

<p>*County/City review and inspection. City acceptance of water and/or sewer systems for non-annexed developments</p>	<p><b>APPENDIX A</b> <b>OVERALL DEVELOPMENT PROCESS</b></p>
<p>CITY OF OWASSO, OKLAHOMA</p>	
<p>PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION</p>	

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## **AGREEMENT GUARANTEEING INSTALLATION OF IMPROVEMENTS**

WHEREAS, application has been made to the City of Owasso by the undersigned for approval of \_\_\_\_\_ subdivision/**development**; and

WHEREAS, the undersigned owns fee simple title in and to all of said real property comprising said subdivision/**development**; and

WHEREAS, the approval of said subdivision/**development** by the City of Owasso is given upon the condition that certain improvements will be constructed and installed by the undersigned in accordance with plans approved by the City as appropriate for said improvements within two years from date of final approval of said plat by the City of Owasso.

NOW, THEREFORE, the undersigned in consideration of said approval by the City of Owasso covenants and agrees to provide engineering drawings for the construction of said improvements in accordance with adopted Engineering Design Criteria **and Construction Standards and to abide by the administrative requirements specified in the criteria. The undersigned further agrees to provide oversight of his/her construction contractor to assure compliance with the approved plans.** When improvements have been completed, the consulting engineer **employed by the developer** will furnish to the City Engineer a complete set of record as-built drawings **in accordance with the specific items and schedule prescribed in the criteria and which include those changes made during construction.**

This agreement shall be enforceable by the City, as appropriate.

This covenant and agreement shall be binding upon the undersigned and his/her, its or their heirs, successors and assigns. When improvements have been completed, the Engineer shall provide written acknowledgement of such fact. The City shall file the final plat of record with the Tulsa County Clerk.

(CORPORATE)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_,

\_\_\_\_\_  
OWNER/DEVELOPER

(Corporate Seal)

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

ATTEST:

\_\_\_\_\_  
Corporate Secretary

STATE OF OKLAHOMA)

) ss:

COUNTY OF \_\_\_\_\_

Before me, the undersigned, a Notary Public within and for said County and State, on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, personally appeared \_\_\_\_\_, to me well known to be the identical person who executed the within and foregoing instrument, in writing and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed on behalf of the aforestated corporation for the uses and purposes therein set forth.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_



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**AGREEMENT FOR URBAN ENGINEERING SERVICES**

THIS AGREEMENT, entered into by and between the CITY OF OWASSO,

OKLAHOMA, a municipal corporation, hereinafter called "City" and

\_\_\_\_\_ hereinafter called "Design Engineer".

**WITNESSETH:**

WHEREAS, the Design Engineer has been employed by the Owner/Developer/Subdivider of the herein described real property to prepare all project plans and specifications and to provide certain engineering services during the construction of the hereinafter sometimes referred to as the "Project", upon easements and rights-of-ways to be owned or controlled by the City; and

WHEREAS, the Design Engineer is desirous of obtaining the review (and approval) of the plans and specifications for said project by the City of Owasso Public Works Department; and

WHEREAS, the City is willing to review the plans and specifications prepared by the Design Engineer under the hereinafter described terms and conditions.

NOW, THEREFORE, in consideration of the foregoing and in consideration of the hereinafter set forth promises and covenants, the parties hereto mutually agree as follows, to-wit;

1. The Improvements to be designed by the Design Engineer (pursuant to this Contract)

shall generally consist of the following types of improvements

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which shall be located on the following described tract of land:

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2. The Design Engineer shall, in conformity with the provisions of the City's Standard Specifications for Urban Engineering Services, including the City's current Design Criteria, which are hereby incorporated and made a part of this Contract by reference, prepare project plans, specifications, and other engineering documents as may be necessary for the proper construction of the project improvement, and shall perform all construction layout surveys, and staking and periodic general construction supervision on the project improvements as they are constructed by the Owner and his Contractor.
3. The City shall review (and approve) the project plans, specifications, and other engineering documents for the construction of the project improvements prepared and submitted to the City by the Design Engineer.
4. The Design Engineer shall compensate the City for reviewing (and approving) plans and specifications for the project at the rate of One Hundred Dollars (\$100.00) for each plan sheet submitted (other than plan sheet Standard Drawings of the City of Owasso or of the Oklahoma Department of Transportation), except that the minimum charge for each project shall be One Hundred-fifty Dollars (\$150.00). Payment shall be due and payable upon presentation of the plans and specifications for the project for review by the City. PFPI plan review and permit fees are waived for governmental entities. No fees shall be collected by the City of Owasso on any public work or improvement

performed by or for any city, county, state, or federal governmental entity; provided however, that this exemption shall not constitute waiver of any ordinance requiring the issuance of such permits, and it shall apply only to such permits issued directly to the governmental entity involved.

