



OKLAHOMA DEPARTMENT OF TRANSPORTATION  
DIVISION VIII  
4002 N Mingo Valley Expressway — Tulsa, OK 74116

(918) 838-9933

Facsimile Address: (918) 832-9074

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PLEASE READ BEFORE FILLING OUT APPLICATION

### INSTRUCTIONS FOR DRIVEWAY PERMIT APPLICATION

1. There must be one (1) copy of the ORIGINAL Driveway Agreement.
2. There must be one site plan (five (5) copies if plan size, prefer ½ size if possible) which includes : building location, property lines, Right-of-Way lines and parking for commercial driveways.
3. Be sure that your correct mailing address is on the application as this is the address that ODOT will mail the approved application.
4. Describe the location of the driveway and property so that it can be easily found. It is very helpful to flag, stake, or in some manner indicate the center of the drive. Include your phone number should it be necessary to contact you.
5. Drainage must be properly disposed of and shown in the drawing. Existing and finished grade elevations of all storm sewers, inlets, curbing and the like shall be shown. Runoff from the driveway or parking lot is not to run onto the highway or permit flooding of existing drainage facilities. Drainage onto the state drainage system is not to exceed the existing drainage amount.
6. The terminal ends of pipe must be 4:1 or flatter (6:1 or flatter if within roadway built to current standards) with the ditch shaped to the same slope. NO EXCEPTIONS.
7. Read all the terms on the back of application.
8. Sign and notarize application on back.
9. If the driveway is within city limits, a city authority must sign the application before mailing it to the address listed at the top of this page.
10. This permit will become invalid if drive is not completed within six (6) months from the approval date.
11. Under no circumstances will the applicant be permitted to do any work on the State Highway right-of-way until an approved copy of the application is in hand.

If you have any questions or comments please contact:

Brad Mudgett, Creek County Superintendent, (918) 367-6490

**STATE OF OKLAHOMA  
DEPARTMENT OF TRANSPORTATION  
DRIVEWAY AGREEMENT**

|                                |       |
|--------------------------------|-------|
| Permit No.:                    | _____ |
| Effective Date:                | _____ |
| Construction Time:             | _____ |
| Temporary Driveway Time Limit: | _____ |
| <b>OFFICIAL USE ONLY</b>       |       |

**Applicant:** Type or Print All Information & Attach Copies of Site Plans, Frontage Easements or Joint-Use Agreements)

Division No.: \_\_\_\_\_ County No. \_\_\_\_\_

Check All Applicable Boxes: Are there any existing driveway(s) within the Property Frontage? Yes  No  If yes, how many: \_\_\_\_\_

This Agreement is for New Driveway(s)  , or a Modification of existing Driveway(s)  .

New or Modified Driveway(s) Type: Non-Commerical  Commerical/Industrial  Temporary

Is the Highway Curbed? Yes  No

Reviewed By: \_\_\_\_\_

|                  |       |
|------------------|-------|
| Company Name     | _____ |
| Property Owner   | _____ |
| Mailing Address  | _____ |
| City, State, Zip | _____ |
| Telephone No.    | _____ |

|                                |       |
|--------------------------------|-------|
| Signature - City Authority     | _____ |
| Date                           | _____ |
| Chief Engineer or his Agent    | _____ |
| Date                           | _____ |
| Division Engineer or his Agent | _____ |
| Date                           | _____ |

THE HEREIN TERMED "OWNER" REQUESTS PERMISSION TO CONSTRUCT \_\_\_\_\_ DRIVEWAY(S) DESCRIBED BELOW AND AS SHOWN ON THE DRAWING(S) ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF, FOR THE PURPOSE OF PROVIDING ACCESS TO A \_\_\_\_\_ WITH HIGHWAY

Type of Development or Establishment

FRONTAGE OF \_\_\_\_\_ , ALONG \_\_\_\_\_ AND \_\_\_\_\_ ALONG

Distance (Feet/Meters) Highway Number Distance (Feet/Meters)

\_\_\_\_\_, IN \_\_\_\_\_ COUNTY, \_\_\_\_\_ CITY, WITH THE DRIVEWAY LOCATED

Highway Number

APPROXIMATELY \_\_\_\_\_ OR \_\_\_\_\_ OF \_\_\_\_\_ AND FURTHER

Miles/km Distance (Feet/Meters) N.S.E.W. Highway junction or other definate point

DESCRIBED AS: \_\_\_\_\_

**Description:** (List Each Driveway Separately. If more than 2-drives, attach additional description on separate sheet).

