



**Oklahoma County Engineering and Planning**  
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Oklahoma City, OK 73102  
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[www.oklahomacounty.org/planningcommission](http://www.oklahomacounty.org/planningcommission)

## **Utility/Pipeline Permit Application**

The Board of County Commissioners has deemed it necessary and in the public interest to establish policies and requirements for obtaining permits for the construction of utility lines pertaining to all utility companies, both public and private; oil companies; gas companies; pipe line companies; telephone companies; contractors; developers; engineers or any person, firm or corporation not specifically excluded by law, desiring to construct, install or locate a pipeline, utility line, cable or other facility within the boundaries of a public roadway or street. Prior to constructing any pipeline, utility line, cable line, etc, a permit shall be secured from the Office of the County Engineer.

The following items are required:

- An appropriate scale drawing showing the location of proposed utility installations.
- “As-built” drawings with top of pipe or cable elevations or ground to line clearances shown every one hundred feet (100’)
- An erosion control plan
- Applicable fees
  - Administration Fee: \$200.00 (required for all applications)
  - Road Crossing: \$200.00 (underground bore or overhead installation)
  - Parallel Installation: \$.15 per foot of occupied right-of-way
- Cash Bond (if applicable) in the Form of Cashier’s Check
  - \$500.00 for Crossing Gravel Rd
  - \$1000.00 for Crossing Hard Surface Rd
  - \$500.00 for Parallel Install One Mile or Less
  - \$500.00 for Additional Parallel Install per Mile

(Note: Bond provisions can be waived at the discretion of the Oklahoma County Engineer.)

*If you intend to close the road for construction purposes; authorization must be obtained from the superintendent of the Oklahoma County district in which work will commence.*

*Installation without first securing a permit, shall incur a fee of Two Thousand Five Hundred Dollars (\$2,500.00) and no future permit shall be issued until all costs, damages and other requirements of these rules and regulations have been met to the satisfaction of the Board of County Commissioners.*

OKLAHOMA COUNTY  
UTILITY PERMIT  
PERMIT No. \_\_\_\_\_

This authority executed in the original and three copies this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Oklahoma County Planning and Engineering Department, acting for and on behalf of Oklahoma County, Hereinafter called the County, Witnesseth:

That the County does by these presents, grant to:

Applicant \_\_\_\_\_ Attention: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

A permit to erect, construct and maintain a \_\_\_\_\_ along, upon or across the hereinafter said for the purpose of transporting, selling, and using \_\_\_\_\_ and shown on the attached and further described as follows:

**LOCATION:**

To \_\_\_\_\_ County Highway or Local Road \_\_\_\_\_ Approximately \_\_\_\_\_ miles,  
Cross or Parallel \_\_\_\_\_ of \_\_\_\_\_  
(N.E.S.W.) (Nearest County Highway or Local Road Junction)

and further described as: \_\_\_\_\_ feet \_\_\_\_\_ of the \_\_\_\_\_

Corner of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

County \_\_\_\_\_ Size of line \_\_\_\_\_ Size of casing \_\_\_\_\_

The installation will be made in the following manner: \_\_\_\_\_

(Boring, pushing, overhead crossing, and other description)

Request Authorization to Close Road for Construction: \_\_\_\_\_ Yes \_\_\_\_\_ No

All information requested on the form must be supplied. Drawings clearly illustrating work to be performed within the County maintained roadway right-of-way and all other utility facilities in the area of this permit should be provided with the permit application. A plan view will be sufficient, except where a crossing of this County maintained roadway is involved. Each roadway crossing must be represented by an actual profile and cross-section view, regardless of the type of facility being installed. All installations must be in compliance with the County's clear zone policy. The owner must self certify that the facility is located in the corridor approved by the County Engineer.