5. The Design Engineer hereby covenants that he/she is a Registered Professional Engineer in the State of Oklahoma at the time of execution of this Contract, and should the Design Engineer cease to be a Registered Professional Engineer prior to completing performance of the terms and conditions of this Contract, the Design Engineer shall immediately notify the City and shall engage a Registered Professional Engineer acceptable to the City to complete performance of the promises and covenants contained herein.
6. The Design Engineer further covenants and agrees that he/she maintains and is covered by Professional Liability Insurance in limits of not less than those indicated in the following schedule:

<u>Project Cost</u>	<u>Professional Liability Insurance</u>
Less than \$500,000	\$250,000
\$500,000 - \$1,000,000	\$500,000
Greater than \$1,000,000	\$1,000,000

(Project Costs to be as defined in Section I of the attached Specifications for Urban Engineering Services) and that he/she will maintain same in continuous force and effect for a period of not less than three years from and after final acceptance of the project herein.

7. The Design Engineer further covenants and agrees to comply with Section I, Section II and Section III of the attached Standard Specifications for Urban Engineering Services and that these specifications become a part this contract.

IN TESTIMONY WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers or representatives on the dates set for the below.

Executed by the City of Owasso, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Executed by the Design Engineer on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

CITY OF OWASSO, OKLAHOMA  
a municipal corporation

BY \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

APPROVED:

\_\_\_\_\_  
Public Works Director

DESIGN ENGINEER

\_\_\_\_\_  
Design Engineer

BY \_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
Secretary

City of Owasso, Oklahoma  
Standard Specifications  
For  
Urban Engineering Services

SECTION 1 – GENERAL PROVISIONS

1.01 INSURANCE AND INDEMNITY

The Design Engineer shall carry and keep in force during this Contract policies of insurance in minimum amount as set forth below or as required by the Laws of the State of Oklahoma.

Public Liability:

Bodily injury, each person	\$100,000
Bodily injury, each accident	\$1,000,000
Property damage, aggregate	\$100,000
or combined single limit	\$1,000,000
Employers Liability and Workers Compensation	Statutory Limit

Automobiles and trucks, owned hired and non-owned:

Bodily injury, each person	\$100,000
Bodily injury, each accident	\$1,000,000
Property damage, aggregate	\$100,000
or Combined single limits	\$1,000,000
Engineer's Professional Liability Insurance	by schedule
with prior Acts Endorsement	\$100,000

Certificates showing the Design Engineer is carrying the above described insurance in at least the above specified minimum amounts shall be furnished to the City prior to the execution of the Contract. The certificate of Public Liability insurance shall show the City of Owasso, endorsed as a named insured under the policy. The Design Engineer shall provide evidence of Professional Liability Insurance in limits of not less than indicated in the following schedule:

<u>Project Cost</u>	<u>Professional Liability Insurance</u>
Less than \$500,000	\$250,000
\$500,000 - \$1,000,000	\$500,000
Greater than \$1,000,000	\$1,000,000

Project Cost shall be defined as the cost of all engineering responsibilities and professional services defined by these specifications as well as the cost of all labor and materials to be furnished in construction of the proposed public improvements for the Project. The Design Engineer shall furnish, as part of this contract, an Engineer's Estimate of Probable Project Cost, signed and sealed by the Design Engineer, in order to establish the required extent of liability.

Certificates of Professional Liability insurance shall be submitted on the anniversary dates thereof, showing that coverage is maintained in continuous force and effect for a period of three (3) years following final acceptance of the project by the City of Owasso. Said Certificates shall further provide that such insurance will not be cancelled by the insurer without the insurer first giving the City ten (10) days written notice of cancellation.

#### 1.02 PLANS AND RECORDS

The City shall, upon request, provide the Engineer with one copy of any preliminary plans, photographs, reports, calculations, topographic surveys, utility location plats and other pertinent public records currently in possession of the City and applicable to the work, provided the City is reimbursed for any cost of reproduction by Engineer.

#### 1.03 OWNERSHIP OF THE WORK

The Design Engineer shall furnish the City with copies of data, field notes and studies utilized as instruments of service if requested for reproduction by City.

#### 1.04 TRANSFERS

The Design Engineer shall not assign, sublet or transfer any interest in the work covered by this Engineering Agreement without the prior written consent of the City. The consent to assign or sublet any portion of work shall not relieve the Design Engineer from his primary responsibility for the performance of that portion of the work so transferred.

#### 1.05 REVIEWS AND ACCEPTANCES

All preliminary and detailed designs, plans, specifications, estimates and other documents prepared by the Design Engineer shall be subject to Review and acceptance by the City.

No acceptance shall relieve the Design engineer of his professional responsibility or obligation to correct any defects or errors in his work at his own expense.

#### 1.06 APPEARANCES AND CONFERENCES

The Design Engineer shall provide adequate representation at design conferences as may be requested by City in connection with the work or the project.

The Design Engineer shall confer with the City at any time with respect to interpretation of plans, correction of errors and omissions, and preparation of such additional drawings or specifications as may be required as the work and project progresses.

## 1.07 PENALTIES

In the event the Design Engineer fails to comply with any of the provisions of the Agreement for Urban Engineering Services, the Engineering Department shall not consider entering into any subsequent agreements with the Design Engineer.