1. \_\_\_\_\_ wide driveway on the \_\_\_\_\_ Side of highway at milepost \_\_\_\_\_

Distance (Feet/Meters) N.S.E.W. (Center of Driveway)

Drainage to be provided under Driveway by installation of \_\_\_\_\_ X \_\_\_\_\_ with a

Diam. (Inches/mm) Length (Feet/Meters) Material Type (CGMP or RCP)

\_\_\_\_\_ end section, and/or Valley Gutter located \_\_\_\_\_ from the edge of traveled lane.

Proposed Driveway Surfacing Material: \_\_\_\_\_ Thickness: \_\_\_\_\_

2. \_\_\_\_\_ wide driveway on the \_\_\_\_\_ Side of highway at Station \_\_\_\_\_  
Distance (Feet/Meters) N.S.E.W. (Center of Driveway)

Drainage to be provided under Driveway by installation of \_\_\_\_\_ X \_\_\_\_\_, \_\_\_\_\_ with a  
Diam. (Inches/mm) Length (Feet/Meters) Material Type  
\_\_\_\_\_ end section, and/or Valley Gutter located \_\_\_\_\_ from the edge of traveled lane.

Proposed Driveway Surfacing Material: \_\_\_\_\_ Thickness: \_\_\_\_\_

**DRIVEWAY AGREEMENT (Continued)**

NOW THEREFORE, in consideration of the mutual covenants and agreements of the applicant and the Oklahoma Department of Transportation, to be by them respectively kept and performed, it is agreed as follows:

AGREEMENT

1. That the applicant is granted permission to construct a driveway(s) pursuant to the provisions of Section 1210, Title 69, Oklahoma Statutes. The Oklahoma Department of Transportation, waives none of its powers or rights to direct the removal, relocation and/or proper maintenance of any driveway within the right-of-way of any Federal or State Highway.
2. That the applicant will furnish all materials, drainage structures, labor, tools, equipment and supervision for grading, drainage, surfacing, sodding, etc., necessary to construct the facilities covered in this agreement at the applicant's own expense.
3. That all work will be performed in a neat and workmanlike manner, using materials acceptable to the Department of Transportation and that the right-of-way will be cleaned up and left in a presentable and safe condition upon completion of the work described herein.
4. That ample turning space and/or decelerating or acceleration lanes shall be provided for safe entry and exit to said driveway when requested by the Department of Transportation.
5. That the Department of Transportation reserves the right to make such changes in said driveway entrance as may be required by further improvement or proper maintenance of the Highway.
6. That all work on Department of Transportation right-of-way shall be subject at all times to the supervision and direction of the authorized representatives of the Department of Transportation.
7. That the applicant will fully protect the traffic on the highway during construction covered hereunder by proper temporary traffic control devices for the construction zone that conform to the Manual on Uniform Traffic Control Devices regarding signs, barricades, flagmen and/or lights, and to hold harmless the Oklahoma Department of Transportation, its officers and employees from all damages, expenses, claims or liability arising out of any alleged damages of any nature, to any persons or property, due to the construction, performance or non-performance of work, or existence of said driveway.
8. That no alterations or relocations of said driveway(s) shall be made without prior written permission of the Oklahoma Department of Transportation or its authorized representatives.
9. That the applicant is either the owner or has the legal right to possession and control of the parcel of property adjacent to the right-of-way frontage within which the said proposed driveway is to be constructed.
10. That the driveway, as referred to in this agreement and as shown on the attached sketch or plan and made a part of this agreement, shall be constructed as herein diagramed and proposed between the highway roadway and the adjacent right-of-way.
11. That except as in hereinafter provided, no driveway shall be constructed so as to encroach on adjacent property frontage unless the applicant shall furnish one copy of a frontage easement, properly signed and executed by all interested parties. Frontage is herein defined as that portion of the right-of-way lying between the two most distant possible lines drawn perpendicular from the centerline of the highway to the applicant's abutting property.
12. That the driveway will not be used for any purpose other than for access to the applicant's property or to a frontage road, if constructed. That the applicant will protect restricted areas on either side of the driveway from the display of advertising signs or devices of any kind whatsoever.
13. That no driveway shall be constructed such that there will be parking or servicing of vehicles on the highway right-of-way.
14. That all facilities constructed on the highway right-of-way will be maintained by the applicant as directed by the Oklahoma Department of Transportation except as further provided herein when frontage roads are constructed.
15. That the profile grade of driveways shall be constructed as indicated on the attached sketch or plan and shall in no case be graded or maintained such that water will drain onto the highway roadway.
16. All mailboxes installed on the highway right-of-way shall be firmly attached to supports that yield or break away safely if struck by a vehicle. Mailbox supports should be no more substantial than required to resist service loads and to reasonably minimize vandalism. 4x4 inch diameter wood posts or 1.5 to 2 inch diameter standard steel or aluminum pipe posts embedded no more than 24 inches into the ground are the maximum strength supports allowed. Examples of supports that will not be allowed for mailboxes under this agreement are masonry columns, railroad rails, railroad ties, tractor wheels, plow blades and concrete filled barrels and other materials that will not break away safely when struck by a vehicle.

