

APPLICATION FORM
CITY OF NORMAN
DRIVEWAY REPAIR PROGRAM

Applicants complete Section A.

A. PROPERTY OWNER INFORMATION

Property Owner: _____ Primary Phone: _____

Email: _____

Owners Address: _____ Zip Code: _____

Property Address: _____ **Norman, OK** Zip Code: _____

Legal Description:

Addition: _____ Block: _____ Lot: _____

Description of the Site (Attach sketch and site plan if needed):

Application expires one year from the date received. Call to confirm available funds or cost estimate changes.

I Certify that I am the current property Owner: _____ Date _____

B. CITY'S INSPECTION REPORT

SITE CONDITIONS: _____

Total Estimated Cost of Project from Estimate Sheet \$ _____

Additional Costs (Specify) \$ _____

Property Owners Required Participation: _____

Estimated By: _____ Date: _____

C. Special Instructions: _____

D. Condition of approach and private drive _____

E. Extent of Pavement _____ **F. Percent of Paved Drives/Approaches** _____/_____

G. Gutter line Condition _____

H. WORK ORDER issued to: _____ for project construction on _____ Day
of _____, _____ Offsite Permit No. _____ Total Cost \$ _____

I. WORK COMPLETED NOTICE given to the City by property Owner;

By: _____ Date: _____

J. FINAL WORK APPROVED for Payment to contractor / property owner:

By: _____ Date: _____ Amount \$ _____

PROJECT STATUS: *INSPECTION* _____ *ESTIMATE* _____ *ESTIMATE SENT* _____

WORK ORDER _____ *BEG. CONSTR.* _____ *CONSTR. COMPLETE* _____

FINAL INSPECTION _____ *INVOICE* _____ *FINAL PAYMENT ...* _____

DRIVEWAY REPAIR PROGRAM IN THE CITY OF NORMAN, OKLAHOMA

A Concrete Projects Item that calls for Council Direction on the selection criteria. The following material is the selection criterion that staff believes will achieve the goals of Council on this item.

The following pages contain procedural explanations and application forms associated with accessing the program.

Please send applications to:

The City of Norman
P.O. Box 370
Norman, OK 73070
Attention: Jack Burdett, Engineering Assistant
For additional information call: (405) 366-5457

PROCEDURE for the CITY of NORMAN's DRIVEWAY REPAIR PROGRAM

Maintenance or replacement of existing driveway is the responsibility the adjoining property owner. The procedures for soliciting City assistance with any such work in the core area as follows:

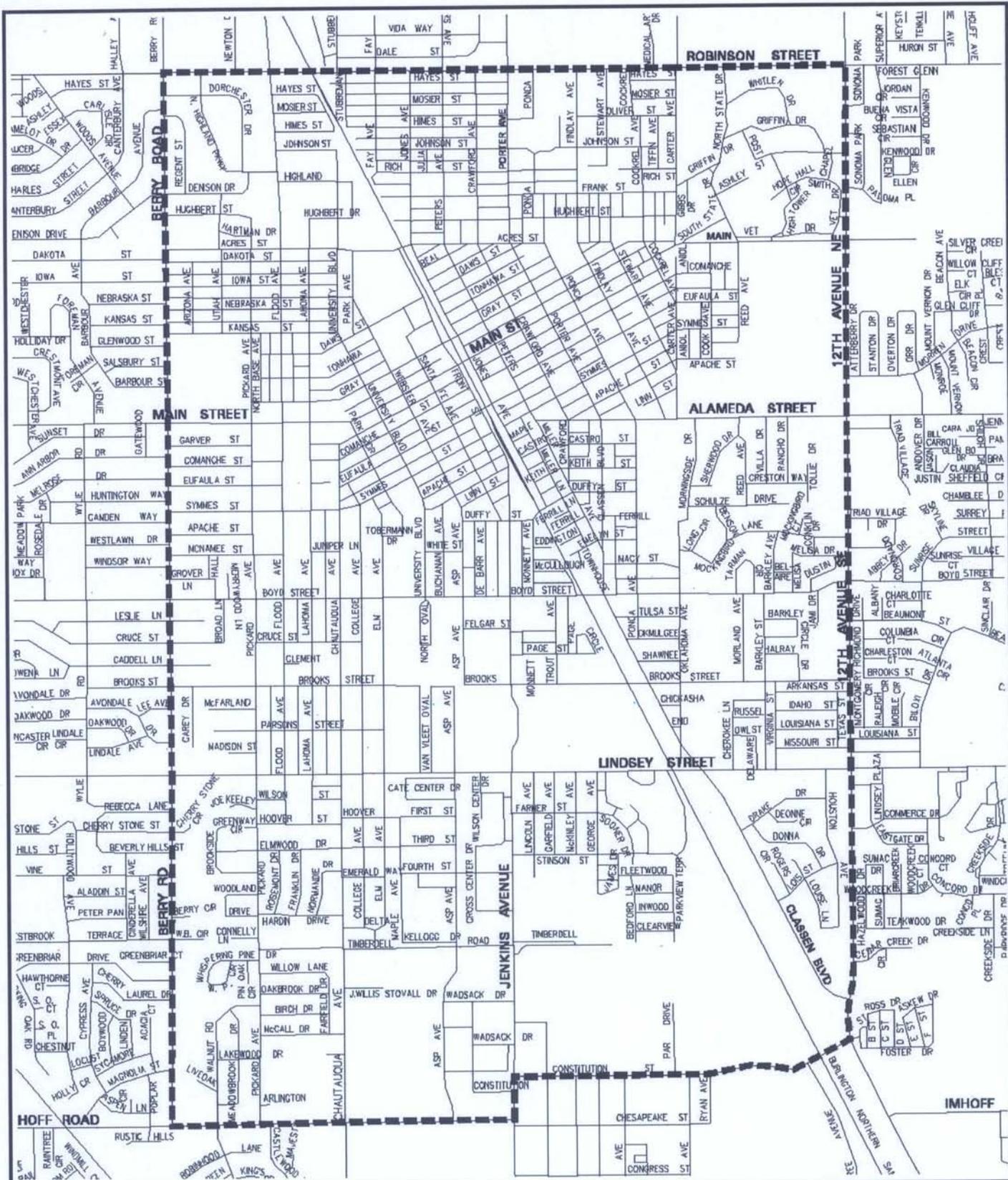
- I. All inquiries regarding replacement driveways will be directed to the City Engineer (or designee).
- A. The following material is the selection criterion that staff will look at to determine which driveways will qualify initially and when funding is limited.

Driveway Repair Program Criteria

1. Core Area (mandatory)
2. Requested by the property owner of a platted residential use lot (mandatory)
3. The property owner must pave the portion of the driveway that is on private property at his or her expense (mandatory) *
4. Condition of existing Driveway
5. Extent of pavement on existing driveway
6. Percent of Driveways in block that are paved.
7. Does the street have curb and gutter or borrow ditches

* The project will be implemented in the following steps.

- a. Application is accepted meeting the program criteria.
 - b. A site review with an estimate of work that will be paid for by the City of Norman is submitted the property owner.
 - c. The property owner will cause the construction of the entire driveway (the approach on the public right of way and the private drive on private property) to be paved and the City will pay the property owner the amount of the estimated costs based on City of Norman contract prices for the approach.
 - d. The private drive shall be at least 20' beyond the property line. Additional sidewalk repair in the public Right of Way will be paid for at 50% of the City of Norman's estimated costs.
 - e. At the completion of work the owner submits to the City of Norman the W-9 (tax ID form) along with the contractors invoice for processing of a reimbursement of the approved funding.
- B. A typical drive approach in the core area is 10' wide and 12' deep (to the Right-of-Way line) with 5' radius returns.
 - C. If no sidewalk currently exists, they will be given information regarding improvement districts and the petition process option.
 - D. If it is believed that an existing sidewalk or curb and gutter needs to be repaired or replaced, then an application form for the Sidewalk/Curb and Gutter Replacement Participation Program will be provided and the potential options explained to the applicant.
 - E. All fees associated with permits for drive approach & sidewalk repairs will be waived. Historical district concerns will be addressed at the time of the application.
 - F. Driveway and approach construction must meet current city requirements for location, slope, width, etcetera from the current "Standard Specifications and Construction Drawings."



Core Area Map



Map produced by the City of Norman
 Geographic Information System
 (405) 366-5316

The City of Norman assumes no
 liability for errors or omissions
 in the information presented.