

**PROCEDURE FOR PROCESSING APPLICATION FOR**  
**PIPELINE REMOVAL PERMIT**  
**ON STREET RIGHT-OF-WAY AND PUBLIC EASEMENT CROSSING**

1. SUBMIT FOUR (4) COMPLETED PIPELINE REMOVAL PERMIT APPLICATION FORMS EXECUTED AND CONTAINING ORIGINAL SIGNATURE OF THE PRESIDENT OR VICE-PRESIDENT OF THE COMPANY. IF SIGNED BY AN AGENT OTHER THAN THE PRESIDENT OR VICE-PRESIDENT OF THE COMPANY, A POWER OF ATTORNEY STATEMENT AS FILED OF RECORD IN OKLAHOMA COUNTY, OKLAHOMA WILL BE REQUIRED.
2. SUBMIT FOUR (4) COPIES OF THE APPROVED CONSTRUCTION DRAWINGS. PLANS SHOULD SHOW THE PROPERTY LINES, CURB, CENTERLINE OF STREETS, RIGHT-OF-WAY WIDTHS, UTILITY AND/OR DRAINAGE EASEMENTS, DRIVEWAYS AND/OR SIDEWALKS, AND THE PROPOSED ALIGNMENT OF THE PIPELINE. DIMENSIONS SHOULD BE INCLUDED TO SHOW THE RELATIONSHIP OF THE PROPOSED IMPROVEMENTS, CURB LINE, PROPERTY LINE AND CENTER LINE OF ADJACENT STREETS. OTHER DIMENSIONS AS APPLICABLE SHOULD BE SHOWN. IN DEVELOPED AREAS OF THE CITY, STANDARD PLAN AND PROFILE SHEETS SIGNED AND SEALED BY A PROFESSIONAL ENGINEER/LAND SURVEYOR ARE REQUIRED.
3. SHOULD A PIPELINE DURING ITS COURSE CROSS MORE THAN ONE STREET RIGHT-OF-WAY OR PUBLIC EASEMENT, INCLUDE ALL CROSSINGS ON ONE APPLICATION. ADDITIONALLY, CONTRACTOR REMOVING THE PIPELINE MUST BE PRE-QUALIFIED, LICENSED, AND OBTAIN ALL REQUIRED PERMITS.
4. SUBMIT HISTORY OF PIPELINE OWNERSHIP FROM THE ORIGINAL PERMITEE, INCLUDE ANY AND ALL ASSIGNMENTS IF APPLICABLE. INCLUDE ALL PERMIT HISTORY AND DOCUMENTATION.
5. SUBSEQUENT TO APPLICATION APPROVAL SUBMIT A CHECK PAYABLE TO THE CITY OF OKLAHOMA CITY IN THE AMOUNT OF \$26.50 PER ROD (or any portion of, rounded up to the next rod) FOR THE LENGTH OF THE PIPELINE TO BE REMOVED WHICH OCCUPIES CITY RIGHT-OF-WAY OR EASEMENT OR \$5.25 PER ROD (or any portion of, rounded up to the next rod) FOR THE LENGTH OF THE PIPELINE TO BE ABANDONED WHICH OCCUPIES CITY RIGHT-OF-WAY OR EASEMENT.
6. SUBMIT CURRENT PROOF OF INSURANCE ON CITY FORM (PROVIDED, OR AN ACCORD FORM) WITH STANDARD COMPREHENSIVE PUBLIC LIABILITY COVERAGE INCLUDING CONTRACTUAL LIABILITY INSURANCE COVERING BODILY INJURIES AND PROPERTY DAMAGE NAMING THE APPLICANT/PERMITEE AND THE CITY AS CO-INSURED, ISSUED BY AN INSURANCE COMPANY AUTHORIZED TO DO BUSINESS WITHIN THE STATE.
7. AS SOON AS STAFF IS AVAILABLE, THE LOCATION(S) OF THE PROPOSED PIPELINE(S) TO BE ABANDONED WILL BE FIELD CHECKED AND PLANS WILL BE REVIEWED BY OTHER CITY SUB-DEPARTMENTS RESPONSIBLE FOR POTENTIAL EFFECTED PUBLIC FACILITIES.
8. IF PIPELINE IS TO BE ABANDONED IN LIEU OF BEING REMOVED AN ASSIGNMENT IS ALSO NEEDED.

