

WOODWARD COUNTY
APPLICATION TO CONSTRUCT A DRIVEWAY ENTRANCE
WITHIN THE WOODWARD COUNTY HIGHWAY SYSTEM

Before placing a driveway entrance on any County Right-of-Way, a driveway entrance permit must be obtained using standard forms furnished by the County. All information requested on this form must be supplied.

1) Full legal name, address, and telephone number of Applicant:

- Applicant Name: _____
- Applicant Address: _____
- Applicant Telephone Number: _____

2) Full legal name and telephone numbers of applicant's contact person at the address set forth in section #1 above:

- Contact Name: _____
- Telephone number and Ext: _____
- Secondary number for contact person: _____

3) Business name, address, telephone number, and name of contact person of the parent company of Applicant:

- Business name: _____
- Address: _____
- Telephone number: _____
- Contact Person: _____

4) The proposed entrance will be located within the following legal description, and county road designation (Section, Township, Range, Road Title)

5) Applicant, for itself and its parent company, understands, and agrees that if the Permit is granted it shall also be subject to the following special limitations, which are hereby incorporated into the Permit by this reference.

Revision: May 2026

IF GRANTED, THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS, REQUIREMENTS, AND COVENANTS, TO-WIT:

1. **Unincorporated Entrance and Culvert Requirements**

Any point of ingress or egress onto the County Right-of-Way, or any construction requiring a Right-of-Way entrance permit, must utilize a drainage culvert. The requirements for driveway and culverts are as follows:

- Agriculture/Residential - Entrances deemed agriculture or residential. The Applicant or property owner shall provide all culverts and materials per entrance as deemed necessary. The type and size of the culvert will be decided by the County Commissioner, on a case-by-case basis. There is no entrance permit fee for agricultural/residential entrances.
- Commercial - Entrances deemed commercial. All materials and labor must be provided by the petitioning business. The type and size of the culvert will be decided by the County Commissioner, on a case-by-case basis. The entrance permit fee for commercial entrances is \$2,000 per entrance.

2. **Incorporated Entrance and Culvert Requirements**

- The County Commissioner may construct entrances in Incorporated areas of Woodward County if an interlocal agreement is in place. This will be decided on a case-by-case basis. All materials and labor will be at the expense of the petitioning business, town, city, or property owner.

3. **Entrance Construction Notice to Commissioners**

Adequate and safe entrance on county roads shall be at the discretion of the County Commissioner of that district. The County Commissioner shall be contacted no less than 5 days prior to the start date of the construction project. Notification by phone shall be given by calling (580) 254-3686.

4. **Notices to Applicant**

All notices required to be sent hereunder to the Applicant may be sent to the address as set forth in section #1 above.

5. **Compliance with State and Federal Law**

Applicant warrants that it is currently, and will remain throughout the duration of the permit, in full compliance with all state and federal laws governing Applicant's utility work.

6. **Other Requirements**

The granting of the permit may be subject to additional requirements as set forth in the permit itself. Failure to abide by the rules and conditions of Woodward County Right of Way Entrance permit will be considered a breach of contract, resulting in ceasing of work. The previously approved permit will be declared null and void. A new permit will need to be submitted for approval or denial by the Woodward County Commissioners before work can resume.

7. **Damages and Indemnification**

Applicant shall pay, defend, hold harmless, and indemnify the County Commissioners and the County they represent for and/or from any loss, expense, cost, charge, damage, claim, or attorney's fees resulting from the construction, operation, and maintenance, or lack thereof, of utilities contemplated hereby or resulting from any breach of the conditions, warranties, and special conditions set forth in the permit.

8. **Incorporation of Terms and Conditions**

Upon the approval of the Application by the County Commissioners, the Permit set out herein shall be granted, subject to the full compliance with the terms and conditions of the Application and any special conditions set forth in the Permit.

9. **Successors and Assigns**

The terms and conditions hereof shall be binding upon the successors and assigns of the Applicant.

10. **Policies and Requirements**

The following are standards for access drive construction with respect to drive location width, turning radius, surface materials, and storm water drainage requirements.

- The applicant must contact the County Commissioner prior to the commencement of any construction for entrance restrictions, permissions, or any other guidelines (such as placement, materials and any other matter deemed necessary to the preconstruction meeting).

