

# **APPLICATION CHECKLIST**

## **FOR NOBLE COUNTY ROAD CROSSING PERMIT**

Dear Applicants:

Please use this checklist to insure that all requirements applying for a road crossing permit within Noble County, Oklahoma have been met. If you have any questions regarding a permit, you may contact Noble County Floodplain Administrator Catherine Oakley, or Rob Davis, Assistant District Attorney. Please note that these items are in chronological order.

\_\_\_\_ Obtain a Notice of Intent and Application for Permit from the Noble County Clerk office located on the 2<sup>nd</sup> Floor of the Noble County Courthouse. Please note that an Original numbered Permit is required for each crossing. **Each Application must have a printed map with exact location as to where work will be done and line clearly marked.**

\_\_\_\_ Carefully complete the forms, including ALL requested information. **Missing information may result in a delay in obtaining your permit.** Please note that the Application form specifically sets forth the fees associated with obtaining a road crossing permit. **Payment must be included.**

\_\_\_\_ Contact the County Commissioner in the District where permit is requested and have the proposed site inspected prior to the permit being placed on the Agenda.

\_\_\_\_ Remit the Original Application and all associated fees to the County Clerk's Office on the 2<sup>nd</sup> Floor of the Noble County Courthouse. If fees are not remitted at the time the application is submitted, the permit will not be placed on the Board of County Commissioner Agenda for action until all fees are received.

**SCHEDULING NOTE:** All permits for a bore or trench in a Flood zone are **required** to be heard by the Noble County Floodplain Management Board. This board meets on the **3<sup>rd</sup> Thursday** of every month. If the Notice of Intent passes the Floodplain Management Board, the road crossing permit will be placed on the agenda for the County Commissioners on the following Monday.

**NO PERMITS CAN BE APPROVED PRIOR TO APPROVAL BY THE BOARD OF COUNTY COMMISSIONERS OF NOBLE COUNTY, OKLAHOMA. ANY WORK CONDUCTED PRIOR TO RECEIVING WRITTEN APPROVAL IS SUBJECT TO SUBSTANTIAL FINES.**

STATE OF OKLAHOMA  
NOBLE COUNTY  
APPLICATION FOR PERMIT FOR  
PUBLIC SERVICE/PIPELINE CROSSING

Revised: June 2, 2014

Permit No. \_\_\_\_\_

District No. \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

Project Name: \_\_\_\_\_

Total Miles of Line \_\_\_\_\_

# of Road Crossings \_\_\_\_\_

# Culverts/Bridges \_\_\_\_\_

\*\*\* Before placing pipeline or installing any utility, a permit must be obtained using standard forms furnished by the County. All information must be provided in order for the application to be considered.

We, the undersigned, hereby petition the Noble County Board of County Commissioner to grant a permit for the public service, pipeline crossing, or line installation as described below and in accordance with the provisions as listed herein.

**PUBLIC SERVICE/PIPELINE OWNER**

**CONSTRUCTION COMPANY**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**TYPE OF INSTALLATION (Please mark all that apply)**

**TEMPORARY PRODUCTION LINES CONTAINING SALT WATER WILL NOT BE APPROVED**

Temporary Line: \_\_\_\_\_ Permanent Line: \_\_\_\_\_

Electric: \_\_\_\_\_ Gas: \_\_\_\_\_ Oil: \_\_\_\_\_ Sewer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fresh Water: \_\_\_\_\_ Salt/Produced Water (Permanent ONLY): \_\_\_\_\_

Other: \_\_\_\_\_

The installation will be made in the following manner:

Boring: \_\_\_\_\_ Trenching: \_\_\_\_\_ Overhead Crossing: \_\_\_\_\_

In/Through Existing Road/Drive culverts/bridges: \_\_\_\_\_ Above road crossings: \_\_\_\_\_

Other: \_\_\_\_\_

This form does not grant the applicant Right of Way on private properties. Applicant affirms that they have the landowner(s) permission, as needed, with regards to private property Right of Way for easement or encroachments prior to the submission of this form.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

A permit to erect, construct and maintain a \_\_\_\_\_ along, upon and across the hereinafter said county highway or road for the purpose of transporting, selling and using \_\_\_\_\_, and further describe as follows:

**LOCATION:**

Start point in the \_\_\_\_\_ quarter of the \_\_\_\_\_ quarter of Section \_\_\_\_\_, Township \_\_\_\_\_ Range \_\_\_\_\_. Crossing or parallel to county road number \_\_\_\_\_. Ending point in the \_\_\_\_\_ quarter of the \_\_\_\_\_ quarter of Section \_\_\_\_\_, Township \_\_\_\_\_ Range \_\_\_\_\_.