## SECTION 2 – CONSTRUCTION CONTRACT PLANS

### 2.01 GENERAL PURPOSE, REQUIREMENTS AND OBJECTIVES

The Construction Contract Plans shall provide the City with adequate general plans, design details, construction specifications, and related documents from which contractor may construct the Project.

A preliminary plan which approval is necessary before the actual Construction Contract Plans are developed shall, in general, resolve all fundamental location and design problems and delineate them in such a manner as to permit the preparation of final detailed Construction Contract Plans.

### 2.02 EXISTING INFORMATION AND DATA

The Design Engineer shall:

- a. Provide all professional services necessary to evaluate and coordinate existing information and data which will be necessary in the preparation of detailed Construction Contract Plans.
- b. Develop new information and refine existing information and data to current status to comply with the requirements of these Specifications.
- c. Secure appropriate current City written approval of the proposed preliminary plan development criteria and procedure.

### 2.03 CONSTRUCTION CONTRACT PLANS

The Design Engineer shall:

- a. Prepare detailed Construction Contract Plans, in both horizontal and vertical dimensions, properly dimensioned, showing all existing topographical features, surface and subsurface facilities as determined by field surveys or as verified by utility or facility owners. These plans shall be prepared in accordance with current design practices of the City and shall include title sheets, typical sections, general notes and summaries of quantities. The lists of quantities shall be separated as may be required for meeting financing requirements and properly symbolized in accordance with the Standard Construction and Material Specifications. Plan and profile showing alignment and grade with locations of right of way lines shall also be included. Plans shall be accompanied by such other documents as may be required, and they shall also conform with the requirements of applicable portions of the City's Construction and

Material Specifications, Design Criteria, Standard Construction Drawings, Specification for Subsurface Investigations and plan preparation procedures and other directives of instruction of the City.

- b. Provide, in connection with utilities, the following:

Each affected company with an early notification concerning contemplated work and furnish each company approved preliminary plans. Arrangements shall be made with each affected company for a plan showing its existing and proposed facilities in relation to the existing and proposed construction and submit each plan to the City for approval. The Design Engineer shall, when instructed, incorporate utility revision plans in the construction plans, and shall secure from the utility company a detailed estimate of its cost for making changes prepared in accordance with the requirements of the City.

- c. Prepare off-site right-of-way plans and descriptions, or bring to current status existing property map and right-of-way plan of descriptions, all in conformance with the requirements set forth in these Specifications and other instructions issued by the City. More specifically, the Design Engineer, in developing the right-of-way plan shall:

1. Prepare a preliminary right-of way plan for field review and approval immediately following approval of alignment and profile showing centerline of survey, estimated construction limits, property lines, parcel numbers, ownership of record, recommended right-of-way limits and existing right-of-way limits. The preliminary right-of-way plans shall be prepared to a scale of one (1) inch equals one hundred (100) feet. In congested or urban subdivided area where one hundred (100) foot scale is unsuitable, the right-of-way plans shall be prepared to a scale of one (1) inch equals twenty (20) feet. The preliminary plans may be a print of pencil tracings appropriately marked to avoid confusion with the final right-of-way plans
2. The final right-of-way plan shall be developed concurrently with the detailed Construction Contract Plan, and shall be completed with prints thereof submitted ten (10) days prior to the Field and Office Check. The property map and summary of additional right-of-way required shall be a part of the final right-of-way plan. Property lines are to be determined and shown on the plan accurately enough that a proper legal description can be written there from without reference to other material. In addition, the right-of-way plan shall show the beginning and end of project, match lines and numbers of matching sheets. (To facilitate use of the right-of-way plan independently from the other sections of the Construction Contract Plan, right-of-way plan sheet numbers a separate series of numbers for sheets comprising the right-of-way plan proper.) When prints or reproducible tracings of right-of-way plans are furnished separately, they shall include the Construction Plan title sheet, showing vicinity map and legend of symbols used. Final right-of-way plans shall reflect the latest information available, all plan revisions, and all approved changes in right-of-way to be acquired.

Legal descriptions shall be prepared for all remaining parcels of property to be acquired and submitted concurrently with the final right-of-way plans.

The Design Engineer, shall, upon request, prepare appropriate plats in accordance with the foregoing.

- d. The Design Engineer shall submit the final plans to the City for review, together with its recommendations regarding final acceptance, as follows:
  1. Plans, elevations and details, unless otherwise specified, shall be presented on sheets twenty-two (22) inches by thirty-four (34) inches in overall size developed at appropriate scale showing all horizontal and vertical information in sufficient detail to permit construction staking on the ground and to indicate and delineate all details necessary for the construction of the complete facility by a construction contractor.
  2. The required number of copies of the completed Construction Contract and other necessary documents shall be assembled and presented, and necessary personnel familiar with each design phase or detail shall be assigned to accompany and consult with City upon field Office Conference at times designated by the City.
  3. All Changes and modifications required by the City as a result of Field and Office Conferences shall be made, and acceptable reproducible tracings of the detailed construction Contract Plans and other necessary documents shall be delivered to the city.
  4. All things required shall be submitted to the City with a transmittal letter providing a brief narrative summary of the pertinent facts concerning the development of the Project. The letter shall advise the city of any special or unusual features of design or construction of the Project.