DRIVEWAY AGREEMENT (Continued)

17. That failure of the applicant to comply with any part or all of this agreement, or to maintain said driveway(s) in a condition satisfactory to the Department of Transportation, will nullify the authority granted hereunder, and will constitute all necessary authority for the Department of Transportation to remove said driveway(s) and structures from the right-of-way.

18. That if the driveway(s) are not constructed in accordance with the sketches or plans contained in this agreement and/or are not built to ODOT standards and specifications, the Department of Transportation, in its sole discretion, may require the applicant to modify or remove the driveway(s) and/or de-construct and reconstruct the driveway(s) at the applicant's expense.

19. That this Permit shall expire if the driveway is not constructed on or before six months after the effective date shown on the front of this agreement, unless the applicant has requested a time extension in writing to the Department of Transportation. That the applicant will complete the construction of the driveway(s) within the time limit of this permit agreement.

This agreement shall be binding upon and inure to the benefit of the successors or assigns of the parties hereto.

=====  
Single-Use Agreement

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF OKLAHOMA )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public: \_\_\_\_\_

=====  
Joint Use or Frontage Encroachment Agreement

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF OKLAHOMA )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

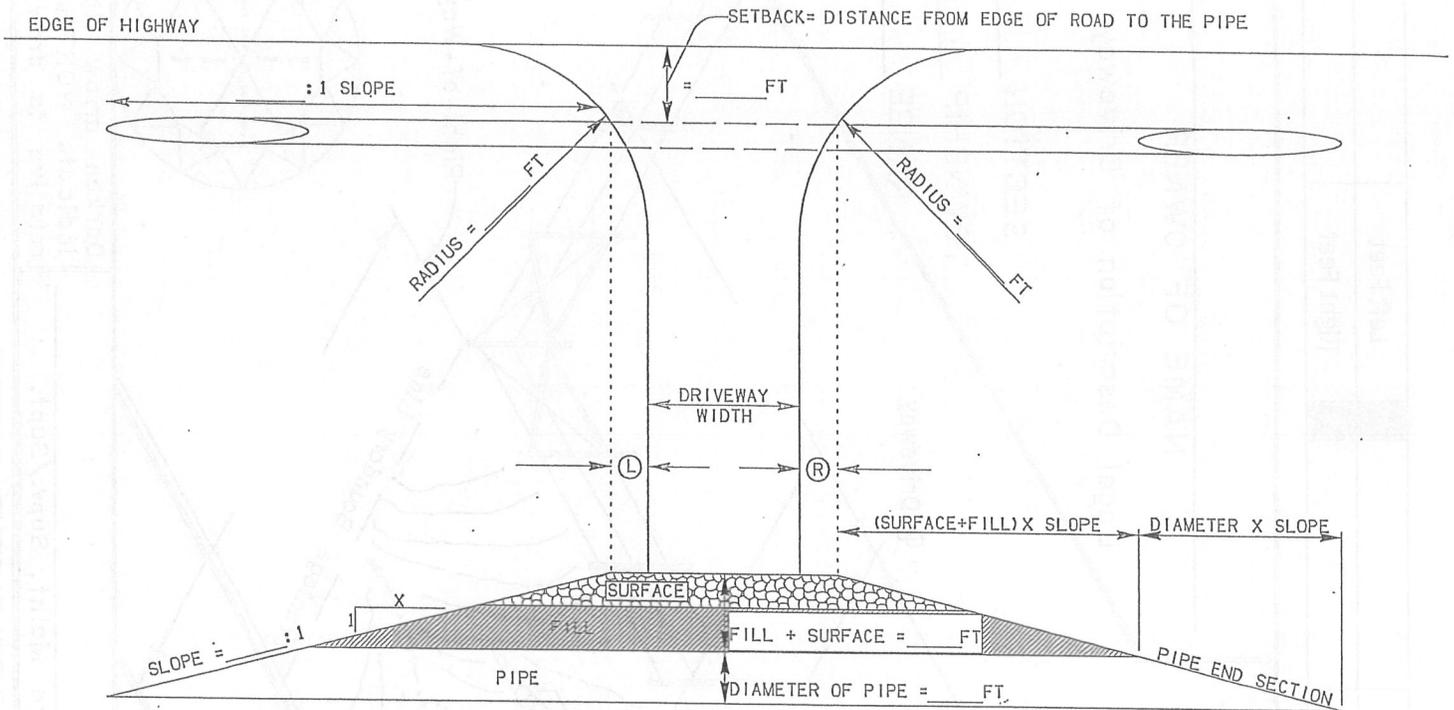
My Commission Expires: \_\_\_\_\_ Notary Public: \_\_\_\_\_

- =====  
*Original to Division*  
*2nd Copy to Applicant*  
*3rd Copy to City Authority or County Planning Board*  
*4th Copy to Traffic Engineer*  
*5th Copy to Unit Supervisor*

Form TE-2000. REVISED 11/2008

# PIPE LENGTH WORKSHEET

ALL DIMENSIONS ARE IN FEET



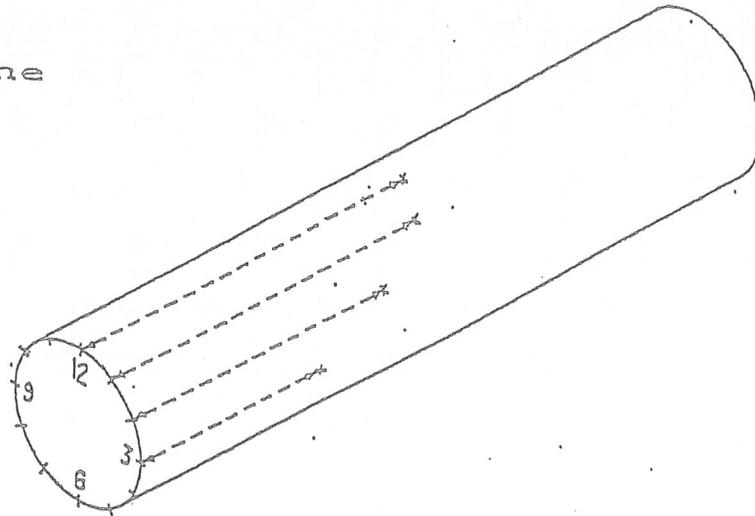
- Ⓛ = ADDITIONAL WIDTH DUE TO LEFT RADIUS (SEE SETBACK CHART)
- Ⓡ = ADDITIONAL WIDTH DUE TO RIGHT RADIUS (SEE SETBACK CHART)