<p><b>FROM:</b> To _____ roadway approximately _____ feet _____ from the _____ corner of (cross or parallel) (N-S-E-W) Section: _____, Township: _____, Range: _____.</p> <p><b>TO:</b> Approximately _____ feet _____ from the _____ corner of (N-S-E-W) Section: _____, Township: _____, Range: _____.</p>
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**LOCATION:** (Map of Job Location must be attached.)

(Rev. 6/2/14)

Size of Line: \_\_\_\_\_

Size of Casing: \_\_\_\_\_

<b>PIPELINES</b>	<b>ELECTRIC</b>	<b>TELEPHONE</b>
Size: _____	Voltage: _____	Wires/Pairs: _____
Alloy/Material: _____	Conductor Type: _____	Gauge: _____
Wall Thickness: _____	Type of Structure: _____	Cable Type: _____
Contents: _____		
Mfg. Test Pressure: _____		
Max. Operating Pressure: _____		
Working Pressure: _____		

I hereby attest to the accuracy of the information contained on this application. Further, agreement is made to comply with the condition, requirements and covenants listed on the remainder of this form.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

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IF GRANTED, THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS, REQUIREMENTS AND COVENANTS, TO WIT:

1. Applications for road crossing must be submitted to the COUNTY CLERK for approval by the Board of County Commissioners (BOCC). A fee made payable to the COUNTY TREASURER'S OFFICE. The FEE SCHEDULE is as follows:

Bored road crossing	\$ 750.00
Overhead Line	\$ 500.00
Cut or trenched crossing (PERMANENT)	\$ 2,500.00
Pipeline (water only) that is allowed to run on top of Ground parallel with road (4 feet of right-of-way or fence line)	
One mile minimum (maximum of THIRTY days)	\$ 250.00 per mile
Temporary lines through culverts/bridges:	\$ 500.00 each
Cut or trenched crossing (TEMPORARY)	\$ 1,500.00
Permanent utility trench in right-of-way (with landowner consent)	\$ ____/rod

Permits are valid for THIRTY (30) DAYS from the day it is approved by the Board of County Commissioners. Additional permits must be obtained for additional time.

All telephone companies and public utility companies shall be exempt from the inspection fee. Applicant/Contractor shall telephone County Highway or County Commissioners' office twenty-four (24) hours prior to actual construction, if required by the BOCC, so an inspector may be at the site during construction. Applicant/Contractor shall have the right to maintain its facilities upon reasonable notice to the BOCC or a designee.

**FAILURE TO ABIDE BY ALL RULES AND RESTRICTIONS LISTED HEREIN, FAILURE TO LOCATE CROSSINGS OR LINES WHERE DESIGNATED ON THE NOTICE OF INTENT OR BEGINNING WORK PRIOR TO OBTAINING THE APPROVAL OF THE BOARD OF COUNTY COMMISSIONERS MAY RESULT IN FINES UP TO \$ 10,000.00.**

2. Blasting is not permitted within the highway right-of-way, except in unusual circumstances, and only with special, prior approval from the County Engineer.
3. Underground construction of pipelines, telephone company facilities, or utility lines, (hereinafter collectively referred to as utility lines) that cross county highways shall be bored, and NO DITCH OR TRENCH in the road shall be opened by the Applicant/Contractor, unless otherwise agreed to, in writing, by the BOCC. All bore holes shall be located outside the right-of-way, behind the fence row.
4. When paralleling the roadway telephone company facilities shall be installed a minimum of twenty-four (24) inches below the surface. All overhead and parallel installations shall not cross any county road nor any point of access to the county road at the height of less than required by the Corporation Commission of the State of Oklahoma.
5. All underground crossings shall be installed a minimum of three (3) feet below the elevation of the ditch. High pressure pipeline crossings shall be installed a minimum of four (4) feet below the elevation of the ditch. High pressure pipelines are defined as pipelines designed to operate at pressures in excess of one hundred, twenty-five (125) PSIG.
6. All Section and Quarter Section Corner markers shall be protected. No pipeline shall cross an intersection diagonally.

7. The Applicant agrees to keep the road open to traffic unless otherwise agreed to or approved by the BOCC. The Applicant or Contractor shall meet all applicable laws and regulations, including those in the "Manual on Uniform Traffic Control Devices" appropriate for the construction project covered by this Application. All signing shall be the responsibility of the Applicant and/or Contractor.

8. The Applicant will relocate said utility or pipeline, if and when it interferes with highway construction or maintenance, upon written notice to the BOCC.