## 2.04 CITY'S OBLIGATION

The City shall review all of the Engineer's submissions and transmit to the Design Engineer the dates of acceptance for all submissions, or, if a submission is not acceptable, a statement of the changes to be incorporated prior to acceptance thereof. City response shall be within 10 working days of receipt.

## SECTION 3 – CONSTRUCTION SUPERVISION

### 3.01 GENERAL PURPOSE, REQUIREMENTS AND OBJECTIVES

The purpose of supervision of construction by the Design Engineer is to assure that the Project shall be constructed in a good and workmanlike manner and in accordance with the plans, specifications and other contract documents.

It shall be the Design Engineer's obligation to achieve this purpose and his obligation shall include, but not be limited to, the matters set forth in these specifications.

### 3.02 ENGINEER'S SUPERVISORY OBLIGATIONS

The Design Engineer shall perform the following in connection with the construction:

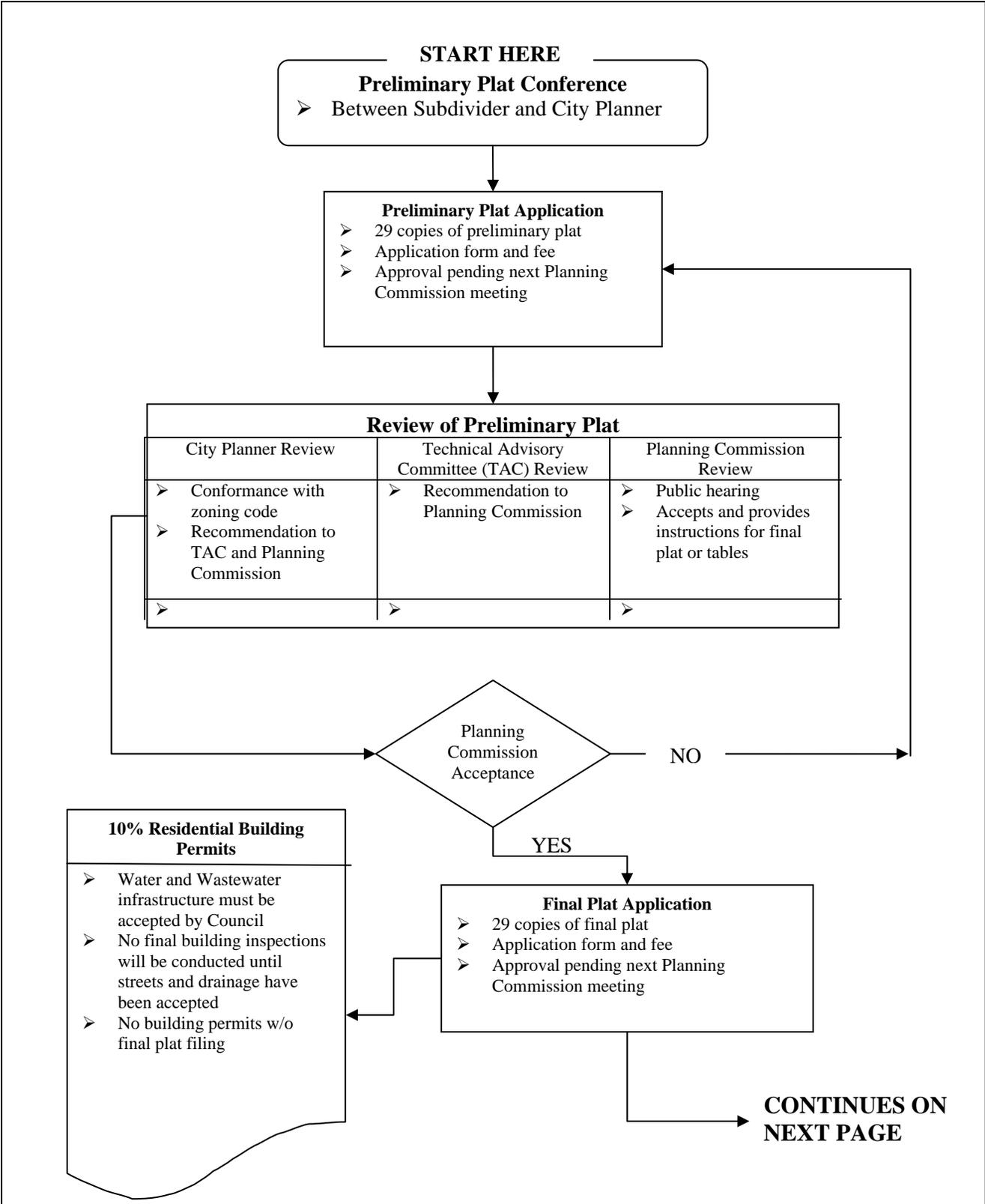
- a. Construction layout surveys and consultation and advise during construction.
- b. Visits to the site of the construction at such frequent intervals as may be necessary, during construction but a minimum of weekly visits or as required by the Engineer.
- c. Review and check, following the award of a construction contract, the shop drawings of installed equipment, structural agreements and erection plans for each structure designed by the Engineer. Such checking shall verify the conformance of shop drawings with design drawings.
- d. Preparation of supplementary detailed drawings, together with specifications pertaining thereto when required.
- e. Providing contract drawings as necessary to show the work as actually constructed by furnishing the City a set of "Record" drawings on computer disc (AutoCad format compatible with City software), mylar reproducibles and two sets of blackline drawings.
- f. Assistance to the City in start-up and testing of installed equipment.
- g. Certification of "Record" quantities.
- h. Accompany representative of the City in the Final Inspection of the project.
- i. Submit any soils analysis reports as required before or during construction.
- j. Provided all staking for control of alignment and grade necessary for the satisfactory construction of the project and additional staking as required by the Engineer.

