

Revision: May 2026

STATE OF OKLAHOMA

WOODWARD COUNTY
APPLICATION FOR PERMIT
PUBLIC SERVICE/PIPELINE CROSSING

Before placing a public service/pipeline crossing facility on any County Right-of-Way, a permit must be obtained using standard forms furnished by the County. All information requested on this form must be supplied.

PIPELINE OWNER (Applicant):

CONSTRUCTION COMPANY (Contractor):

Company Name:
Contact:
Address:
City: State: Zip:
Phone #:
Email:

Company Name:
Contact:
Address:
City: State: Zip:
Phone #:
Email:

A permit to erect, construct, and maintain a along, upon, or across the hereinafter said County highways, road(s), or right-of-way for the purpose of transporting, selling, and using and further described as follows:

TYPE OF INSTALLATION:

New Line Renewal Permanent Temporary
Electric Gas Oil Water Telephone Sewer Other

Total length (Feet):
Installing a new Culvert? Yes No If yes, what location:

All new installations must have County approval before they are installed. County rep. contacted:

The installation will be done in the following manner:

Boring Pushing Over-head crossing Other

LOCATION:

To freeway, route approximately miles
(N.E.S.W.) of and further
described as: feet (N.E.S.W.) of the corner of
Section Township Range

Start point in the Qtr. of the Qtr. of Section Township Range

Ending point in the Qtr. of the Qtr. of Section Township Range

Crossing or parallel to County road number:

Number of Lines: Number of Miles: Number of days: 30 60 (This permit is good for 30 days: however, can be permitted for 60 days for an additional fee. For a 60-day permit multiply the 30-day fee by 2.)

Is this location within a designated Special Flood Hazard Area (SFHA) as determined by FEMA and the National Flood Insurance Program? Yes No

If yes, any proposed development in the Woodward County Floodplain Area requires a separate permit. For additional assistance, you may contact the Woodward County Floodplain Administrator.

PIPELINES

ELECTRIC

COMMUNICATIONS

Size: Voltage: Wires/Pairs/Strands:
Alloy/Material: Conductor size: Gauge:
Wall Thickness: Type of Structure: Cable Type:
Mfg. Test Pressure: Ruling Span (for electric):
Working Pressure:
Max. Operating Pressure:
Contents: (Oil, Gas, Saltwater, Freshwater, Etc.)

**CASING**

Size: \_\_\_\_\_ Alloy/Material: \_\_\_\_\_ Wall Thickness: \_\_\_\_\_

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

1. Applications for road crossing must be submitted to the **COUNTY CLERK** no later than **FIVE (5) DAYS** before a meeting of the Board of County Commissioners with a check for the permit made payable to the **WOODWARD COUNTY TREASURER'S OFFICE**. The Applicant must telephone County Commissioners' office forty-eight (48) hours prior to starting any construction, **so an inspector can be at the site during construction**.
2. Upon completion of construction, the Applicant shall contact the County Commissioner for an onsite inspection.  
Woodward County Commissioners  
1600 Main St., Suite 8  
Woodward, OK 73801  
(580) 254-3686
3. The Applicant and Contractor must agree to hold Woodward 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 (R/W). Additional considerations must be taken when placing temporary lines through culverts, i.e., restricting the flow of water causing or increasing backwater flooding, which may not otherwise occur. If the Applicant/Contractor is seeking to use a culvert in the County R/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 Applicant/Contractor will be responsible for any damage resulting from any harmful effects to County roadway/R/W and/or landowner property.
4. Applicant agrees to hold free and blameless Woodward County for any damage to persons or property caused by construction or maintenance of any poles, posts, stubs, pipes, valves, wires, and other property placed on or under said roadway or R/W.
5. For construction of pipelines or utility routes that cross County highways, roads, or R/W, **NO DITCH OR TRENCH** shall be opened by the Applicant/Contractor. All crossings **MUST be bored** under County roads. Blasting is not permitted. If trenching is required, it must be pre-approved by the County Commissioner. The trench must be back filled and thoroughly compacted in 6-inch max. lifts to prevent settlement. The top three feet of roads that are cut must be thoroughly compacted and back filled with acceptable crushed rock as approved by County. Any settlement that occurs will be adequately addressed at Applicant's expense.
6. When paralleling the roadway, utility lines shall be located within 3 feet of the R/W line or the fence line, if a fence is in place. If the utility cannot be placed within 3 feet of the R/W line, then the location must be pre-approved by the County Commissioner prior to placing the line outside of the 3-foot restriction. If the fence is in the County R/W, then it shall be the duty of the Applicant to negotiate with the current landowner for the right to place poles, wires, posts, conduits, pipelines, and equipment upon or under said County R/W. If no fence exists, the R/W line shall be provided to the Board prior to granting a permit.
  - (a) All poles, wires, posts, conduits, and equipment shall be erected, placed, adjusted, laid, constructed, and maintained, so as not to inconvenience or endanger the public in the use of its roads or highways, and at the direction of the County Commissioners as detailed in O.S title 69§ 1401 et seq.
  - (b) Failure of the utility or pipeline company to construct or maintain its poles, wires, conduits, pipelines, and/or equipment upon or under such public R/W in full compliance with the rules promulgated by the Board of County Commissioners shall forfeit its right to use the R/W, O.S. title 69§ 1401 (c).
  - (c) In no instance shall a utility line be placed within the limits of the roadbed. All underground parallel installation shall be a minimum of forty-eight (48) inches deep. All overhead parallel installations shall not cross any point of access to the County road at a height of less than eighteen (18) feet.
7. The Applicant/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 R/W they are required to wear an approved safety vest. The Applicant/Contractor agrees to keep the road open to traffic unless approved by the Board of County Commissioners. At the end of such work, the R/W must be cleaned up and left in a presentable condition as good or better than pre-existing conditions.