9. Applicant agrees to design pipeline road crossings using one of the following methods:

- A. If encased, casing shall extend from right-of-way to right-of-way.
- B. If non-cased, and of steel, pipe within the right-of-way shall be superior to the pipe outside the right-of-way.
  - 1. By being at least one grade better and of the same thickness, or;
  - 2. Being a minimum of one wall thickness greater and of the same alloy, or;
  - 3. In the case of unequal diameter, being proven superior by use of the pipe design formula as per 49 CFR Part 192.105.
- C. If non-cased and of plastic, pipe within the right-of-way shall be installed:
  - 1. At a minimum depth of four (4) feet below the elevation of the ditch, or;
  - 2. If buried with less than four (4) feet of cover, approval prior to construction must be obtained from the BOCC.
  - 3. When crossing a road, high pressure pipelines will be covered by a concrete slab.

10. All crossings shall be bored on blacktop/asphalt roads. Cutting/Trenching may be permitted on dirt roads, ditches, or other surfaces with approval from the Board of County Commissioners. Blasting is not permitted.

11. Temporary roads mats made of rubber or wood must be used when crossing roads with all heavy equipment.

12. In some cases, the applicant/contractor shall post a performance bond in an amount to be determined by the Board of County Commissioners. Necessity for such bond will be determined by the Board of County Commissioners and the bond will be held in the County Treasurer's office until the right-of-way is in a presentable condition.

13. Aerial Facilities: Clearance above the traffic lanes of the road at all aerial pole line crossings shall 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 and free from weeds and brush within a 5 foot area of the installation. These facilities, when paralleling the roadway, shall be single pole construction and located within 3 feet of the fence line, if a fence exists. If no fence exists the right-of-way line shall be located by an Oklahoma Registered Surveyor at the applicant's expense and a copy provided to the Board

14. Applicant agrees to hold free and blameless this County for any damage to person or property caused by its construction or maintenance of any poles, posts, stubs, pipes, valves, wires and other property placed on or under said highway, pursuant to this application. Applicant further agrees to be responsible for repairing all damages to the roadway caused by Applicant's construction. This responsibility includes, when and where appropriate, Applicant causing to be placed on the roadway sufficient gravel and/or chat which will return the roadway where the cut or installation of facilities occurred to a level surface, designed such that, after compacting, no depressions in the roadway will result from Applicant's installation.

15. Applicant assures that all necessary permits have been received from the governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Amendments of 1972, 33 U.S.C. 1251, et. Seq.

BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Chairman

By: \_\_\_\_\_  
Member

By: \_\_\_\_\_  
Member

ATTEST:

By: \_\_\_\_\_  
Noble County Clerk

APPROVED/DISAPPROVED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\*\*\*\*\*  
APPROVED/INSPECTED:

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

County Commissioner District # \_\_\_\_\_

LOCATIONS/REMARKS:

By: \_\_\_\_\_  
(Signature)

<p>Mail applications to: Noble County Commissioners 300 Courthouse Drive #11 Perry, OK 73077</p>	<p>APPLICANT: If you would like a copy of this agreement you must include it for the Commissioners approval. Also, please include a self-addressed envelope for your return copies.</p>
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**NOTICE OF INTENT**  
**For Proposed Development on Unincorporated Property**  
**Located in Noble County**

1. Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. General Description of Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(i.e. building, bridges, roads, substantial additions/rehabilitations, utilities, mining, dredging, drilling, filling, excavating, raising/lowering of grade, paving, materials storage, etc.)

3. Location of Proposed Development [attach map(s)]

Legal Description:

\_\_\_\_\_ ¼ of \_\_\_\_\_ ¼ of \_\_\_\_\_ ¼ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

\_\_\_\_\_ ¼ of \_\_\_\_\_ ¼ of \_\_\_\_\_ ¼ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

\_\_\_\_\_ ¼ of \_\_\_\_\_ ¼ of \_\_\_\_\_ ¼ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

I verify that the above information is true and accurate to the best of my knowledge.

Signed by: \_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Print name and title.)

Attested by: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

**For Official Use Only**

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

Community Panel Number: \_\_\_\_\_

Date of Map: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

Permit Application Needed: \_\_\_\_\_  
(Yes/No)

Date Response Mailed to Applicant: \_\_\_\_\_

Please supply the name of the county roads and the number of the sections on the map below and mark the area of the proposed development on the map.

North

Name of County Road	Name of County Road		Name of County Road
	Section #		
Name of County Road	Name of County Road		Name of County Road
	Section #		
Name of County Road	Name of County Road		Name of County Road
	Section #		
Name of County Road	Name of County Road		Name of County Road
	Section #		
Name of County Road		Name of County Road	

NOBLE COUNTY ROAD CROSSING PLAT

LEGAL DESCRIPTION

From: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Quarter Section \_\_\_\_\_

From: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Quarter Section \_\_\_\_\_