### 3.03 CHANGE ORDERS DURING THE COURSE OF CONSTRUCTION

- a. If during the course of construction it becomes necessary to change the detailed plan of construction due to unforeseen obstructions, conflict with other utilities, other agencies or circumstances, or conditions not anticipated prior to the award of the Construction Contract, the Engineer shall prepare the necessary Change Orders and Revised Plans in order to effect the necessary changes in construction.

- b. The Design Engineer, during the course of Preparation of necessary Change Orders, shall coordinate the revised plans with all affected agencies or firms on which original coordinated approval was secured in these specifications prior to approval by the City of the necessary Change Order.
- c. The Design Engineer shall carry out the necessary negotiations with the Construction Contractor prior to presentation to the City of the Change Order for approval. Following approval by the Construction Contractor, The Design Engineer shall present same to the City in accordance with the established procedures for approval of the original Construction Contract as covered in those specifications.

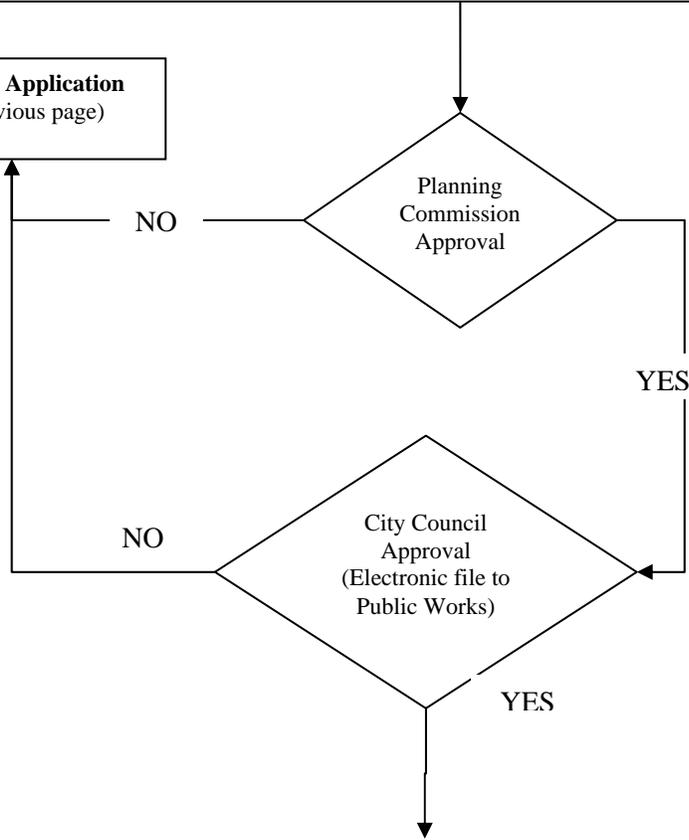
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<b>Review of Final Plat</b>		
City Planner Review	Technical Advisory Committee (TAC) Review	Planning Commission Review
<ul style="list-style-type: none"> <li>➤ Conformance with zoning code</li> <li>➤ Recommendation to TAC and Planning Commission</li> </ul>	<ul style="list-style-type: none"> <li>➤ Recommendation to Planning Commission</li> </ul>	<ul style="list-style-type: none"> <li>➤ Public hearing</li> <li>➤ Approves, approves w/ modification, continue to a certain date, or disapproves</li> </ul>