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8. As requested by Woodward County, the Applicant/Contractor of a temporary line shall post a performance bond in the amount of \$100,000.00 made payable to the Woodward County Commissioners. 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 R/W is in a presentable condition approved by County.
9. When notified to do so by the Board of County Commissioners, the Applicant/Contractor agrees to make all requested changes to the facility on County R/W.
10. All Section Corners and ¼ Section Corners shall be protected. No pipeline or utility line shall cross an intersection diagonally, and no boring or ditching for lines shall cross within fifty (50) feet of a ¼ Section Corner or two hundred (200) feet of a bridge. Any line run under a bridge is to be secured during use and removed fully after the permit expires.
11. The Applicant agrees to keep the road open to traffic unless otherwise agreed to or approved by the Board of County Commissioners.
12. 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. The Applicant agrees to erect any overhead lines to the clearance height and other rules of construction, as prescribed by the Corporation Commission of the State of Oklahoma. All poles, posts, stubs, fixtures, down guys, wires, and other appurtenances must be kept in good repair at all times and free from weeds and brush within 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 R/W line shall be located by an Oklahoma Registered Surveyor at the Applicant'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 ditch.
13. **All underground crossings shall be a minimum of four (4) feet below the elevation of the centerline of the road or four (4) feet below the elevation flowline of the ditch, whichever is greater. High pressure gas line crossings shall be a minimum of four (4) feet below the elevation flowline of the ditch with 12" of dirt over the pipe and 4' x 4' x 12" concrete finish and then dirt fill.**
14. Concrete caps 4' wide and 6" deep may be required by County from edge of road to fence line.
15. 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.
16. Steel pipelines may be installed without encasement if the carrier pipe material within the R/W is superior to the carrier pipe material outside the R/W 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 with anodes.
17. Water and sanitary sewer lines crossing County R/W must be encased as approved by County.
18. Tracer wire shall be placed on all non-conductive pipes/conduit lines (e.g. HDPE pipes). Tracer wire terminal shall be located near the edge of R/W on both sides of the road. The wire and terminals shall be color-coded to the standard colors associated with the product being carried within the pipe/conduit.
19. Maintenance must be performed by a method that will not disturb the through lanes or interfere with traffic.
20. In the event the underground utility must have maintenance performed in the form of trenching or excavating the County R/W, a new road crossing application must be obtained and approved by the Woodward 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 Woodward County being listed as the beneficiary. The surety bond must have a minimum term of 1 year after construction is completed.
21. Owners of all facilities shall be responsible, at their expense, for decommissioning of sites. Roads and R/W shall be restored to the original condition or better.
22. The Applicant will move or lower said utility or pipeline, if and when it interferes with highway/roadway construction or maintenance, upon notice from the Board of County Commissioners, at the Applicant's expense.
23. All remnants from onsite repairs, such as hose ends or debris, must be removed from site when repairs are made.
24. This permit includes temporary pipelines. No equipment such as pumps shall be left on County R/W for any reason.
25. Temporary lines installed pursuant to this permit shall be tagged/labeled at both ends (in the R/W) 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