| Pipe Length Worksheet                                |  |                       |      |
|--|--|-----------------------|------|
| Fill Slope - Circle appropriate slope: 4 or 6        |  |                       |      |
| Driveway Width                                       |  | ft X 1 =              |      |
| Pipe Diameter  |  | ft X Fill Slope X 2 = |      |
| Surface Thickness + Fill Over Pipe                   |  | ft X Fill Slope X 2 = |      |
| Left Radius Interference Correction (Setback Chart)  |  | ft X 1 =              |      |
| Right Radius Interference Correction (Setback Chart) |  | ft X 1 =              |      |
| Total Length of Pipe _____                           |  |                       | > ft |

| Driveway Radius (ft) | Setback (distance from edge of highway to pipe or ditch bottom) |      |     |     |     |     |     |     |     |     |     |
|----------------------|---|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                      | 2   | 4    | 6   | 8   | 10  | 12  | 14  | 16  | 18  | 20  | 22  |
| 5                    | 1.0   | 0.1  |     |     |     |     |     |     |     |     |     |
| 10                   | 4.0   | 2.0  | 0.8 | 0.2 |     |     |     |     |     |     |     |
| 15                   | 7.5   | 4.8  | 3.0 | 1.7 | 0.9 | 0.3 | 0.0 |     |     |     |     |
| 20                   | 11.3  | 8.0  | 5.7 | 4.0 | 2.7 | 1.7 | 0.9 | 0.4 | 0.1 |     |     |
| 25                   | 15.2  | 11.4 | 8.8 | 6.7 | 5.0 | 3.6 | 2.6 | 1.7 | 1.0 | 0.5 | 0.2 |

HOW TO CUT A 4:1 SAFETY SLOPE

Step One



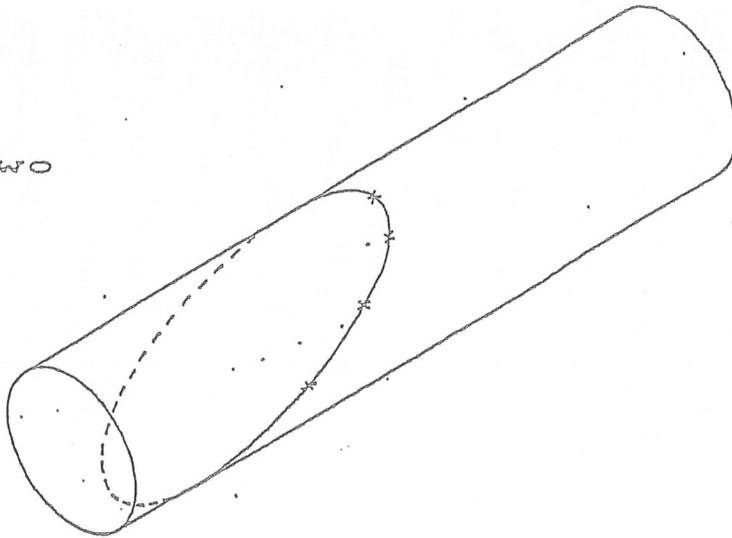
Make 12 marks around one end of your pipe. Space them like the face of a clock. The six o'clock position will be in the bottom of the ditch.

Find the size of your pipe in the chart. Read across to get the distance to measure straight back from each mark. Make a second mark at the end of each measurement.

For example, for a 30" pipe, measure straight back 11'-0" from the 12:00 mark, 10'-4" from the 1:00 mark and the 11:00 mark, 8'-6" from the 2:00 and 10:00 marks, and so on.