- 1) Work to be performed on County right-of-way must have the approval of the County Engineer, who must be notified when the work is to begin and when it is complete for final inspection. Under no circumstances will any work be done on County right-of-way until approval has been obtained. No work will be done on County right-of-way on Saturdays, Sundays, Holidays or after dark unless approved by the County Engineer. The County Engineer may require a pre-construction conference.
- 2) One copy of the approved permit must be kept at the work site for inspection by the County Engineer or his representatives. Applicant is to have an inspector or engineer present at all times during construction to insure that installation is made in accordance with plans and specifications approved by the County. No deviation from the approved plans and specifications will be made without the approval of the County Engineer.
- 3) The applicant must agree to hold the County harmless for any damage or injury to persons or property caused by or resulting from the construction, maintenance, operation, or repair of his facilities on, under, or over the County right-of-way, and must further agree to reimburse the County for repair of any damage to County facilities caused by the construction, maintenance and/or operation of the facility.
- 4) No driveways, local roads, county roads, ditch liners, structures or surfaced areas will be cut unless approved by the County Engineer.
- 5) All work on the County right-of-way is to be done in accordance with current ODOT "Standard Specification for Highway Construction". At the conclusion of such work, the right-of-way must be cleaned up and left in a presentable condition. Cleanup will include replacing any protective grass cover destroyed by trenching or the operation of any equipment, and correcting any other damage that may have been caused, as directed by the County Engineer.
- 6) The applicant must furnish all flagmen, lights, barricades, and warning signs during the construction, maintenance, or repair of his facilities on the County's right-of-way, as required by County standards and "The Manual on Uniform Traffic Control Devices".
- 7) In some cases, the applicant must post a performance bond in an amount determined by the County Engineer. Necessity for such bond will be determined by the County Engineer and the bond will be held in his office until the right-of-way is in a presentable condition.
- 8) When notified to do so by the County, the applicant agrees to make all changes in the facilities on County right-of-way within the County's established time period at the applicant's own expense, unless otherwise provided by law or order of the County.
- 9) **Clearance above the traffic lanes at county highway or local roads at all pole line crossings should comply with applicable safety codes, and will not be less than 20 feet.** All poles, posts, stubs, fixtures, down guys, wires, and other appurtenances must be kept in good repair at all times. Facilities located on the highway right-of-way outside the control of access limits must be kept free of weeds and brush within five feet of the installation. Parallel overhead lines on all highway right-of-way should be limited to single pole construction. All crossing should be as nearly perpendicular as possible. Any deviation must be approved by the County Engineer.
- 10) All encased crossings should have casing from right-of-way line to right-of-way line and be sealed at both ends with an approved conduit seal (standard neoprene, rubber and comparable seals will be approved) and vented outside the right-of-way lines, unless otherwise approved by the County Engineer. The top of the conduit should be a minimum of 48 inches below sub-grade, but not less than 30 inches below the bottom of the ditches. The casing must be designed to sustain roadway loadings, contain and divert from the roadway the contents of the carrier pipe, and have a life expectancy equal to or greater than the carrier pipe. The vents should be sized to allow proper release of carrier pipe contents in case of failure. The minimum pipe size for vents is 2 inch nominal, and the vent must extend a minimum of 36 inches above natural ground level. The owner must install identification markers at each right-of-way line directly above the facility. The markers may be attached to vents or to a right-of-way fence, and should be placed over parallel underground facilities at each change in direction and not more than 1000 foot intervals. The markers may be in the owner's standard design, but must identify the owner stating address and telephone number, size of facility, and must be at least 130 sq. inches in area. They must also be erected at a location plainly visible from within the county right-of-way.

All underground electric cable crossings must be placed in a conduit and be a minimum of 48 inches below the ditch flow lines. Conduit placed beneath a roadway may be steel, HDPE, Heavy Duty PVC or fiberglass if it is designed to withstand highway loading and is properly protected. Encasement for underground power lines, or similar facilities, should

comply with the above, except for the installation of vents, and seals, and the ability to contain and divert. Methods for boring the roadway shall be the same as for any other bored crossing. Encasement for underground telephone lines is not required.

Steel pipelines crossing the right-of-way may be installed without encasement if the installation is in accordance with ODOT's "Special Provisions for the Installation of Underground Pipelines...." This Special Provision stipulates in part that carrier pipe material within the right-of-way must be superior to the carrier pipe material outside the right-of-way by being of steel at least one grade better and of the same wall thickness, or a minimum of one wall thickness greater and of the same alloy. Pipe must be 48 inches below the flow line of drainage ditches and all other highway drainage facilities, and must be properly protected from corrosion.

Facilities such as water and sanitary sewer lines, crossing the highway right-of-way may be approved without encasement, if cast or ductile iron, HDPE or material of equal design is used, with the understanding that maintenance in the event of failure will be performed in accordance with the AASHTO publication, "A Policy on the Accommodation of Utilities on Freeway Rights-of-Way" and, more specifically, service will not be rendered from through traffic lanes or ramps. If a replacement facility becomes necessary, replacement will be made by boring or punching under the roadway or by inserting replacement pipe through the existing pipe, or any other approved method that will prevent disturbance of the highway. AC, PVC, or equivalent material lines will not be permitted without the use of a steel, or equivalent material, conduit. In any case, all conduit shall be sufficient to withstand roadway loadings.

All underground crossings must be installed by boring or punching or other approved methods. The method and equipment for the installation must be approved by the County Engineer. When boring beneath a roadway, water may be used provided the elevation is a minimum of 5 feet below the sub-grade. Sufficient water for lubricating the bit is acceptable; however, jetting or pressure flushing of the bore will not be permitted. The alignment of the bore is to be established by drilling a pilot hole before beginning the full size bore. When water is used, the annular space outside the conduit or carrier pipe is to have grout placed at a minimum of 10 PSI pressure, to insure against cavities beneath the roadbed. No digging or equipment will be permitted in center medians without special permission from the County Engineer.

