

Garfield County Road Crossing/Line Installation



Conditions and Requirements

Adopted May 2019 by the Garfield County Board of County Commissioners

Thank you for taking the time to follow the conditions, requirements, and covenants set forth by the Garfield County Board of County Commissioners for road crossing and line installments. To make the permitting process simple, the county commissioners have adopted this rule book. Copies of this booklet can be picked up at the following locations:

Garfield County Clerk's Office
114 W Broadway
Enid Ok, 73701

Garfield County Highway Superintendent's Office (by appointment only)
216 W Oxford
Enid Ok, 73701
580-242-6013

Online at www.commissioner.garfieldok.com/permits

1. Applications for road crossing must be submitted to the County Clerk no later than Wednesday at 12:00pm before a meeting of the Board of County Commissioners with a check for the permit made payable to the Garfield County Commissioners. The petitioner/contractor shall contact the Highway Superintendent Office at the completion of crossing for an onsite inspection.
To: Garfield County Highway Superintendent
216 W. Oxford
Enid, Ok 73701
580-242-6013
2. Companies securing a permit shall have liability insurance and shall abide by all terms of this permit including liability for damage to Garfield County roads and bridges. (Please include a certificate of insurance if this is your first application)
3. The applicant must agree to hold Garfield County harmless for any damage or injury to persons or property caused by or resulting from the construction, maintenance, operation, or repair of the facilities on, under, or over the County right-of-way. Additional considerations must be taken when placing temporary lines thru culverts, i.e., restricting the flow of water causing or increasing back-water flooding, which may not otherwise occur. **If the requestor is seeking to use a culvert in the county R-o-W, a storm-water mitigation plan must accompany this permit, identifying actions to be taken to prevent the restriction of storm water flow and the potential back-water flooding that may occur.** The petitioner/contractor will be responsible for any damage resulting from deviation of the plat, or any deleterious effects to county roadway/ R-o-W and/or abutting landowner property.
4. **All crossings MUST be bored** on County roads. Blasting is not permitted. **If trenching is required, it must be pre-approved by the County Commissioner. The top three feet of roads that are cut must be compacted and backed filled with 1 ½” crusher run rock**
5. **The petitioner/contractor shall furnish all flagmen, lights, barricades, and warning signs meeting all laws and regulations, including those in the “Manual on Uniform Traffic Control Devices” appropriate for the construction project.** When workers are in the county right-of-way they are required to wear an approved safety vest. The petitioner/contractor agrees to keep the road open to traffic unless approved by the Board of County Commissioners. At the end of such work, the right-of-way must be cleaned up and left in a presentable condition.
6. In some cases, the petitioner/contractor of a temporary line shall post a performance bond in the amount 1,000.00 made payable to the Garfield County Commissioners. The necessity for such bond will be determined by the Board of County Commissioners and the bond will be held in the County Treasurer’s office until the right-of-way is in a presentable condition.
7. When notified to do so by the Board of County Commissioners the petitioner/contractor agrees at their expense to make all changes in the facility on County right-of-way.
8. Aerial Facilities – **Clearance above the traffic lanes of the road at all aerial pole line crossings shall comply with applicable safety codes and will not be less than 20 feet.** All poles, posts, stubs, fixtures, down guys, wires, and other appurtenances must be always kept in good repair and free from weeds and brush with a 5-foot area of the installation. These facilities, when paralleling the roadway, shall be single pole construction and located within 3 feet of the fence line, if a fence exists. If no fence exists, the right-of-way line shall be located by an Oklahoma Registered Surveyor at the petitioner’s expense and a copy provided to the Board prior to construction. All crossings shall be as nearly perpendicular as possible. Facility shall not interfere with the natural flow line of waterways or ditches.
9. Underground Facilities – All shall be a minimum of 5 feet below the elevation of the center of the road and not less than 4 feet below the bottom of the ditch. Concrete caps 4’ wide and 6” deep

may be required from edge of road to fence line. The markers must identify the owner's name, address, telephone number, size of facility, and emergency contact number in **black with a yellow background**. Marker must be at least 130 sq. inches in area and erected at a height plainly visible from the road right-of-way.

