



OKLAHOMA DEPARTMENT OF TRANSPORTATION  
200 Northeast 21st Street  
Oklahoma City, Oklahoma 73105-3204

**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 (1) copy of the sketch or site plan enclosed, which shows building locations, property lines, and parking for commercial driveways.
3. Be sure that your correct mailing address is on the application as this is the address which the approved application will be mailed.
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 on the sketch or site plan. Runoff from the driveway or parking shall not run onto the highway.
6. The terminal ends of drainage pipe or tin horn must be 4:1 **or flatter** with the ditch shaped to same slope (NO EXCEPTIONS!)
7. Read all the terms on the back of the application.
8. Sign and notarize the application in the signature box on the back of the Agreement.
9. If the driveway is within City Limits, the Agreement must be signed or permitted in writing by a city authority before returning to the above address.
10. The owner shall be responsible for any damage he may inflict to the existing underground utilities within the driveway area. The owner shall call for a list of underground utilities, registered with the appropriate agencies, prior to any digging, excavating, boring, trenching, etc. The appropriate agencies are the "OKIE" Notification Center (405-840-5032 or 1-800-522-6543) and the Local County Clerk's Office. Depth of existing utilities shall be verified by the owner prior to any digging, excavating, boring, trenching, etc.
11. **Under no circumstances shall 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.**

Please call the ODOT Division in your area with any questions regarding proper installation.

Division I - Muskogee:	918-687-5407	Fax: 918-687-9955
Division II - Antlers:	580-298-3371	Fax: 580-298-6152
Division III - Ada:	580-332-1526	Fax: 580-332-0261
Division IV - Perry:	580-336-7340	Fax: 580-336-7350
Division IV Annex - Oklahoma City:	405-319-3580	Fax: 405-319-3581
Division V - Clinton:	580-323-1431	Fax: 580-323-1430
Division VI - Buffalo:	580-735-2561	Fax: 580-735-2248
Division VII - Duncan:	580-255-7586	Fax: 580-255-5064
Division VIII - Tulsa:	918-838-9933	Fax: 918-832-9074

*"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma"*

**AN EQUAL OPPORTUNITY EMPLOYER**