

**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):

Application expires one year from the date received.

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: Steve Guizzo, Engineering Assistant
For additional information call: (405) 366-5315

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.

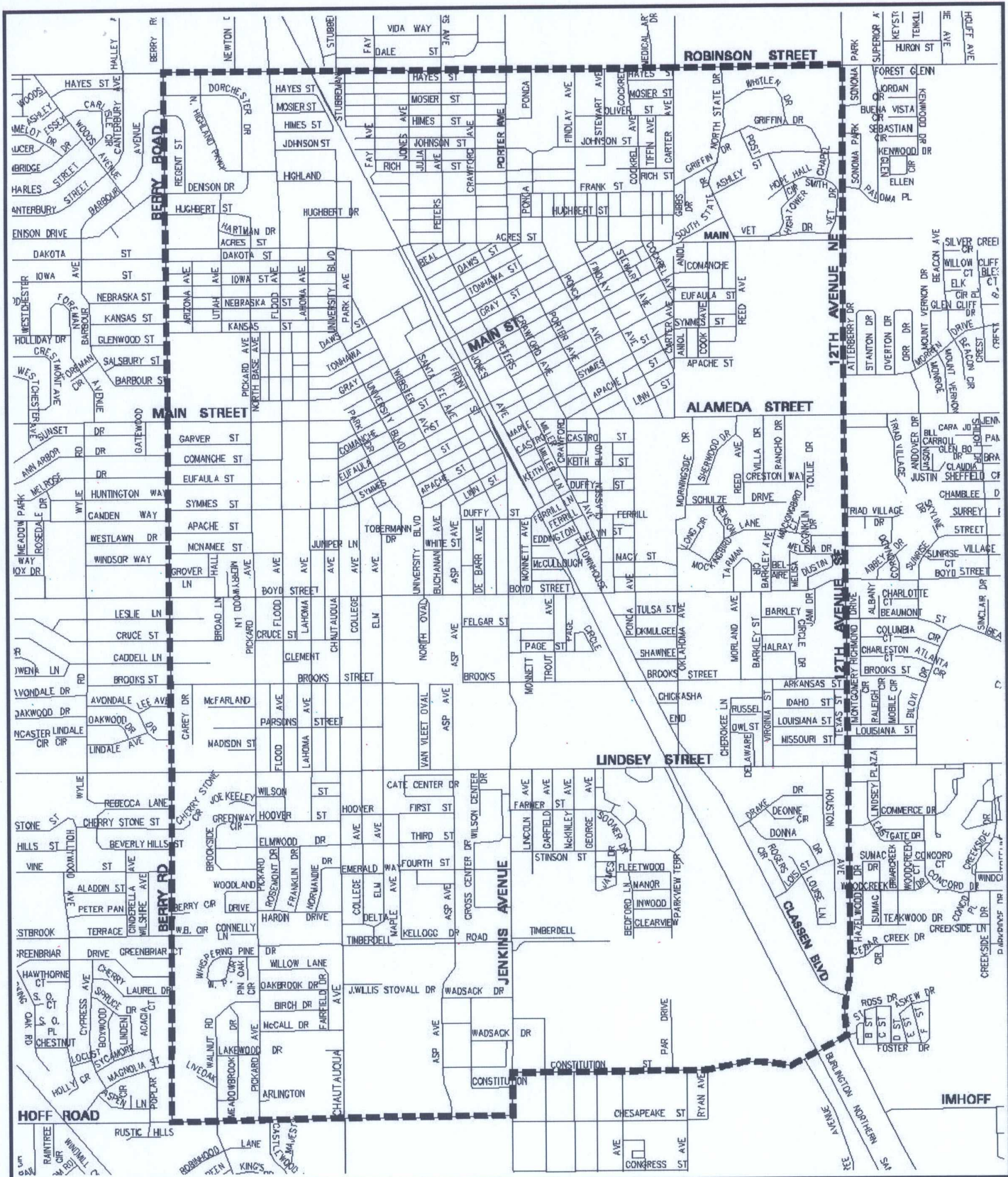
Driveway Repair Program Criteria

1. **Must be located within the** Core Area.
2. Requested by the property owner of a residential use lot.
3. The property owner must pave **or pour concrete** the portion of the driveway **from the ROW to the residential structure** at his or her expense
4. Drive is for established residential lot with structure(s). No new homes or subsequent to structure demolition.
5. Condition of existing Driveway **must be gravel or severely damaged and deteriorated concrete or asphalt.**
6. **Existing condition of driveway must be documented by the City of Norman prior to removal.**
7. Percent of Driveways in block that are paved.
8. Consideration for the program will only apply to those residents applying that have existing curb and gutter. (no barrow ditches)
9. **The private driveway portion shall be at least 20' beyond the property line. Approved Additional driveway width shall be paid for by the owner and additional sidewalk repair in the public Right of Way will be paid for at 50% of the City of Norman's estimated costs.**

* The project will be implemented in the following steps.

- a. Application is accepted meeting the program criteria **as stated above.**
- b. A site review **will be conducted. If demolition has already occurred application will be automatically denied.**
- c. If driveway meets the criteria an estimate of work that will be paid for by the City of Norman **will be calculated and held for review. At the end of the waiting period all applications submitted will be reviewed and evaluated by committee and awarded based on meeting the criteria.**
- d. 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 **or concrete placed. Only projects that have been completed will be considered for reimbursement.** The City will pay the property owner the amount of the estimated costs as **calculated during the original assessment, if their project is chosen to receive reimbursement.**
- e. **All applications meeting the criteria will be held until the end of April each year at which time they will be reviewed by the committee and scored based on meeting the criteria of the program. After scoring is complete applicants will be reimbursed in order of score until all monies are depleted.**
- f. At the completion of work **and award of reimbursement** 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, **the applicant** 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.