All underground electric cable crossings must be placed in a conduit and be a minimum of 4 feet below the ditch flow lines. Conduit placed beneath a roadway must be steel, HDPE, heavy duty PVC, or fiberglass if it is designed to withstand roadway loading and is properly protected.

Steel pipelines crossing- the right-of-way may be installed without encasement if the carrier pipe material within the right-of-way is superior to the carrier pipe material outside the right-of-way by being of steel at least one grade (alloy) better and of the same wall thickness, or a minimum of double wall thickness greater of the same alloy. Pipe must be properly protected from corrosion.

Facilities such as produced water, water and sanitary sewer lines crossing the county right-of-way Must be encased.

Maintenance must be performed by a method that will not disturb the through lanes or interfere with traffic.

10. In the event the underground utility must have maintenance performed in the form of trenching or excavating the county right-of-way, a new road crossing application must be obtained and approved by the Garfield County Board of Commissioners prior to any work being conducted. A surety bond in the amount of \$1,000,000.00 must also be obtained with Garfield County being listed as the beneficiary. The surety bond must have a minimum term of 1 year after construction is completed.
11. All section corners and $\frac{1}{4}$ section corners shall be protected. No pipeline or utility line shall cross an intersection diagonally. No boring or ditching for lines within 50 feet of a $\frac{1}{4}$ section corner or 200' of a bridge. Any line ran under a bridge is to be secured during use and removed fully after the permit expires.
12. Owners of all facilities shall be responsible, at their expense, for decommissioning of sites. Roads and right-of-way shall be restored to the original condition or better.
13. **The granting of this temporary easement does not take into consideration whether the abutting landowner is entitled to compensation for the easement being placed in the county road right-of-way. (See: 69 O.S. § 1401 & 1982 OK AG 1) The requesting party must complete a notification letter (attached to this permit), listing the route, all legal descriptions, and names of abutting landowners. Verbal Permission from abutting land owners is acceptable if it is documented in this permit, however if an issue arises with the abutting land owners not being notified; verbal permissions will no longer be accepted by the requesting company. (See Attached)**
14. The Applicant, for itself and its parent company, understands and agrees that the applicant shall furnish, with this application, a current, detailed plat of the applicant's pipeline system as located in the County, which said plat shall include, without limitation, the following:
 - A. Location of the pipeline system and the name and location of all wells connected thereto;
 - B. Pipe size (diameter and wall thickness);
 - C. Type of pipe (steel, poly, etc.);
 - D. Length encompassed by each specific size and type of pipe for each segment of the pipeline system;
 - E. Location of interconnects of applicant's pipelines to pipelines not owned by Applicant;

- F. Location of interconnects of applicant's pipelines to pipelines owned by Applicant's parent company or affiliated companies; and,
 - G. Location and capacity of all booster stations, gate valves, check valves, launchers, receivers, and gas processing plants connected to Applicant's pipeline system.
- Applicant further agrees that it will provide to the Board of County Commissioners on an annual basis, on January 1 of each year, an updated plat depicting items A through G.
15. **Temporary lines installed pursuant to this permit shall be tagged/Labeled at both ends (in the right-of-way) and middle of the line, with the tags to show the permit holder and the date it was installed. Above ground water lines and equipment running parallel with road shall be placed within 3 feet of fence line or within 3 feet of the back side of the ditch if no fence is present as not to disrupt road maintenance (see figure 1).** Any line interfering with road maintenance equipment will be removed or fined in accordance to the permit rules and regulations. All temporary over the road crossings must be placed at the same elevation as road surface. Over the road crossings shall have warning signs on both sides to warn traffic and be lighted when dark. The owner, firm, or company of the temporary line shall be responsible for all damages to county roads due to a line or multiple lines running through a culvert that substantially reduces the drainage capacity of said culvert. Boring of county roads and drive-over pads at private entrances should be considered in such cases (private entrances must be coordinated with land owners' approval). All crossings will be restored with new material and left in a better than found condition. **Temporary ground lines are to be in place no longer than 60 days. Lines in place for more than 60 days will require a renewal fee.**
 16. Culverts must have signed approval from the county prior to permit approval. Size, length, and material all must be approved. Pipes must be corrugated poly pipe that meets AASHTOM330, corrugated HDPE pipe that meets AASHTOM294, corrugated metal pipe 16 gauge or better or 5/16" steel pipe. Culvert road top cover must match existing roadway, if the road is an unimproved road the top cover must be shale or rock. **Any culvert put in place becomes property of Garfield County.** Okie call must be made. The company laying the line will be liable for any damage as a result of not making the call. All culverts shall be a minimum of **18 inches below** the elevation of the center of the road. Proper signage or flagmen shall be used, **See Rule #4.** The company laying lines is liable for any damage incurred, **See Rule #2.**
 17. **No Bores or temporary lines shall be laid when hazardous weather conditions exist, such as heavy fog, freezing rain, blizzard conditions, Etc. The goal is to have a safe environment not only for the company laying the line, but also for the motoring public.** Failure to comply with this rule shall result in suspension of laying lines in Garfield County up to 120 days and or a fine.
 18. Temporary lines being placed in the county easement during mowing season must be mowed prior to laying the line at the petitioner's expense.

Schedule of Fees (Check must accompany permit)

August 2022

Road Bored-\$**500.00** per line
Cut or Trenched-\$**2500.00** per line
Over the road crossing-\$**2500.00**
Overhead line-\$**500.00**
Parallel overhead line-\$**500.00** per mile
Parallel water line-\$**250.00** per mile/ per line
Crossing the Road (thru existing culvert, under bridge)-\$**250.00**

60-Day Renewal-Same as original permit

Permit Inspector

Garfield County Highway Superintendent

Office

580-242-6013

Cell

580-541-1941

AFTER FINAL APPROVAL PERMIT FEES ARE NON-REFUNDABLE

A line found to be in non-compliance of the Garfield County rite-of-way permit will be fined in accordance to the attached Schedule of fines.

Schedule of Fines

Lines without Permits- \$1000.00 per line/per day
Lines abandoned or left at road crossings- \$500.00 per day and line must be removed
Line/Equipment in roadway- \$500.00 per day and line/equipment must be moved
Any other violation in this permit- \$500.00 unless specified above

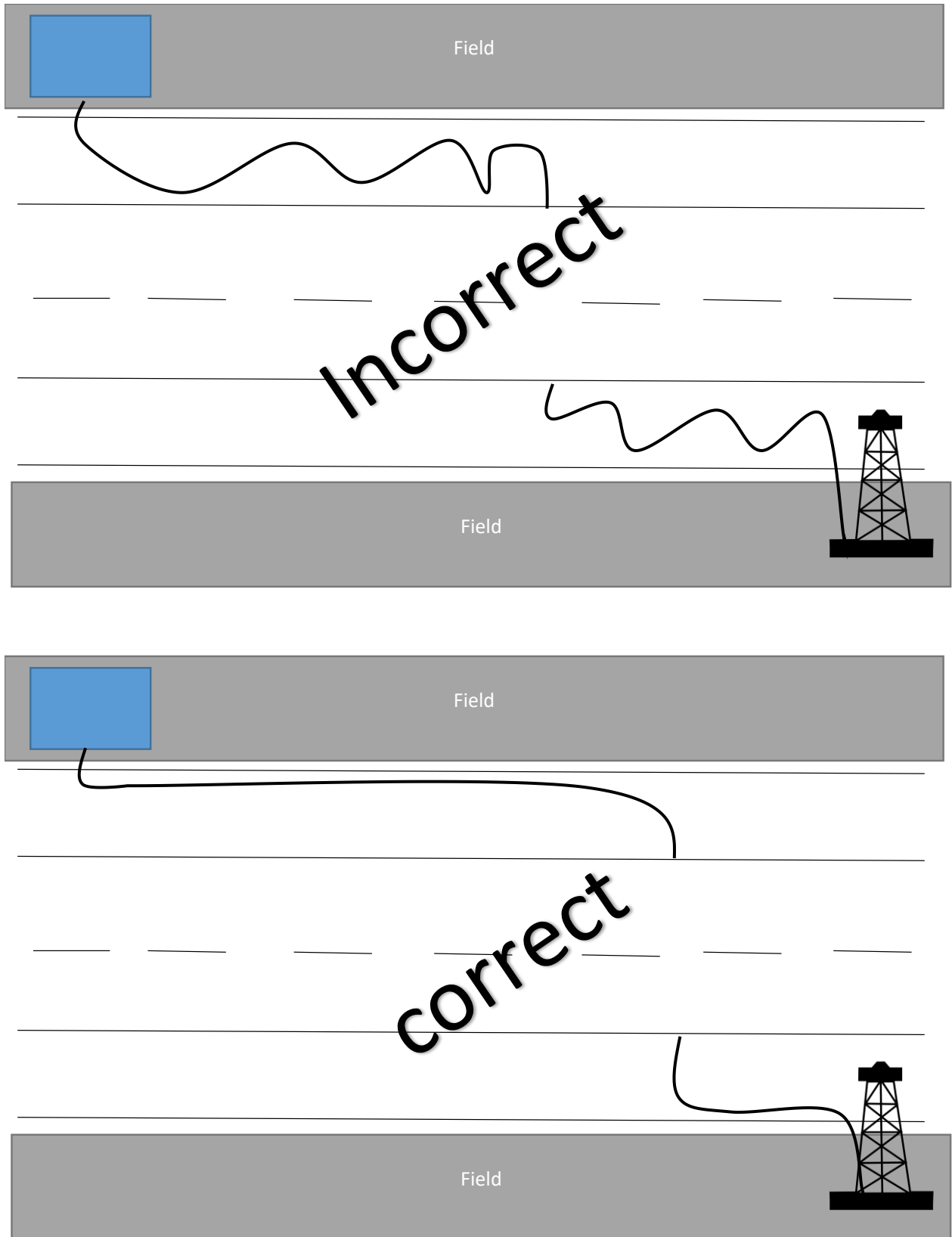


Figure 1

Revised February 2024

To: The Board of County Commissioners
Garfield County
114 W Broadway Rm 101
Enid, OK 73701

FROM: _____

In Re: Notification Letter from Permit Applicant and abutting Landowners for Temporary Easement in the Right-of-Way

This letter serves as notice that the permit applicant listed above has made efforts to identify, contact, and form an agreement with the abutting landowner(s) affected by the granting of the temporary easement, for pipelines, in the Right-of-Way within Garfield County. (In accordance with 1982 OK AG 1)