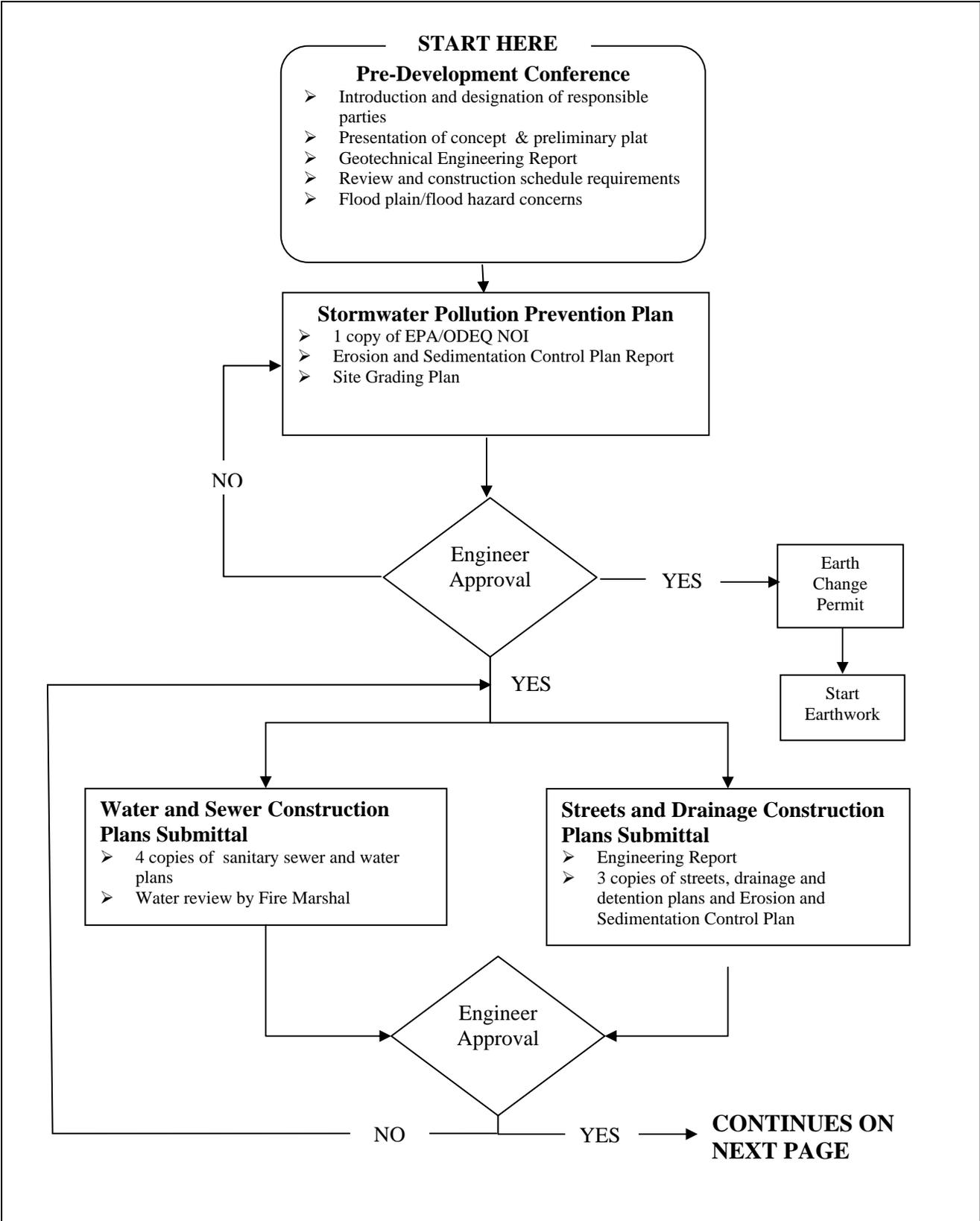
**Final Plat Application**  
(see previous page)



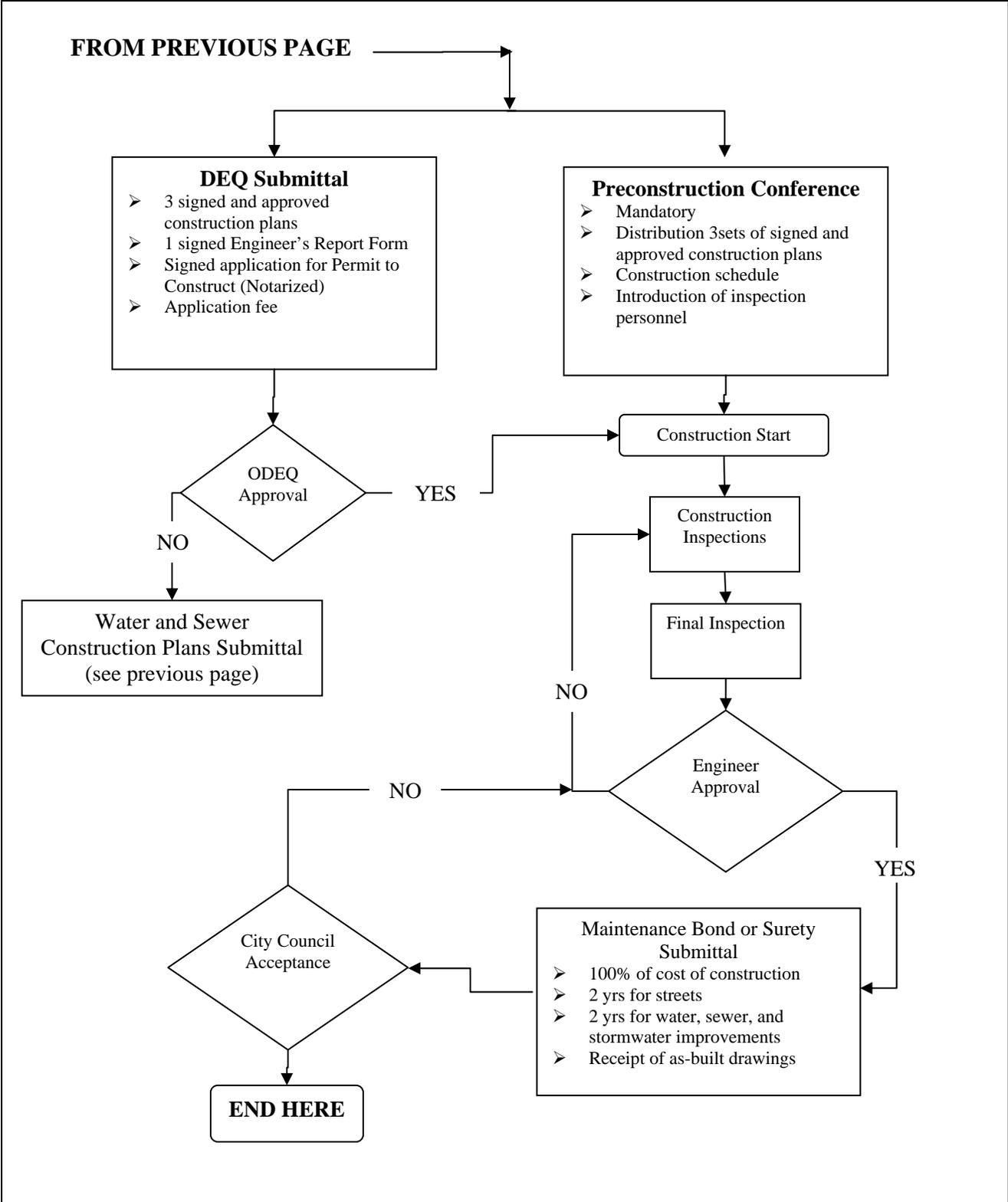
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**Certification of Final Plat**