When pipe/conduit is placed, construction should be done by either jacking, dry boring, or tunneling. When boring in cohesionless materials, jacking, dry boring, or tunneling shall be done in conjunction with the advancement of a conduit/pipe. When boring in Bentonite Clay or equivalent material, drilling mud shall be required at the ends of the bore for a minimum distance of 1-foot. A natural clay or concrete plug will be acceptable for other bores.

Time to complete a bore shall be kept within the limits of open boring or advancing a conduit that can be properly reamed and cleaned out within one working day. Under no circumstance shall muck or water be left standing inside the bore at the end of a working day, or due to a break-down of equipment of more than eight hours.

If considered necessary, pressure grouting of the voids will be required when the diameter of any bore exceeds the outside diameter of the pipe by 2 inches or more. No trenching will be allowed inside the control of access limits unless approved by the County. In the interest of safety, no trenching shall be performed or equipment parked within 30 feet of the edge of the traffic lanes. In unusual cases where trenching is necessary, a special plan with specifications will be developed by the owner with assistance from the County Engineer, setting out the method for controlling the traffic, placement of the facility and proper restoration of the roadway. These specifications must be approved by the County Engineer.

- 11) Parallel facilities outside the control of access, but inside the right-of-way, must be installed in the assigned corridor, as approved by the County Engineer. **The utility owner will be responsible for any damage resulting from deviation of the assigned corridor.** All buried facilities should be placed at a minimum depth 30 inches, except for power, which should be placed at a minimum of 48 inches below the surface. All nonferrous lines must have an electrically conductive wire, with test points, or other means of locating the pipe while it is underground. The ditch must be backfilled to a density equal to the adjacent soil, and a proper vegetative cover established on the area disturbed. All parallel underground electric cables must be placed a minimum of 48 inches below the surface and marked at each point of change in direction.
- 12) The applicant must agree to refrain from disturbing trees, shrubbery, or any part of the landscape without approval of the County Engineer. If it becomes necessary to disturb trees or shrubbery, the applicant's intentions must be plainly stated in the application which will include size and kind of trees and shrubs, and disposition during installation.
- 13) The Utility agrees to comply with all applicable laws and regulations necessary to meet the Oklahoma Department of Environmental Quality (ODEQ) requirements for pollution prevention including discharges from storm water runoff on this project. Further, the Applicant agrees as stipulated in the ODEQ's *General Permit* to secure a storm water permit with the ODEQ, when required. It is agreed that the project plans and specifications, required schedules for accomplishing the temporary and permanent erosion control work, the storm water pollution prevention plan and the appropriate location map contained in the plans constitute the storm water management plan for the project previously described in the document. The Applicant agrees to have daily operational control of those activities at the site necessary to ensure compliance with plan requirements and permit conditions. The Applicant agrees to file jointly the Notice of Intent (NOI), when required, for a general construction Oklahoma Pollutant Discharge Elimination System (OPDES) permit with ODEQ which authorizes discharges of storm water associated with construction activity from the project site identified in this document.
- 14) The applicant must be familiar with the AASHTO Policy referred to above, particularly that portion which prohibits the installation or future maintenance of a utility facility from through traffic lanes or ramps.
- 15) **The applicant must agree to hold the County harmless for any and all damage that the utility facilities might sustain while occupying County right-of-way.**
- 16) Blasting will not be permitted within the county right-of-way except in unusual cases and only with special approval from the County Engineer.
- 17) The applicant agrees to notify all owners who have facilities in the area encompassed by this permit. OKIE ONECALL [ (800) 522-6543 ] and/or the County Engineer will be notified 3 working days prior to the beginning of any work.

This permit may be revoked for noncompliance or failure to begin work within a one year period of date of approval.

PIPELINES  
 Size \_\_\_\_\_  
 Alloy/Material \_\_\_\_\_  
 Wall Thickness \_\_\_\_\_  
 Contents \_\_\_\_\_  
 Mfg. Test Pressure \_\_\_\_\_  
 Working Pressure \_\_\_\_\_  
 Max. Operating Pressure \_\_\_\_\_

ELECTRIC  
 Voltage \_\_\_\_\_  
 Conductor Size \_\_\_\_\_  
 Type of Structure \_\_\_\_\_  
 Ruling Span \_\_\_\_\_

COMMUNICATIONS  
 Wires/Pairs/Strands \_\_\_\_\_  
 Gauge \_\_\_\_\_  
 Cable Type \_\_\_\_\_

\_\_\_\_\_  
 (President, Owner, or Authorized Agent - Signature)      Date

\_\_\_\_\_  
 County Engineer      Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Local Contact Name and Phone Number