**APPLICATION FOR PIPELINE REMOVAL PERMIT**

TO THE HONORABLE MAYOR  
AND CITY COUNCIL OF  
OKLAHOMA CITY, OKLAHOMA

WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
an agreement for the laying of \_\_\_\_\_

\_\_\_\_\_ pipeline was executed by the City of Oklahoma City with \_\_\_\_\_

and, whereas, said agreement has been duly and properly assigned to \_\_\_\_\_

Comes now \_\_\_\_\_  
and applies to the City Council for a permit, and for the cancellation of the agreement covering  
the portion or portions of said pipeline(s) described as follows:

The Applicant agrees as a condition to the granting of said permit that the conditions,  
agreements and liability contained in the agreement heretofore executed on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_ concerning said pipeline or pipelines, shall be continued  
in full force and effect as to paragraphs number 2, 3, 4, 7, 8 and 9 thereof until any obligation to  
perform any acts or any liability to pay and damages or claims arising thereunder is fully  
satisfied, and also agrees to continue said permit and agreement in full force and effect as to any  
and all pipelines not removed.

BY \_\_\_\_\_

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

Reviewed as to form and legality.

\_\_\_\_\_  
Assistant Municipal Counselor

**PROCEDURE FOR PROCESSING APPLICATION FOR**  
**PIPELINE REMOVAL PERMIT**  
**ON STREET RIGHT-OF-WAY AND PUBLIC EASEMENT CROSSING**

1. SUBMIT ONE (1) COMPLETED PIPELINE REMOVAL PERMIT APPLICATION FORM EXECUTED AND CONTAINING ORIGINAL SIGNATURE OF THE PRESIDENT OR VICE-PRESIDENT OF THE COMPANY. IF SIGNED BY AN AGENT OTHER THAN THE PRESIDENT OR VICE-PRESIDENT OF THE COMPANY, A POWER OF ATTORNEY STATEMENT AS FILED OF RECORD IN OKLAHOMA COUNTY, OKLAHOMA WILL BE REQUIRED.
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8. IF PIPELINE IS TO BE ABANDONED IN LIEU OF BEING REMOVED AN ASSIGNMENT IS ALSO NEEDED.

Revised 5-7-08

ISSUE DATE: \_\_\_\_\_



THE CITY OF OKLAHOMA CITY  
CERTIFICATE OF INSURANCE

PROJECT OR  
CONTRACT NUMBER: \_\_\_\_\_

PRODUCER	NOTE: THIS CERTIFICATE CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, NO DOES IT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY POLICIES BELOW, EXCEPT AS SHOWN BELOW.			
	COMPANIES AFFORDING COVERAGE			
ADDRESS	COMPANY LETTER	A		
	COMPANY LETTER	B		
INSURED	COMPANY LETTER	C		
	COMPANY LETTER	D		
ADDRESS	COMPANY LETTER	E		

COVERAGES: THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED, FOR THE POLICY PERIOD INDICATED HEREIN. THE POLICIES SHOWN IN THIS CERTIFICATE ARE DEEMED PRIMARY TO ANY INSURANCE CARRIED BY THE INSURED FOR THE SPECIFIC LOCATION, PROJECT OR EVENT.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE AND TAIL COVERAGE				GENERAL AGGREGATE	
				BODILY INJURY (Per Person)	
				PROPERTY DAMAGE (Per Accident)	
				EACH OCCURRENCE	
				MEDICAL EXPENSES (Any One (1) Person)	
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE UNIT	
				BODILY INJURY (Per Person)	
				BODILY INJURY (Per Accident)	
				PROPERTY DAMAGE	
<b>WORKER'S COMPENSATION AND EMPLOYER LIABILITY</b> STANDARD STATE COMPLIANCE FOR OKLAHOMA				COMBINED SINGLE UNIT	
				BODILY INJURY (Per Person)	
				BODILY INJURY (Per Accident)	
If required by Contract <b>VALUABLE PAPERS INSURANCE</b>					
If required by Contract <b>EXCESS LIABILITY</b>				EACH OCCURENCE	
				AGGREGATE	
If required by Contract <b>OTHER</b>					

DESCRIPTION OF OPERATIONS/VEHICLES/SPECIAL ITEMS  
 THE CITY OF OKLAHOMA CITY AND THE \_\_\_\_\_ ARE ADDITIONAL INSUREDS, WITH RESPECT TO LIABILITY, ARISING OUT OF THE PROJECT OR EVENT.  
 THE CITY OF OKLAHOMA CITY AND THE \_\_\_\_\_ ARE LOSS PAYEES ON VALUABLE PAPERS INSURANCE.