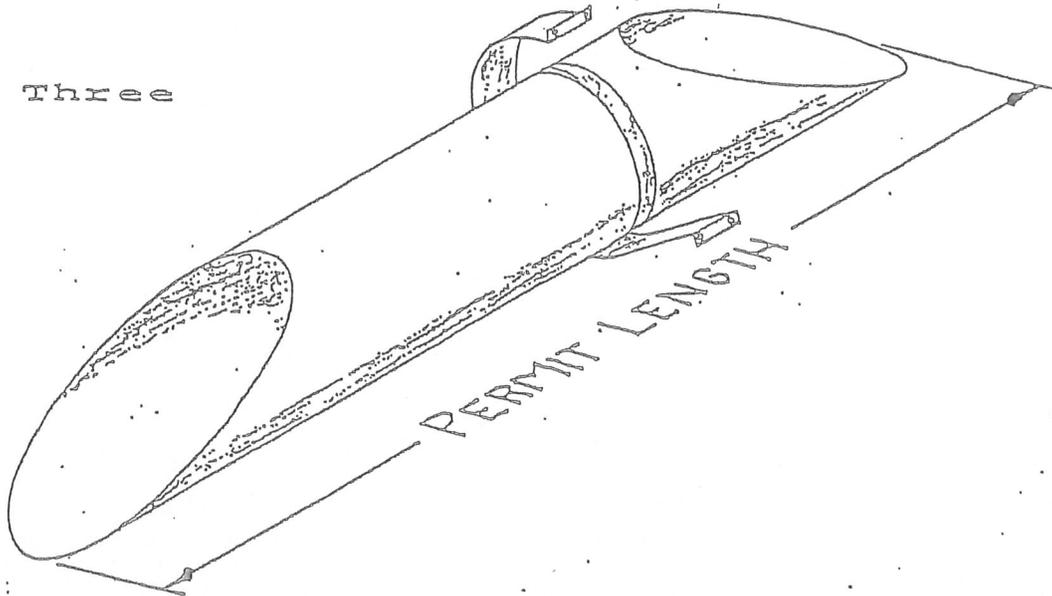
| Pipe Size (inches) | Position of Mark on Pipe |                        |               |              |              |                       |              |
|--------------------|--------------------------|------------------------|---------------|--------------|--------------|-----------------------|--------------|
|                    | 12:00<br>12:00           | 1:00<br>11:00          | 2:00<br>10:00 | 3:00<br>9:00 | 4:00<br>8:00 | 5:00<br>7:00          | 6:00<br>6:00 |
| 18                 | 7'-0"                    | 6'-7 $\frac{1}{4}$ "   | 5'-6"         | 4'-0"        | 2'-6"        | 1'-4 $\frac{3}{4}$ "  | 1'-0"        |
| 24                 | 9'-0"                    | 8'-5 $\frac{1}{2}$ "   | 7'-0"         | 5'-0"        | 3'-0"        | 1'-6 $\frac{1}{2}$ "  | 1'-0"        |
| 30                 | 11'-0"                   | 10'-4"                 | 8'-6"         | 6'-0"        | 3'-6"        | 1'-8"                 | 1'-0"        |
| 36                 | 13'-0"                   | 12'-2 $\frac{1}{4}$ "  | 10'-0"        | 7'-0"        | 4'-0"        | 1'-9 $\frac{3}{4}$ "  | 1'-0"        |
| 42                 | 15'-0"                   | 14'-0 $\frac{3}{4}$ "  | 11'-6"        | 8'-0"        | 4'-6"        | 1'-11 $\frac{1}{4}$ " | 1'-0"        |
| 48                 | 17'-0"                   | 15'-11 $\frac{1}{4}$ " | 13'-0"        | 9'-0"        | 5'-0"        | 2'-0 $\frac{3}{4}$ "  | 1'-0"        |
| 54                 | 19'-0"                   | 17'-9 $\frac{1}{2}$ "  | 14'-6"        | 10'-0"       | 5'-6"        | 2'-2 $\frac{1}{2}$ "  | 1'-0"        |
| 60                 | 21'-0"                   | 19'-8"                 | 16'-0"        | 11'-0"       | 6'-0"        | 2'-4"                 | 1'-0"        |

