Clerk
City of Norman
201 West Gray
Norman, Oklahoma 73069

Re: Encroachment Request
5220 Montrose Circle
Lot 6, Block 1, Cambridge III Addition

Dear Ms. Hall,

This letter shall serve as my request for approval by the City of Norman to encroach upon the utility easement located on the above-referenced residential property to allow for the planned remodel of my home. I have attached the following documents for review by City staff and Council:

- 1) Certificate of Survey
- 2) Floor plans
- 3) Google Earth image

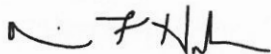
The purpose of the remodel is to add second-floor living space to my home, which is currently single-story. In order to provide the necessary space for stairs, a portion of the back wall of my home is required to be moved eight feet to the west. Moving that section of the wall will eliminate my existing covered patio area. To replace that lost area, the plans provide for constructing a new covered patio extending ten feet to the west of the relocated section of the west wall. While the eight-foot extension of the west wall of my home does not encroach upon the utility easement, the western portion of the new patio encroaches upon the eastern portion of the utility easement.

As part of the survey work conducted by Pollard & Whited, they obtained survey data for the sewer main manholes located just to the north and south of my property. The location of the sewer line shown on the survey is based on the specific location of the surveyed manholes. Based on that data, it appears the requested encroachment will not overlay the City of Norman's sewer main lying within the utility easement.

Also, please find enclosed a check in the amount of \$400.00 for the required encroachment fee.

If there are any questions or additional information is required, please let me know.

Sincerely,



Marion F. Hutchison II
Trustee

FILED IN THE OFFICE
OF THE CITY CLERK
ON 4/12/19