CERTIFICATE HOLDER(S)  The City of Oklahoma City and The <u>City Engineer</u> Public Works Department 420 W Main St., Suite 700 <b>ATTN: FRANK MANNING</b> Oklahoma City, Oklahoma 73102	CANCELLATION  IT IS AGREED THAT NONE OF THESE POLICIES WILL BE CANCELLED OR CHANGED EXCEPT IN THE APPLICATION OF THE AGGREGATE LIABILITY LIMIT PROVISIONS, SO AS TO AFFECT THE INSURANCE DESCRIBED IN THIS CERTIFICATE UNTIL AFTER 30 DAYS PRIOR WRITTEN NOTICE OF SUCH CANCELLATION OR REDUCTION IN COVERAGES AND 10 DAYS WRITTEN NOTICE OF NONRENEWAL FOR NONPAYMENT OF PREMIUM HAS BEEN DELIVERED TO THE CERTIFICATED HOLDER.
	AUTHORIZED REPRESENTATIVE  TELEPHONE NUMBER (      )

ISSUE DATE: \_\_\_\_\_



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	COMPANIES AFFORDING COVERAGE
INSURED  ADDRESS	COMPANY LETTER A
	COMPANY LETTER B
	COMPANY LETTER C
	COMPANY LETTER D
	COMPANY LETTER E

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CERTIFICATE HOLDER(S)  
 The City of Oklahoma City and  
 The City Engineer  
 Public Works Department  
 420 W Main St., Suite 700 **ATTN: FRANK MANNING**  
 Oklahoma City, Oklahoma 73102

CANCELLATION  
 IT IS AGREED THAT NONE OF THESE POLICIES WILL BE CANCELLED OR CHANGED EXCEPT IN THE APPLICATION OF THE AGGREGATE LIABILITY LIMIT PROVISIONS, SO AS TO AFFECT THE INSURANCE DESCRIBED IN THIS CERTIFICATE UNTIL AFTER 30 DAYS PRIOR WRITTEN NOTICE OF SUCH CANCELLATION OR REDUCTION IN COVERAGES AND 10 DAYS WRITTEN NOTICE OF NONRENEWAL FOR NONPAYMENT OF PREMIUM HAS BEEN DELIVERED TO THE CERTIFICATED HOLDER.  
 AUTHORIZED REPRESENTATIVE

TELEPHONE NUMBER ( )

**APPLICATION FOR PIPELINE REMOVAL PERMIT**

TO THE HONORABLE MAYOR  
AND CITY COUNCIL OF  
OKLAHOMA CITY, OKLAHOMA

WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
an agreement for the laying of \_\_\_\_\_

\_\_\_\_\_ pipeline was executed by the City of Oklahoma City with \_\_\_\_\_

\_\_\_\_\_ and, whereas, said agreement has been duly and properly assigned to \_\_\_\_\_

\_\_\_\_\_ Comes now \_\_\_\_\_  
and applies to the City Council for a permit, and for the cancellation of the agreement covering  
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The Applicant agrees as a condition to the granting of said permit that the conditions,  
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perform any acts or any liability to pay and damages or claims arising thereunder is fully  
satisfied, and also agrees to continue said permit and agreement in full force and effect as to any  
and all pipelines not removed.

ATTEST: \_\_\_\_\_ BY \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

Reviewed as to form and legality.

\_\_\_\_\_  
Assistant Municipal Counselor

ISSUE DATE: \_\_\_\_\_



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AUTHORIZED REPRESENTATIVE

TELEPHONE NUMBER ( )

(PLEASE READ CAREFULLY)

CERTIFICATE OF INSURANCE EXPLANATION OF  
THE CITY OF OKLAHOMA CITY AND PARTICIPATING TRUST(S)

The Certificate Holder(s) require the use of this Certificate of Insurance as evidence that the insurance requirements of the contract have been complied with and will continue as long as the contract is in force. The City and/or Trust rely on this Certificate as proof of compliance with the insurance requirements agreed upon. The City and/or Trust must be advised of any cancellation or nonrenewal of the insurance coverages required or any reduction in the coverages provided, in compliance with the contract, as shown in the Certificate of Insurance. Thirty (30) days prior written notice of cancellation or reduction in coverages (other than an aggregate limit provision reduction) and ten (10) days written notice of nonrenewal for nonpayment of premium must be provided to the City and/or Trust so that the City and/or Trust may take appropriate action.

Many certificates of insurance are received by the City and its Trusts and many contain statements claiming that the certificate is issued as a matter of information only and confers no rights upon the certificate holder. A common example is "Should any of the above described policies be canceled before the expiration date hereof, the issuing company will endeavor to mail (number of days) days written notice to the named holder, but failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives." This is unacceptable.

The City and Trust have the right of notice of cancellation, nonrenewal and reduction of coverage, as a requirement in the contract. The City and Trust rely upon the Certificate of Insurance as evidence of contract compliance.

The authorization requirement (that the authorized representative signing the Certificate of Insurance provide written acknowledgment by the insurance company or companies to the City and/or Trust) is written proof that the person signing the Certificate is legally authorized by the insurance company or companies to obligate them, as shown in the Certificate.

The City and/or Trust must have positive evidence in the form of the Certificate of Insurance that the insurance requirements of the contract have been met and will continue to be met without interruption during the term of the contract.

No activity will begin until the insurance Certificate is received. Your cooperation in providing the City and/or Trust with acceptable evidence of insurance compliance will prevent confusion and delay.