



## Oil and Gas Pipeline License Agreement Checklist

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed **Oil and Gas Pipeline License Agreement**. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

### Items to be submitted with Application:

- Universal Application**
- Associated Fee(s):** An initial application review fee of **\$1000**, plus an additional application review fee of **\$500** for each instance the proposed pipeline traverses a public street right-of-way within the jurisdiction of the City of Denton and a **\$250** application review fee for each instance the pipeline traverses a City of Denton public easement tract. The fee(s) shall be paid at the front desk of the Planning Department at the time of initial submission. If application is submitted by mail or other means, then payment of the fee(s) shall accompany the application in the form of a check, made payable to the City of Denton, with the submission package being sent to the Planning and Development Department at the address stipulated above. **These fees are non-refundable.** Applicant acknowledges, demonstrated by their signature(s) herein and submission of the accompanying City of Denton Development Services Universal Application form, that payment of the application review fee(s) in no way obligates the City to grant the use requested within public property. (For Staff information only: Deposit review and processing fee(s) into Account # 6300.5150 Real Estate Application and Processing Fees).
- Project Narrative:** Written proposal from the petitioner(s) which describes a general overview of the scope and locations of the proposed pipeline project and a listing of the accompanying application support materials that will provide the most practicable details to the following requirements:
  1. A full set of construction plans and specifications signed and sealed by a professional engineer, showing the proposed location, course, and alignment of the proposed pipeline(s) within the jurisdiction of the City of Denton;
  2. Additional information in regard to the pipe material type, pipe specifications, schedule timing, manner, means and method of the proposed pipeline construction, the particular commodity proposed to be transported in the pipeline(s) and the maximum pressure and maximum temperature under which the same may be pumped or otherwise caused or be permitted to flow through any and all of the particular portions of the pipeline(s) and design type and locations of any proposed cathodic protection systems;
  3. Maps, schematic drawings, profile views and the like showing the specific installation location of the pipeline, to include both horizontal and vertical relationship at each street right-of-way crossing and/or longitudinal installation, as well as the same for instances where the proposed pipeline is to cross public easement(s). Specifically, an 8 ½ x 11 inch sized detail sheet for each instance the proposed pipeline crosses a public street right-of-way or public easement. This detail sheet shall have a schematic plan view: (1) depicting the limits of the street right-of-way lines or easement lines to a measurable scale, (2) depicting the precise location of the proposed pipeline within the street right-of-way or easement limits, a distance tie shall also be annotated on the drawing locating the proposed pipeline in relation to an intersecting road centerline or deed/plat referenced property corner, (3) depicting a dimension length of the linear footage of proposed pipeline within the street right-of-way or easement tract, (4) depicting the precise location and type of any existing utility facilities, pavement configurations or other material improvements within the street right-of-way or public easement tract, (5) depicting the proposed location of all pipeline location markers to be placed within the public street right-of-way or easement tract. This detail sheet shall also have a schematic profile view: (1) depicting the limits of the street right-of-way lines or easement lines to a measurable scale, (2) depicting the precise location of the proposed pipeline within the street right-of-way or easement limits, (3) depicting a dimension length of the linear footage of proposed pipeline within the street right-of-way or easement tract, (4) depicting the precise location and type of any existing utility facilities, top of pavement and edges of pavement, or any other material improvements within the street right-of-way or public easement tract. The individual 8 ½ x 11 inch sized detail sheet(s) shall each be titled by either street name or overall pipeline project stationing number range.



**PLANNING AND DEVELOPMENT DEPARTMENT**

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4. In applications involving multiple crossing events of public street right-of-ways and easements, then a separate “Roster of Crossings” schedule is required. This schedule shall specifically describe each crossing event by provision of project stationing range for each crossing instance, provide linear footage for each individual pipeline crossing event of the public street or easement, provide a written description of the crossing type, and a column showing the fee amount required for each crossing instance.
  5. The diameter, normal operating pressure range and the maximal allowable operating pressure of any such existing pipeline(s) within the City that the proposed subject pipeline is to connect;
  6. The specific location of pipeline shut-off valves for each pipeline segment installation proposed to traverse or to be longitudinally installed within a City of Denton public street right-of-way and the specific location of pipeline shut-off valves for each existing pipeline that is to be connected to the proposed pipeline(s);
  7. The business address and telephone number(s) of the person(s) responsible for the day-to-day operation of subject proposed pipeline(s);
  8. The business address and telephone number(s) of the owner of each existing pipeline slated for connection to the proposed pipeline(s);
  9. The telephone number(s) of at least one (1) emergency contact person available on a 24-hour on-call basis.
- Traffic control plan for any proposed work within City of Denton public street right-of-way in accordance with the Texas Manual of Uniform Traffic Control Devices.
- Oil and Gas Pipeline License Agreement Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Questions regarding this type of action request and the respective application requirements are best directed to: Real Estate Division, Utility & CIP Engineering, 901 A Texas Street, Denton, TX, 76209, office: 940-349-8910**