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fence is present as not to disrupt road maintenance. Any line interfering with road maintenance equipment will be removed or fined in accordance with the permit rules and regulations. All temporary over the road crossings must be placed at the same elevation as the 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 damage 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 landowners' approval). All crossings will be restored with new material and left in a better than found condition. Temporary groundlines are to be in place no longer than 60 days. Lines in place for more than 60 days will require a renewal fee.

26. All pipelines will be marked by utility marker signs with the following information:
  - i. Company name
  - ii. Depth of Line
  - iii. Type of line
  - iv. Company Telephone Number
  - v. Company Address
27. The utility marker signs referred to above are to be placed near the edge of R/W on each side of the County highway/road where the pipeline crosses that highway/road. The signs will be legible with a yellow background and black lettering and shall be minimum 130 sq. inches in area erected at a height plainly visible from the road R/W.
28. Pipelines and other utility lines installed perpendicular or parallel to County R/W require casing at certain locations. Such locations include, but are not limited to, crossings of County roads or crossings of side roads and major entrances. The Applicant agrees to all pipelines and utility pipe will be sleeved (cased) at each road crossing. All casing will be reviewed and approved by Woodward County Commissioner.
29. The Applicant will provide to the Board of County Commissioners a map showing the precise location where pipelines or utility lines will cross or parallel county roads and show in detail all poles, wires, posts, conduits, and equipment to be erected.
30. The Applicant agrees to keep said pipelines or utility lines and all appurtenances therewith at all times in a state of good repair, to install the said pipelines or utility lines with as little interference as is possible to the flow of traffic along said County highways or roads, and to remove said pipelines or utility lines at its own expense when such removal is necessary for the repair, maintenance, or widening of said County highway or road.
31. The Applicant/Contractor shall restore all County highways and roads to their original condition by repairing any damage caused by the construction, operation, maintenance, or existence of the pipeline or utility lines. All graveled roads shall be re-graveled with like materials as approved by County.
32. Temporary lines being placed in the County easement R/W during mowing season must be mowed prior to laying the line at the Applicant's expense.
33. 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 the suspension of laying lines in Woodward County up to 120 days and/or a fine.
34. Culverts must have signed approval from the county prior to permit approval. Size, length, and material must all be approved. Pipes must be corrugated poly pipe that meets AASHTOM330, corrugated HDPE pipe that meets AASHTOM294, corrugated metal pipe 14 gauge or better, or 5/16" smooth steel pipe. The final top cover over culvert must match existing roadway and if the road is an unimproved road the top cover must be rock as approved by County. Any culvert put in place with County R/W becomes property of Woodward County. 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 during installation.
35. The Applicant/Contractor shall be responsible for making utility locate request through OKIE811 prior to any earthwork being performed. The request shall be no less than three (3) business days prior to commencing work. The company laying the line will be liable for any damage as a result of not making the request or commencing work prior to the utilities being located/cleared.
36. The additions, requirements, and covenants contained herein are binding on the Applicant and the successors and assigns of the Applicant.
37. All Applicants/Contractors shall abide by all state laws including, but not limited to O.S. 69 § 1401, 1402, and 1403.