- Record certified Final Plat with County
- Return filed stamped original plats to City Planner



DATE: MAY 18, 2005





**CITY OF OWASSO**

P.O. BOX 180 OWASSO, OKLAHOMA 74055 (918) 376-1500 FAX (918) 376-1599

**CONSTRUCTION PLANS and  
ENGINEERING REPORTS CHECKLIST**

SUBMIT THIS CHECKLIST ATTACHED TO ALL CONSTRUCTION PLANS AND ENGINEERING REPORTS SUBMITTED FOR ENGINEER'S REVIEW.  
\*INCOMPLETE SUBMITTAL PACKAGES CANNOT BE ACCEPTED\* \*PARAGRAPH NUMBERS RELATE TO THE DESIGN CRITERIA\*

Paragraph	Comments	Surveyor approval	Design Engineer	Pub Wks Dept		Paragraph	Comments	Engineer Tech	Design Engineer	Pub Wks Dept	
				1st review	final review					1st review	final review
Initials						Initials					
116	Surveying					115.1	Water Eng. Report				
	Adequate Benchmarks					115.2	Sanitary Eng. Report				
	Boundary Survey Closes					115.3	Street Eng. Report				
						115.4	Stormwtr. Eng. Report				
<b>Paragraph</b>	<b>Comments</b>	<b>Drafter</b>	<b>Design Eng</b>								
Initials						202.1	Water lines				
117.1A	Media materials					202.2	Fire hydrants				
117.1B	Media size					202.3	Gate valves				
117.1C	Lettering					202.4	Blow-off valves				
117.1D	Title sheet					202.5	Air relief valves				
117.1E 1	Title sheet separate					202.6	Tracer wire				
117.1E 2	North to top or right					202.7	Warning tape				
117.1E 3	North as needed										
117.1E 4	Title block					302.1	Sanitary design flows				
117.1E 5	Minimum scale					302.2	Sewer lines				
117.1E 6	References					302.3	Manholes				
117.1E 7	Existing improvements					303	Lift stations				
117.1E 8	ROW and easements										
117.1E 9	Structures numbered					403.1	Roadway design				
117.1E 10	City utility lines shown					403.2	Intersection design				
117.1E 11	All obstructions shown					403.3	Traffic impact				
117.1E 12	Exst. and prospd. elev.					403.4	Pavement design				
117.1E 13	Construction pay items					404.2	Roadway design				
117.1E 14	As builts					404.3	Sidewalks				
117.1E 15	Tied to 2 sect. corners					404.4	Driveways				
						404.5	Signage				
117.2 A	Water lines					404.6	Striping				
						404.7	Lighting				
117.2 B	Sewer lines										
						502	Easements				
117.2 C 1	Street typical sections					503	Drainage system				
117.2 C 2	Street plan/profiles					504	Rainfall				
117.2 C 3	Street min. scales					505	Runoff				
117.2 C 4	Street topography					506.1	Street drainage				
117.2 C 5	Horizontal curve data					506.2	Drainage impact				
117.2 C 6	Vertical curve data					506.3	Hydraulic evaluation				
117.2 C 7	Street profiles					507	Storm sewer inlets				
117.2 C 8	Street plan view					508	Storm sewer pipe				
117.2 C 9	Street cross sections					509	Open channels				
						510.2	Culverts				
117.2 D 1	Drainage plan sheet					510.3	Bridges				
117.2 D 2	Storm sewer lines					511	Detention basins				
117.2 D 3	Channels										
117.2 D 4	Inlets and boxes					512.4 B	Erosion Control Report				
117.2 D 5	Site grading plan					512.4B3b	Erosion Control Plan				
117.2 D 5d	Erosion control plan					512.5	Temporary BMP(s)				
						512.6	Permanent BMP(s)				
						512.7	Vegetative BMP(s)				
	<b>Special Req'ts:</b>						<b>Use the following codes:</b>				
	<b>Accel/Decel Lanes</b>					N/A	Not applicable				
	<b>Sewer Payback</b>					RV	Request variance				
	<b>Service to Each Lot</b>					OK	Approved				
	<b>No Thrust Blocks</b>					Ⓜ	See note #				