## Step Two



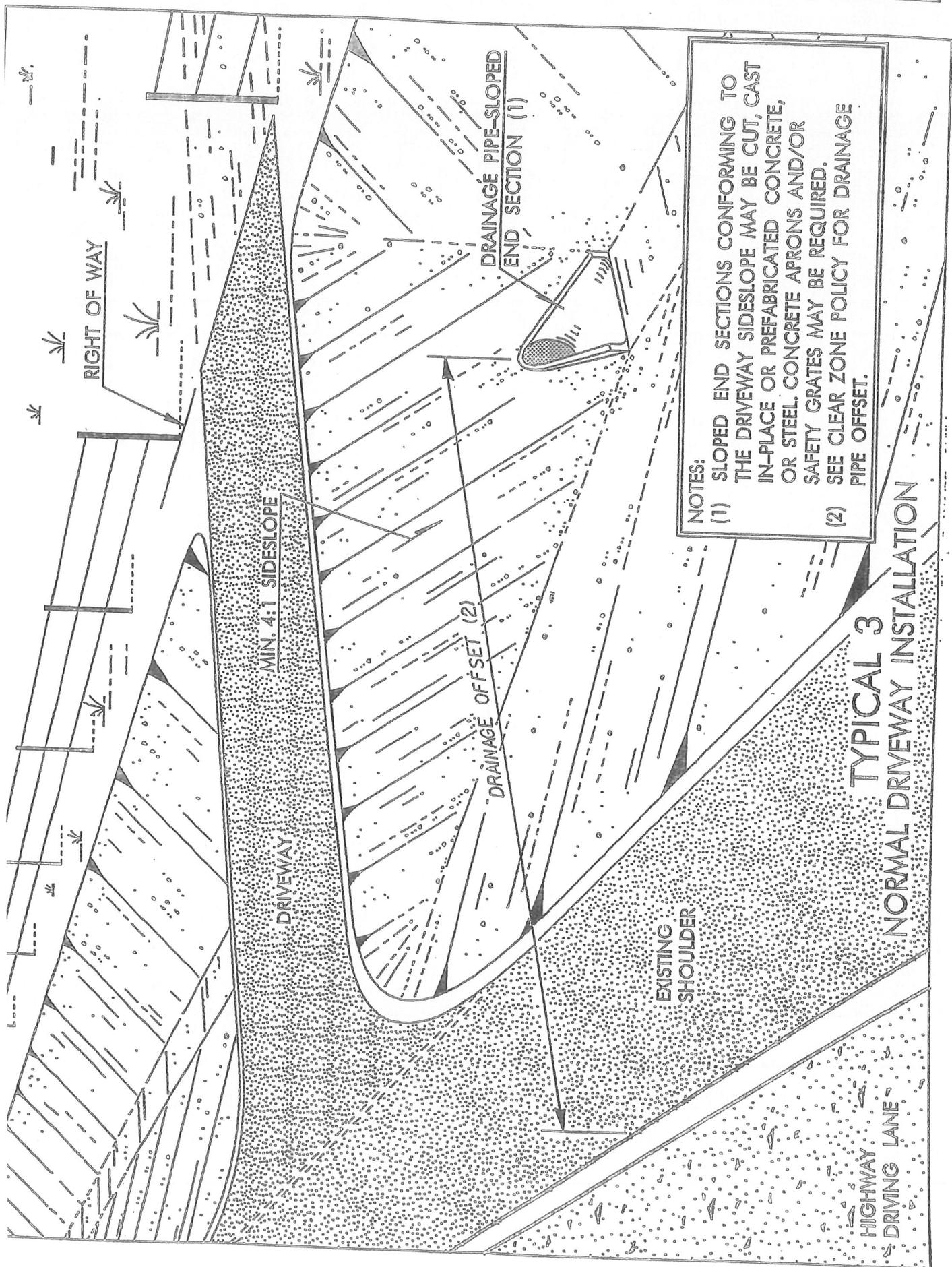
Draw a line through all 12 of the second marks like in the drawing above.  
Cut your pipe along this line.

## Step Three



Take the piece you cut off and attach it to the other end of the remaining pipe. The overall length is the length shown on your permit.

This new pipe is also longer than your original pipe by four times the size of the pipe. This means you can buy less pipe and still have enough. For example, a 30" pipe would be  $4 \times 30" = 120"$  or 10 Ft longer than before. If your permit says you must have 46 Ft of 30" pipe, you only have to buy  $46' - 10' = 36$  Ft of pipe! (NOTE: This only works for round pipe!)



