

PIPELINE PERMIT CHECKLIST

Please provide 2 complete (separated) reproducible sets of the following:

- Permit Application
- Description of substance transported in pipeline
- Applicable Material Safety Data Sheets (MSDS)
- Engineering plans, drawings, and/or maps with summarized specifications showing:
 - Site Plan showing beginning, ending and valve shutoff locations
 - Horizontal pipeline location
 - All utilities actual location and depth shown
 - Pipeline covering depths
 - Location of shutoff valves
 - Reasonable location of other pipelines and utilities crossed or paralleled within 5 feet.
- Description of consideration given to API, ANSI, and other public safety standards. The avoidance of existing inhabited structures and congregated areas.
- Summary description of the time, location, manner, means, and methods of the proposed construction such as:
 - Detail cross section/profile drawings of all public way crossings, if requested
 - Design criteria as it applies to existing infrastructure, under which the pipeline will be constructed.
- Identify pipelines regulated under interstate or intrastate safety rules/regulations. If unregulated so state and identify the exculpatory rule/regulation governing pipeline and operating conditions of the pipeline.
- Insurance and bonding requirements
 - Comprehensive general liability minimum of \$1,000,000.00
 - Or evidence of financial responsible as a self-insurer

- Fee:
- Initial Application: 500.00
 - Annual renewal: 300.00 for 30 years
 - Full 30 year annual/renewal payment

Departmental Review

Initials

Date

1. Director of Engineering	_____	_____
2. Director of Planning & Community Development	_____	_____
3. Fire Chief	_____	_____
4. Assistant Director of Public Works	_____	_____
5. Utility Emergency Mgmt and Preparedness Coordinator	_____	_____

Copies Filed with:

- Engineering Department
- Emergency Management and Preparedness Coordinator