NOTES:

**APPENDIX E**  
**DESIGN SUBMITTAL CHECKLIST**  
 CITY OF OWASSO, OKLAHOMA  
 PUBLIC WORKS DEPARTMENT  
 ENGINEERING DIVISION

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## **INSTRUCTIONS FOR EARTH CHANGE PERMIT APPLICATION CITY OF OWASSO, OKLAHOMA**

The application and development site plan shall contain the following information unless, due to the scope and nature of proposed work, the Director of Public Works deems a portion of the information unnecessary or that additional information is required. The Director, or his/her authorized representative, shall determine whether the application meets the policies and standards governing the issuance of the requested permit(s). The site plan as developed by the applicant and the City's design standards shall become conditions upon the issuance of the permit(s). No change in an approved site plan or design standard shall be made without prior written approval of the Director.

### **APPLICATION DATA**

Provide two (2) sets of scale drawings together with the application form indicating the following information:

1. Name and address of the legal owner or agent acting for the legal owner
2. Vicinity sketch
3. Legal description of property
4. Boundary line survey
5. Existing and proposed contours at one (1) foot intervals. No fill shall be placed within established floodway limits.
6. Location of any structure or natural features on site
7. Location of any proposed additional structures or developments on site
8. Location of any structure or natural features on the land adjacent to the site within fifty (50) feet of the boundary line
9. Plans of all drainage structures, retaining walls, cribbing, plantings, erosion control features or other temporary or permanent soil erosion control measures to be constructed in connection with or as part of the proposed work together with a map showing the drainage area of lands tributary to the site. Provide the estimated Base Flood Elevation (BFE, the 100-year event) and the estimated Base Flood Flow in cubic feet per second.
10. The limits of the 100- and 500-year flood hazard limits, if such have been established for the site area. Fill deposited within the 100-year flood plain but outside the floodway shall be a minimum of one (1) foot above the BFE.
11. The limits of the 100-year floodway, if such have been established for the site area. Also, indicate if the established floodway has or is proposed to be altered, i.e., a Conditional Letter of Map Revision (CLOMR) or a Letter of Map Revision (LOMR).
12. A schedule indicating the anticipated start date for site improvements and expected completion date.
13. Proposed erosion and sediment control measures to be used during the time period prior to establishment of permanent control measures.
14. Owner's statement and signature certifying that the approved plans will be implemented under the direct engineering supervision of a registered professional engineer.



**CITY OF OWASSO**

P.O. BOX 180 OWASSO, OKLAHOMA 74055 (918) 376-1500 FAX (918) 376-1599

**CITY EARTH CHANGE PERMIT**

**SUBMIT THIS PERMIT WITH ATTACHED EPA NOI FORM AND EROSION AND SEDIMENTATION CONTROL PLAN REPORT FOR ENGINEER'S REVIEW. IN ORDER TO MAINTAIN THE PROCESSING SCHEDULE, INCOMPLETE SUBMITTAL PACKAGES CANNOT BE ACCEPTED.**

Owner/Applicant Name		Date
Mailing Address		Telephone
Name of Development		Anticipated Start Date of Construction:
Size of Development:		Anticipated Finish Date of Construction:
Location of Development		Type of Development <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Industrial
Description of Proposed Work		
Type(s) of Earth Change <input type="checkbox"/> Excavate <input type="checkbox"/> Grading <input type="checkbox"/> Filling <input type="checkbox"/> Regrading <input type="checkbox"/> Berming <input type="checkbox"/> Dike <input type="checkbox"/> clearing and grubbing		
Does the tract of record contain any natural/man-made water course? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the tract of record within a designated flood hazard zone? (No fill or structure may be placed within the floodway limits) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Tributary	Base Flood Discharge	Base Flood Elevation

Applicant: do not write below this line

I hereby recommend this application be: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Permit #
Reason for Disapproval		
Name of Reviewer	Title of Reviewer	
Date Approved	Approved by Director of Public Works or his Representative	
Permit Expiration Date		

APPENDIX F  
EARTH CHANGE PERMIT FORM  
CITY OF OWASSO, OKLAHOMA  
PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION