



CITY OF NICHOLS HILLS, OKLAHOMA
Application to Conduct Work in City Streets
(Pavement and Curb Cuts, Driveways,
French Drains, and other Work in City Streets)

Completed applications and the required fee should be submitted to the Nichols Hills City Clerk, 6407 Avondale Drive, Nichols Hills, Oklahoma 73116.

Applicant is encouraged to consult the applicable provisions of the Nichols Hills City Code (“the Code”), including those in Chapter 38, *Streets, Sidewalks and Other Public Places*.

Approval of this Application may require approval by the Nichols Hills City Council.

Attach a separate sheet to provide complete answers if necessary.

Staff use only
Date filed _____
Fee receipt # _____

Applicant’s name ¹: _____

Primary contact: _____

Mailing address: _____

Telephone number(s): _____

Email address(es): _____

This is an application to: [check all that apply]

- Cut or open pavement or curbing
- Construct a driveway (or portion thereof)
- Repair a driveway (or portion thereof)
- Replace a driveway (or portion thereof)
- Bore under a street to install a drain
- Otherwise interfere with a street (as by raising or lowering grade; altering curblines, drains, bridges, culverts; or applying any substance to a street as described in Sec. 38-19 of the Code.)

Address or descriptive location of proposed work: _____

Description of proposed work: _____

Contractor’s name: _____

Mailing address: _____

Telephone number(s): _____

Email address(es): _____

The following must be attached to this Application:

¹ If more than one applicant, attach a separate sheet with additional applicant information. If the applicant is not the owner of the proposed project, provide the owner’s name and contact information on a separate sheet and explain the applicant’s relationship to the owner. If more than one owner, provide information for all owners.

1. **Pavement and curb cuts.** Diagram showing the dimensions and exact location of the proposed pavement or curb cut as required by Sec. 38-111 of the Code. Applicant must also file a bond with the City Clerk as required by Sec. 38-113 of the Code.
2. **Driveway construction, repair or replacement.** Diagram showing the dimensions and exact location of the proposed driveway work.
3. **Street boring.** Diagram showing the exact location of the proposed bore.
4. **Other interference with streets.** Diagram showing the dimensions and exact location of the proposed work. Note that such interference requires approval by the City Council by resolution or ordinance. The applicant may be required to submit additional information requested by the Director of Public Works and the City Council at the time of the City Council hearing.

Driveways and street boring. This Application will be considered officially submitted and filed only after it is examined by the City Clerk and found to have met the applicable requirements of the Code and those set out in this Application and after all City and State fees associated with the permit have been paid.

Pavement, curb cuts and other interference with streets. This Application will be considered officially submitted and filed only after it is examined by the Director of Public Works and found to have met the applicable requirements of the Code and those set out in this Application and after all City and State fees associated with the permit have been paid and a bond has been posted where required. Once the Director of Public Works has found this Application to have met the applicable requirements of the Code, he will direct the City Clerk to set the Application for hearing before the Nichols Hills City Council. The applicant will be advised of the date and time for that hearing. It is highly recommended that the applicant attend (or have a representative attend) that hearing and be prepared to answer questions.

The above statements in this Application and all attachments to it are true and correct.

Submitted and agreed to this ___ day of _____, 20__.

Signature: _____

Print applicant's full legal name: _____

Print signatory party's title if applicant is a legal entity: _____