

## REQUIREMENTS FOR REVOCABLE PERMITS

1. Submit One (1) completed copy of the revocable agreement form, completed and containing original signatures.
2. Letters of no objection from the four franchised utility companies. (See “Utility Contacts”, attached)
3. Letters of no objection from the owners of the properties that abut the proposed improvement.
4. Legal Description for property: Lot Number, Block Number, Subdivision Name or Metes and Bounds.
5. Include a site plan (6 copies required). The site plan should show:

Property Lines	Centerlines of Streets
Curb Lines	Right-of-Way Widths
Driveways and Sidewalks	U/E's and/or D/E's
Proposed Improvements	Utility Locations in Easements

Dimensions should be included to show the relationship to the centerline of the adjacent streets. Other dimensions, as applicable, should be shown.

6. Include an elevation plan (6 copies) with appropriate details and label for materials used.
7. A check for \$151.50 made payable to the “City of Oklahoma City.”
8. Submit proof of insurance policy (original) with standard comprehensive public liability coverage including contractual liability insurance covering bodily injuries and property damage naming the applicant/Permittee and the City as co-insured, issued by an insurance company, authorized to do business within the State.
9. After the review is completed and any deficiencies are corrected, the application will be docketed for City Council consideration. The council memo that accompanies the application has to be prepared two weeks in advance of the council hearing. Accordingly, applications should be submitted well in advance of the date that the permit is needed.
10. For improvements requiring a building permit, a review slip from the plan review section is required.

# **NOTICE**

A revocable permit grants the Permittee certain rights regarding the placement of a privately owned improvement in a public right-of-way or public easement.

The revocable permit **is not** a building permit. A building permit **is required** before any construction may be commenced. A building permit may be obtained from the Development Center.

Questions regarding permit requirements may be directed as follows:

Revocable Permits-

297-2354

297-2654

297-2589

Building Permits-

297-2525

Plumbing Permits-

297-2504

Electrical Permits-

297-2571

**APPLICATION FOR REVOCABLE PERMIT**

TO THE HONORABLE MAYOR AND CITY COUNCIL  
OKLAHOMA CITY, OKLAHOMA

Come now the \_\_\_\_\_ and applies to the  
City Council of Oklahoma City for a permit to \_\_\_\_\_  
\_\_\_\_\_ within the City of Oklahoma City.

The description of said improvement is as follows:

And the location of said improvement and all existing utilities are shown on the attached survey.

**By:** \_\_\_\_\_  
AGENT

REVO- \_\_\_\_\_

**REVOCABLE PERMIT**

This Revocable Permit made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between THE CITY OF OKLAHOMA CITY, hereinafter called First Party, and \_\_\_\_\_, owner, hereinafter called Second Party.

**WITNESSETH:**

WHEREAS, the Second Party desires to erect, construct, and maintain \_\_\_\_\_ over, under, or on a portion of the public way or easement, or City owned property at \_\_\_\_\_ in Oklahoma City, Oklahoma.

NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth, it is mutually agreed by the parties hereto as follows:

1. First Party hereby grants Second Party a Revocable Permit for the purpose of erection, construction, and maintenance of said improvements over, under, or on a portion of the public way or easement, or City owned property at the above address in Oklahoma City, Oklahoma, in accordance with the attached plan.

2. Second Party agrees to erect, construct, and maintain said improvements in a safe and proper manner, with an attractive appearance, and further agrees to defend, protect, and save harmless said First Party and the City of Oklahoma City from any and all damages, claims, or causes of action whatsoever arising out of the erection, construction, maintenance, and existence of said structure(s) and/or improvement(s).

3. It is mutually agreed and understood between the parties hereto that by reason of the issuance of this permit, the Second Party acquires no property or contract rights and it is further agreed and understood that this Revocable Permit may be revoked or canceled at the discretion of the First Party at any time.

4. Second Party agrees that in the event of revocation, it will comply with the revocation order and will promptly restore the above described premises to the original condition at its own expense. It is expressly agreed and understood between parties hereto that should it become necessary to remove the structure(s) and/or improvement(s) permitted herein in whole or in part as to allow the City to utilize its easement or property in any manner permitted by law, the City and the City Engineer shall not be deemed responsible for any loss suffered by reason of such removal. Further, Second Party agrees and understands that he acts at his own risk erecting or constructing said structure(s) and/or improvement(s) within, over, under, or upon the City's public way, easement or property. The Second Party further agrees and understands that the Revocable Permit granted hereby is in no manner intended to convey any vested or other interest whatsoever in the subject public way, easement, on property nor shall it be so construed.

5. Second Party agrees that all construction within the right-of-way, easement, or City owned property will be in accordance with City standard specifications and all disturbed areas will be restored to its original condition, which shall include, but not limited to, backfilling all trenches, fill all holes caused by shrinkage, and cover all sodded areas with slab sod.

6. Second Party shall be responsible for locating and protecting all existing utilities and other improvements within the City right-of way. Excavators shall notify the pipeline operator immediately if the excavators' work damages a pipeline and shall call 911 or other local emergency response number immediately if the damage results in a release of natural gas or any other hazardous substance or potentially endangers life, health, or property. Contact OKIE at 840-5032 to locate utility improvements. For City utilities contact the following: For Sanitary Sewer and Water Lines, contact the Dispatch Office at 297-2809; for storm sewer contact Public Works at 297-2581.

7. Second Party shall be responsible for replacing all traffic control devices that are damaged, destroyed or removed during construction. Devices shall be in conformance with the "Manual on Uniform Traffic Devices." For traffic conduit location contact Traffic Operations at 297-2648, 48 hours prior to construction.

8. Second Party shall not assign or transfer the permission granted by this Revocable Permit.

9. If application pertains to the placement of private water or sanitary sewer service lines, the following shall apply:

- a. Second Party shall, at his expense, disconnect his private line and reconnect to the City main, should the City construct or cause another to construct a main, which will serve the Second Party's premises
- b. Second Party shall, at his expense, relocate his private line should the right-of-way be needed for City or public purposes.

10. Second Party agrees that this Revocable Permit is subject to the following conditions:

a. Second Party shall \_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties have caused this permit to be executed by their proper officers thereunto authorized the day and year first above written.

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
SIGNATURE TITLE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

Reviewed for form and legality.

\_\_\_\_\_  
Assistant Municipal Counselor

Date: \_\_\_\_\_

The purpose of this letter is to confirm that I am the owner of the property at \_\_\_\_\_ ,  
and that I have no objection to the installation of a private \_\_\_\_\_  
on street right-of-way and/or easement along \_\_\_\_\_  
to serve \_\_\_\_\_.

NAME (PRINT OR TYPE) : \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No. (Optional) \_\_\_\_\_