

REQUIREMENTS FOR ADMINISTRATIVE REVOCABLE PERMITS

1. Two completed copies of the application form, 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. These are required if your improvement is also on their property.
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 & 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.
Communication Cable submittals shall be in plan and profile format.

6. Include an elevation plan (6 copies) with footing details and include labels for materials used with all entry walls, fences, signs, etc.
7. Include landscaping plans (6 copies) for subdivision entryway improvements. We must have the landscaping plans that are approved, for your plat, by the Planning Department. If the subdivision is zoned RA or AA or does not front a major arterial street, landscaping plan approvals are not required.
8. A check for \$50.00 made payable to the “City Treasurer.”

FRANCHISE UTILITY CONTACTS

COX CABLE

ANN CYPERT

Phone: 605-1440

FAX: 600-9267

OKRightofWay@cox.com

JODIE STEELE

Phone: 600-6336

FAX: 600-9267

OKRightofWay@cox.com

OKLAHOMA GAS AND ELECTRIC (REFER TO ATTACHED MAP)

Metro Office Contact: Kent Norris 553-5933 NorrisFK@oge.com

WEST DISTRICT

MATT UHR

PHONE: 405-553-5855

FAX: 405-553-5823

UhrTM@oge.com

CENTRAL/NORMAN DISTRICT

TIM BAILEY

PHONE: 553-5174

FAX: 553-5152

BaileyTJ@oge.com

EAST DISTRICT

SHAWN DAVIS

PHONE: 553-4464

DavisSM@oge.com

NORTH DISTRICT

MARK HARRISON

PHONE: 553-5432

FAX: 553-5499

HarrisMW@oge.com

OKLAHOMA NATURAL GAS

OKC PROJECT COORDINATORS

OKLAHOMA NATURAL GAS

4901 N SANTA FE AVE.

OKLAHOMA CITY, OK 73118

PHONE: 556-5959

FAX: 556-5927

OKCMetroProjectCoordinators@ong.com preferred method of contact

AT & T

ANITA COOPER

7001 N.W. 23rd STREET, ROOM 335

BETHANY, OK 73008

PHONE: 291-3103

FAX: 491-7440

ATTENG@att.com

CALL OKIE: DIAL 811 OR 840-5032 OR 1-800-522-6543

CONTRACTOR SHALL CALL OKIE TWO (2) WORKING DAYS BEFORE DIGGING.

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-
297-2589

Building Permits-
297-2525

Plumbing Permits-
297-2504

Electrical Permits-
297-2571

REVO-20____ - _____

ADMINISTRATIVE REVOCABLE PERMIT

This Revocable Permit made and entered into this _____ day of _____, 20____, by and between the CITY ENGINEER OF 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, or 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. Contact OKIE at 840-5032 to locate utility improvements. City utilities contacts are the following: Sanitary Sewer and Water Lines, contact the Dispatch Office at 297-3334, Storm Drainage, contact Public Works 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 Control Devices." For traffic conduit location contact Traffic Operations at 297-2648, two business days prior to construction.

8. Second Party shall not assign or transfer this Revocable Permit without written approval of the City Engineer.

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

- 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.
- 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:

Second Party shall obtain permits for _____

BY: _____
Owner/Title

CITY ENGINEER, CITY OF OKLAHOMA CITY

BY: _____ for
City Engineer

Rev. 02-16-17

REVO-20____ - _____

ADMINISTRATIVE REVOCABLE PERMIT

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WITNESSETH:

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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, or property nor shall it be so construed.
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BY: _____
Owner/Title

CITY ENGINEER, CITY OF OKLAHOMA CITY

BY: _____ for
City Engineer

Rev. 02-16-17

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) _____