



Right-of-Way Permit Application

See the "Right-of-Way Application Reference" sheet for additional submittal requirements.

Incomplete applications will not be processed.

Return R-O-W Permit application packet & submittals to:
Dept. of Community Development
Inspections
301 N Broadway
Moore, Ok 73160
(Phone): 405-793-5051 / (FAX) 405-793-5057

rowpermits@cityofmoore.com

Work Site Information

Address:	
Road Name(s):	
Cross Street:	Tax Map & Lot:

Applicant	<input type="radio"/> Responsible for Project (permittee)	<input type="radio"/> Primary Contact
Utility Company:		
Contact Name:	Phone:	
Address:		
E-mail:	Alt. Phone:	

Contractor	<input type="radio"/> Same as above	<input type="radio"/> Responsible for Project (permittee)	<input type="radio"/> Primary Contact
Business Name:			
Contact Name:	Phone:		
Address:			
E-mail:	Alt. Phone:		
24 Hour Emergency Phone:		License or Registration(s):	

Permit Type: Tier 1 Tier 2 Tier 3

Proposed Start Date: _____ Estimated Completion Date: _____

Applicant Project Number: _____ Sub-Contractor Information: _____

Reason for Work

Construct New Facility Repair/Replace/Modify Existing Facility

Construction Method

Bore Open Trench Aerial Facility Plow

Cut in Roadway: Yes No Cut in Sidewalk Yes No

Size of Excavation: Length (ft): _____ Width (ft): _____ Depth (ft): _____ Bore Line: (ft): _____

Description/Location of Work: _____

Traffic Control: No Traffic Control Plan Traffic Control Plan Included

I certify that I am an authorized signer for this permit application. Once the permit is issued, I accept and agree to comply with all requirements, terms, conditions and provisions associated with the permit, including all applicable City Ordinances. I agree to indemnify and save harmless the City of Moore, Ok, its officers and employees from all suits and actions; or claims of any character brought because of any injuries or damages received or sustained by any person, or property on account of the operations of the said Permittee, his Subcontractors or the employees of either; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the said Permittee. Further, I certify that this application and the included documents are accurate and complete to the best of my knowledge.

Permittee Printed Name: _____ **Title:** _____

Permittee Signature: _____ **Date:** _____



Right-of-Way Permit Application Reference Sheet

You must submit this checklist as part of your permit application packet. Please indicate all included items as part of your submittal.

Minimum Submittal Requirements Checklist

Tier 1 (Single building, private service)

- Completed Application (*Signed and dated*). *Application may be submitted via mail, email, or hand delivered. Applications must be made 5 days prior to work commencing.*
- Construction and/or site plan (Plans should be to a uniform engineering scale, legible, and include all proposed work in the right-of-way. *Plans may be submitted via mail, email or in person. Paper plans shall be composed on 11" x 17" paper, and there must be two copies.*
- Copy of any federal and/or state permit (If located in a federal or state right-of-way)

Tier 2 (Emergency and non-emergency repairs, less than 100 linear feet)

- Completed Application (*Signed and dated*). *Application may be submitted via mail, email, or hand delivered. Applications must be made 5 days prior to work commencing for non-emergency repairs. Permits for emergency repairs shall be made the date immediately after the repair has been made.*
- Construction and/or site plan (Plans should be to a uniform engineering scale, legible, and include all proposed work in the right-of-way. *Plans may be submitted via mail, email or in person. Paper plans shall be composed on 11" x 17" paper, and there must be two copies*
- The noted length of the repair must be indicated on the plans or on a separate sheet.
- Traffic control plan (If applicable)
- Copy of any federal and/or state permit (If located in a federal or state right-of-way)

Tier 3 (More than one building, public service) **Tier 3 permits require coordination between City and private utility company, prior to permit application, in regards to design and layout of private lines.**

- Completed Application (*Signed and dated*). *Application may be submitted via mail, email, or hand delivered. Applications must be made 5 days prior to work commencing.*
- Construction and/or site plan (Plans should be to a uniform engineering scale, legible, and include all proposed work in the right-of-way. *Plans may be submitted via mail, email or in person. Paper plans shall be composed on 11" x 17" paper, and there must be three copies.*
- Traffic control plan (If applicable)
- The names of telephone numbers of at least two persons serving as emergency contacts for the applicant, 24 hours a day, 7 days a week in the event of an emergency. *Contacts can be included on application, or a separate sheet.*
- Storm water pollution prevention plan (If applicable). *Required on projects where more than 1 acre of land is disturbed. Depending on the requirements of the project, the city may require a Land Disturbance Permit in addition to the ROW Permit.*
- Hold harmless agreement (If applicable). *The City reserves the right to require a hold harmless agreement in the event that proper separation between public and private utilities cannot be met.*