



The City of  
**EL RENO**  
*It's good to be here.*

Planning and  
Development Services

(405) 262-2000

101 N Choctaw Ave.

P.O. Drawer 700

El Reno, Oklahoma 73036

## Rights-of-Way Construction Permit

*\*Please note, the Development Services Department may require one or more pre-work conferences between the applicant and other city departments prior of issuance of rights-of-way permits. The City may also require other special conditions or information deemed relevant.*

### Permit Request Type

☐ Boring

☐ Paving Cut

☐ Driveway Approach Installation or  
Repair

☐ Sidewalk Installation or Repair

☐ Trenching

☐ Revocable Permit

### Applicant Information

Company/Applicant Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

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

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

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

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

24-Hour Emergency Contact Name: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

### Project Details

Type of Facility (e.g., Utility Line, Oil & Gas Pipeline): \_\_\_\_\_

Owner/Operator of Facility: \_\_\_\_\_

Project Description: \_\_\_\_\_

General Location: \_\_\_\_\_

Size of the Obstructed Area: \_\_\_\_\_

☐ Site Plan / Drawing Included

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Proposed Daily Start Time: \_\_\_\_\_ AM Stop Time: \_\_\_\_\_ PM

Construction Phases (if applicable): \_\_\_\_\_

## Contractors and Subcontractors

Primary Contractor Name: \_\_\_\_\_

List of Known Subcontractors (attach if needed): \_\_\_\_\_

☐ I understand that unknown subcontractors must be reported to the Development Services Department prior to commencing work.

## Traffic Impact Information

☐ Will Traffic Be Affected?

☐ Traffic Control Plan Included?

Start/Stop Times for Traffic Disruption: \_\_\_\_\_

## Required Documentation (Attach Copies)

☐ Construction documents clearly indicating location, dimensions, and type of work

☐ Proposed barricade and traffic control plans (if applicable)

☐ Proof of current liability insurance naming the City of El Reno as insured

☐ Proof of required surety bond of \$100,000 or equivalent naming City of El Reno as insured for paving cuts or boring on all paved section line roads as well as Sunset Dr., South Rock Island Ave., & South Mustang Field Rd.

**OR** Surety bond of \$50,000 or equivalent naming City of El Reno as insured and must be filed and approved before cutting or boring all other roads.

☐ ODOT permission letter (for work in ODOT rights-of-way)

☐ Site plan showing:

- Proposed facility locations including manholes, poles, etc.
- Size, type, and depth of conduit/pipeline
- Relation to existing infrastructure (roads, driveways, sidewalks, utilities, etc.)
- Locations of borings, excavations, and pavement cuts

☐ Updated list of emergency service providers including contact names and information

**REMINDER: ALL UTILITY LINE LOCATES AND TRAFFIC CONTROL SHALL BE THE RESPONSIBILITY OF THE PERMIT HOLDER. CITY CAN REQUIRE LOCATES TO BE POTHOLED.**

**PERMITS ARE ONLY VALID FOR A PERIOD OF 30 DAYS AFTER ISSUANCE.**

**PERMITS SHALL NOT BE AUTOMATICALLY EXTENDED FOR ANY REASON, INCLUDING WEATHER.**

**Certification**

I certify that the information provided in this application is complete and accurate to the best of my knowledge. I understand that failure to comply with City, State, and/or Federal regulations or provide updated information may result in revocation of the permit.

I acknowledge all restoration work required of any roadway, sidewalk, or other pavement, including sod replacement if applicable, by any permit holder shall be performed without delay by the permittee unless otherwise agreed to by the city in writing. Upon completion of the work and the subsequent removal of the obstruction, the permittee shall notify the Development Services Department that the obstruction has been removed and is ready for final inspection.

Signature of Applicant: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

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**FOR CITY OF EL RENO OFFICE USE ONLY**

**PLAN REVIEW**                      ☐ Approved                      ☐ Conditionally Approved                      ☐ Denied

**Development Services Administrator's Signature:** \_\_\_\_\_

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

**Notes:**  
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