NOTES:  
(1) SLOPED END SECTIONS CONFORMING TO THE DRIVEWAY SIDESLOPE MAY BE CUT, CAST IN-PLACE OR PREFABRICATED CONCRETE, OR STEEL. CONCRETE APRONS AND/OR SAFETY GRATES MAY BE REQUIRED.  
(2) SEE CLEAR ZONE POLICY FOR DRAINAGE PIPE OFFSET.

### 3.1.15 Drainage

Driveways must be constructed so that they do not adversely affect the highway drainage or drainage of the adjacent property. The drainage and stability of the highway subgrade must not be impaired by the driveway construction or roadside development. In no case may the construction of a driveway cause water to flow across the highway pavement, or to pond on the shoulder or in the ditch, or result in erosion within the highway right-of-way limits.

Drainage collected by ditches, gutters, or pipes on private property shall not be discharged into the highway drainage system unless expressly approved by O.D.O.T.. The owner may be required to submit a drainage report to O.D.O.T., justifying the drainage system proposed and the pipe or sewer size to be used. Laws governing natural drainage should be adhered to at all times.

When the construction of a driveway necessitates crossing a highway ditch that has been constructed to carry drainage, a drainage structure of adequate size shall be installed in the ditch by the owner at the owner's expense. The low point of the ditch shall normally dictate the location for the culvert placement (i.e., drainage offset distance), unless specified differently by O.D.O.T.. Under no circumstances shall existing ditches or gutters be filled without adequate alternate provisions for drainage.

Should the property owner desire to fill the roadway ditch along the frontage of his property, a storm drainage system of adequate size to handle surface water shall be installed. Inlets shall be provided as part of the storm drainage system and be sufficient in size for cleaning purposes and intercepting surface drainage.

Where drainage is carried along an existing highway curb and gutter, the driveway shall be constructed with a short rise in elevation to prevent runoff from spilling into private property. The flow line of the highway gutter through the driveway must be restored. Where curbs are cut for the construction of driveways, the entire curb and gutter section must be removed. Removal of only the raised portion of the curb and then paving over the broken section shall not be allowed.

All culverts, catch basins, drainage channels, and other drainage structures required within the right-of-way and under the driveways as the result of the property being developed shall be installed in accordance with O.D.O.T.'s *Roadway Design Manual*, Section 11.3.7.4 and current design practices as shown on Roadway Standard Drawings. Materials shall conform to O.D.O.T. standards and Specifications. A 21" by 15" arch or equivalent circular pipe should generally be the minimum size pipe to be installed, with end sections conforming to the driveway side slopes. The end section may be either cast in place, prefabricated or cut to fit the side slope and shall be of such design that no blunt headwall or obstructions constructed. There should be a minimum of 12" of cover over the pipe. Smaller pipe sizes may be used with the approval of the O.D.O.T. Division Engineer. Larger pipe sizes shall be used as required by the drainage area and according to any policy established by the Division Engineer. Pipe end section shall be installed where end sections prevail and the structures under driveways within the section of road in the vicinity of the permit. When practicable, parallel drainage structures will be located beyond the Roadside Clear Zone. A traversable design using safety-treated end sections on pipe culverts larger than 24" in diameter or pipe grates for RCB's will be used when parallel structures are located within the Roadside Clear Zone. Where a traversable design is not feasible, and engineering study shall be performed to determine the appropriate safety treatment.

The driveway side slopes shall have the same side slope as the highway with no steeper than 4:1 slope from the shoulder of the driveway to the bottom of the drainage ditch, rounding to the drainage ditch or ground level. (See Typical Drawing 3) Where a culvert is used under a driveway, the culvert and end sections shall be of sufficient length to allow extensions through the entire width of the driveway and side slopes. Whenever practical and directed by the Division Engineer, end sections shall be installed and the driveway side slopes shall conform to O.D.O.T.'s *Roadway Design Manual*, Chapter 11.