



DATE: _____
PERMIT NO. _____

## RIGHT OF WAY MINOR CONSTRUCTION PERMIT APPLICATION

TITLE 35 T.R.O. Chapter 3,4 & 5; Title 11 T.R.O. Chapter 12

- SIDEWALK/DRIVEWAY  
  TEMPORARY USE OF STREET  
  STREET/ALLEY CUT  
  IRRIGATION  
 BORE  
  OTHER EXCAVATION ACTIVITIES

### GENERAL INFORMATION

- PROJECT NAME \_\_\_\_\_
- PROJECT LOCATION \_\_\_\_\_

### CONSTRUCTION CONTRACTORS INFORMATION

- Name of Company \_\_\_\_\_
- CONTACT NAME AND TITLE \_\_\_\_\_
- ESCROW ACCOUNT NUMBER \_\_\_\_\_
- ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
- PHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_

IF PROJECT WILL HAVE SUBCONTRACTORS WORKING ON PROJECT LIST THE SUBCONTRACTORS CONTACT INFORMATION:

NAMES: \_\_\_\_\_ Annual Contract No: (For each sub.) \_\_\_\_\_

- LIST THE NAMES AND PHONE NUMBERS OF TWO PERSONS WHO CAN BE CONTACTED 24-HOURS A DAYS IN THE EVENT OF AN EMERGENCY.

\_\_\_\_\_

### PROJECT INFORMATION

- Is this project being done in conjunction with any other City permit? (Yes or No, if yes what permit number) \_\_\_\_\_
- Will this project involve cutting into a Street or Alley?  Yes  No If yes, dimensions of proposed cut \_\_\_\_\_  
 ARTERIAL STREET  
  NON ARTERIAL/ RESIDENTIAL  
  ALLEY
- Will this project involve blocking traffic?  Yes  No If yes, what street, how many lanes / days \_\_\_\_\_  
 ARTERIAL STREET  
  NON ARTERIAL/ RESIDENTIAL
- Will this project involve blocking parking meters?  Yes  No If yes, list the number on the meters and state how long they will be blocked \_\_\_\_\_

• **PROJECT START DATE** \_\_\_\_\_ • **PROJECT END DATE** \_\_\_\_\_

- OWNER OF FACILITIES \_\_\_\_\_
- OWNERS ADDRESS \_\_\_\_\_
- Owners CONTACT NAME AND TITLE \_\_\_\_\_
- ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_
- PHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_



APPLICANT AGREES TO COMPLY WITH ALL PROVISIONS OF THE RIGHTS OF WAY OCCUPANCY MANAGEMENT ORDINANCE, TITLE 11, CHAPTER 12, TITLE 35, TITLE 49, AND ALL OTHER APPLICABLE CITY ORDINANCE.

CONTRACTOR'S AGREEMENT AS TO INSURANCE: In return for this permit, contractor agrees, in part, to provide proof of general liability insurance in the amount required by law which names the City of Tulsa as an Additional Insured and provides 30 days prior written notice of cancellation to the City.

**APPLICANT IS REQUIRED TO CALL (918)596-2519 24 HOURS IN ADVANCE OF THE START OF CONSTRUCTION TO INSURE THAT ALL PERMIT REQUIREMENTS HAVE BEEN MET AND TO REQUEST AN INSPECTOR BE ASSIGNED TO THE PROJECT. ALL PAVING PROJECTS INCLUDING SIDEWALKS, DRIVEWAYS, AND CURB CUTS MUST CALL FOR INSPECTION 24 HOURS IN ADVANCE OF CONCRETE PLACEMENT.**

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_ Contractor will "Pot Hole" all utilities after using OKIE Locate 1-800-522- 6543 in  
Initial accordance with the Underground Facilities Damage Prevention Act 63OS-1991.

**Email Address: ROWPERMITS@CityofTulsa.org**

Additional information required to process this permit request include the following:

1. The City shall be provided two (2) sets of drawings showing what construction is to be done and/or where the proposed construction be located in the Right of Way. All streets should be labeled. All boring projects will show location of proposed construction and other utilities that are in the area should be shown both vertically and horizontally. All facilities both existing and proposed shall be tied to either a distance off of the centerline of the nearest road or the closest property line.
2. Two (2) sets of traffic control plans, showing all barrels, cones, signs, etc. will be required for lane closures. All streets should be labeled, the lanes clearly marked with the direction of traffic noted. Distances between drums should be noted as well as distances between drums and advanced warning signs.
- 3 Copies of Certificates of Insurance and bond information, that comply with Tulsa Revised Ordinances Title 11, Chapter 12, Section 1211 Insurance and Title 35, must be submitted with this application.

If the project is not an IDP, Gift Line, SSID, or if an approved Paving Cut Contractor is not used then City of Tulsa's Restoration Contractor shall restore all pavement. The applicant shall establish an escrow account with the City to pay the Restoration Contractor upon completion of the work and for all permit fees.

There may be additional information required and fees assessed after review of the Application