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- 38. All Applicants/Contractors in the process of developing a Wind or Solar Powered Electric Generating Facility, Battery Storage Facility, Data or AI Center, other commercial energy project, or fiber optic infrastructure upgrades will need to obtain a copy of the Project's County Road Use and Maintenance Agreement.
- 39. Any agreements or assertions made pursuant to this permit shall be governed in all respects by the laws of the State of Oklahoma. In the event any litigation shall occur concerning the terms and conditions of this lease or the rights and duties of the parties, the parties agree that any such suit shall be maintained in the District Court of Woodward County, State of Oklahoma.
- 40. Insurance - As a condition to issuance of the permit for construction of the pipeline or utility project, Applicant shall have and maintain the following policies of insurance shall be in full force and effect during the construction or installation of the pipeline or utility:
  - a. General accident and public liability insurance (including coverage for all losses whatsoever arising from the ownership, maintenance, use or operation of any automobile, truck, or other vehicle in or upon the project) under which the County shall be named as an additional named insured, in an amount not less than the then maximum liability of a governmental entity for claims arising out of a single occurrence (\$500,000 per occurrence) and which policy shall provide that such insurance may not be cancelled by the issuer thereof without at least thirty (30) days' advance written notice to the County; and
  - b. Workers' Compensation Insurance as required by Oklahoma law. A Certificate of Insurance that confirms the above coverage's and terms shall be submitted with this permit application.
- 41. The Woodward County Board of Commissioners may require the Applicant enter into a Road Maintenance/Repair Agreement between Woodward County Board of Commissioners and Applicant to identify haul routes, roadway and drainage structure upgrades, maintenance, and repair responsibilities. County may require that a pre-construction and post-construction inventory inspection and structure evaluations are performed along the identified project haul routes by an Oklahoma licensed professional engineer. Applicant shall reimburse County or pay for any professional engineering and legal fees incurred. Applicant shall be responsible for repairing any damage caused by project and restoring the condition of County R/W to pre-existing conditions or better.
- 42. This permit must comply with conditions, requirements, and covenants outlined above and align with the fees listed below.

**Schedule of Fees (30-Day Permit Fee)(Payment must accompany permit)**

Road Bored (per crossing)	<b>\$1,000.00 per line</b>
Cut or Trenched (must be approved by County)	<b>\$2,500.00 per line</b>
Overhead line (per crossing)	<b>\$1,500.00</b>
Cut fixed entry (within County right-of-way)	<b>\$1,500.00</b>
Cut entry for road/entry (for entrance locations)	<b>\$1,500.00</b>
Parallel overhead line	<b>\$1,500.00 per mile</b>
Parallel water line	<b>\$500.00 per mile/per line</b>
Over the road crossing (for seven (7) days)	<b>\$2,500.00 per line</b>
Parallel Above Ground Pipeline (minimum four (4) feet from roadbed edge)	<b>\$1,500.00 per mile</b>
Crossing the Road (through existing culvert, under bridge)	<b>\$1,500.00</b>

**After final approval, permit fees are non-refundable.**

**A line found to be in non-compliance of the Woodward County right-of-way permit will be fined in accordance with the Schedule of Fines shown below.**

**Schedule of Fines**

**Any work started before permit is approved will be fined \$5,000.**

Lines without Permits - \$1,500.00 per line/per day

Lines abandoned or left at road crossings - \$500.00 per day, and the line must be removed.

Line/Equipment in roadway - \$500.00 and line/equipment must be moved.

Any other violation in this permit - \$500.00 unless specified above.

**For 60-Day permit renewal, multiply the 30-day permit renewal fees above by two (2).**

Permit Inspector

Woodward County Commissioner's Office

(580) 254-3686

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I hereby attest to the accuracy of the information contained in this application. Further, agreement is made to comply with the conditions, requirements, and covenants listed on this form. The Applicant, owner, firm, or company of the pipeline or utility further acknowledges and takes full responsibility for adhering to the guidance set forth and any adverse effects caused by the placement of pipelines or utility in the County right-of-way.

\_\_\_\_\_  
Applicant Name (Print)                      Date                      Phone Number

\_\_\_\_\_  
Signature of Representative

Date of Payment \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_

Woodward County, Oklahoma  
BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Member

ATTESTED:

\_\_\_\_\_  
County Clerk/Deputy

APPROVED/DISAPPROVED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

APPROVED/INSPECTED: \_\_\_\_\_ Dated: \_\_\_\_\_  
County Commissioner Office

County Commissioner District #: \_\_\_\_\_

Location/Remarks: \_\_\_\_\_

Mail to: Woodward County Commissioner, 1600 Main Street, Suite #8, Woodward, OK 73801