



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 Address\_\_\_\_\_

### CONSTRUCTION CONTRACTORS' INFORMATION

- Name of Company\_\_\_\_\_
- Onsite Contact Name\_\_\_\_\_
- Onsite Contact Title\_\_\_\_\_ Phone #\_\_\_\_\_
- Escrow Account Number\_\_\_\_\_
- Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_
- Phone #\_\_\_\_\_ Fax #\_\_\_\_\_ E-Mail\_\_\_\_\_

### CONSTRUCTION SUBCONTRACTORS' INFORMATION

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

- Name\_\_\_\_\_ Contact #\_\_\_\_\_
- Name\_\_\_\_\_ Contact #\_\_\_\_\_
- Name\_\_\_\_\_ Contact #\_\_\_\_\_
- Name\_\_\_\_\_ Contact #\_\_\_\_\_



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

- Name \_\_\_\_\_ Contact # \_\_\_\_\_
- Name \_\_\_\_\_ Contact # \_\_\_\_\_

## PROJECT INFORMATION

- Type of Work: ☐ Utility ☐ Concrete ☐ Plumber
- Name of Contractor Repairing Street \_\_\_\_\_ Phone # \_\_\_\_\_
- Is this project being done in conjunction with any other COT permits: ☐ No ☐ Yes, Permit # \_\_\_\_\_
- Will this project involve cutting into a Street / Alley: ☐ No ☐ Yes
  - Proposed Dimensions of Street/Alley Cut \_\_\_\_\_
  - ☐ Arterial ☐ Non-Arterial ☐ Commercial ☐ Residential ☐ Alley
  - Any excavation in the pavement section of a public street and/or alleyway will require a degradation fee per Title 11, Chapter 12, Section 1208.
- Will this project involve blocking traffic: ☐ No ☐ Yes
  - Street being blocked \_\_\_\_\_ # of lanes blocked \_\_\_\_\_ Total days \_\_\_\_\_
  - ☐ Arterial Street ☐ Non-Arterial
- Will this project involve blocking parking meters: ☐ No ☐ Yes, # of meters blocked \_\_\_\_\_ Total days \_\_\_\_\_
- PROJECT STATE DATE \_\_\_\_\_ PROJECT END DATE \_\_\_\_\_
- Owner of Facilities \_\_\_\_\_ Occupancy Agreement: ☐ No ☐ Yes
- Owners Address \_\_\_\_\_
- Owners Contact Name \_\_\_\_\_ Title \_\_\_\_\_
- Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_



- Will this project have any decorative concrete (dyed, stained, or patterned) inside of the ROW: ☐ No ☐ Yes
  - If yes, a license agreement will be required. Email [Encroachments@cityoftulsa.org](mailto:Encroachments@cityoftulsa.org) for more information.
- Will this project be widening, changing, or adding a driveway: ☐ No ☐ Yes
  - If yes, a zoning review will be required and could take up to 14 days to complete the review.
- Will this project be requesting a Fee-in-Lieu for sidewalk construction per Title 35, Section 602: ☐ No ☐ Yes
  - If yes, a Fee-in-Lieu review will be required. Email [Sidewalk-Fee@cityoftulsa.org](mailto:Sidewalk-Fee@cityoftulsa.org) for more information.
  - Has Fee-in-Lieu application been submitted: ☐ No ☐ Yes, Fees Paid: ☐ No ☐ Yes
- Is this project located in a private community, privately gated community, or on a private street: ☐ No ☐ Yes
  - If yes, when was your property platted: ☐ Before 2019 ☐ After 2019
- Is this project located within a City of Tulsa Capital Improvement Project Construction Zone: ☐ No ☐ Yes
  - To check for this requirement, navigate to the following site, zoom in to desired address, print out a copy of the map and incorporate it into this permit application when submitting
    - <https://www.arcgis.com/apps/dashboards/91845f6c6a634bc3bcf8776d7dc30622>
- Will this project require a storage pod or dumpster to be placed in the street: ☐ No ☐ Yes
  - If yes, a traffic control plan and Certificate of Insurance will need to be submitted.

## ATTACHMENTS

- Site plan is attached to this permit per Note #1 on sheet 4 of this permit application: ☐ No ☐ Yes
- Traffic control plan is attached to this permit per Note #2 on sheet 4 of this permit application: ☐ No ☐ Yes
- Certificate of Insurance is attached to this permit per Note #3 on sheet 4 of this permit application:  
☐ No ☐ Yes
- Bond Information is attached to this permit per Note #3 on sheet 4 of this permit application: ☐ No ☐ Yes
- COT Capital Improvement Map is attached to this permit as previously noted on sheet 3 of this permit application:  
☐ No ☐ Yes



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 THE INSPECTOR LISTED ON THE PERMIT 48 HOURS IN ADVANCE OF THE START OF CONSTRUCTION TO REQUEST AN INSPECTION. ALL PAVING PROJECT INCLUDING SIDEWALKS, DRIVEWAYS, AND CURB CUTS MUST CALL FOR INSPECTION 48 HOURS IN ADVANCE OF CONCRETE PLACEMENT.**

Signed By: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_

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

**Email Address: [ROWPERMITS@CityofTulsa.org](mailto:ROWPERMITS@CityofTulsa.org)**

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

- 1) The City shall be provided one (1) set of drawings showing what construction is to be done and/or where the proposed construction is to be located in the Right of Way. All streets should be labeled. All boring projects must 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) One (1) set 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. All traffic control shall be designed and placed per MUTCD standards.
- 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 the 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 for all permit fees.

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