The requesting party, in no way holds the County liable for any part of the private agreement between themselves and the abutting landowner(s).

The abutting landowner(s), in no way hold the County liable for any part of the private agreement between themselves and the permit applicant.

Identified Route of Temporary line (with legal descriptions): _____

Signature of Applicant Date

Abutting Landowner(s) information on next page. Additional pages may be attached.

If verbal permission is given by a land owner and is so noted in this permit and an issue arises with abutting landowner permissions; verbal permissions may no longer be accepted for the requesting company.

Revised February 2024

Abutting Landowner(s):

1. _____
Legal Description Typed or Written Name Signature Date

Subscribed and Sworn to Before me this _____ Day of _____, 20____

Notary Public: _____ Commission Expiration: _____

Affix Seal/Stamp Here

2. _____
Legal Description Typed or Written Name Signature Date

Subscribed and Sworn to Before me this _____ Day of _____, 20____

Notary Public: _____ Commission Expiration: _____

Affix Seal/Stamp Here

3. _____
Legal Description Typed or Written Name Signature Date

Subscribed and Sworn to Before me this _____ Day of _____, 20____

Notary Public: _____ Commission Expiration: _____

Affix Seal/Stamp Here

4. _____
Legal Description Typed or Written Name Signature Date

Subscribed and Sworn to Before me this _____ Day of _____, 20____

Notary Public: _____ Commission Expiration: _____

Affix Seal/Stamp Here