



**Pipeline Permit Application**

Planning Department, 1400 Main Street, Suite 310,  
Southlake, TX 76092

Phone: (817) 748-8069 Fax: (817) 748-8077 www.cityofsouthlake.com

**Principal/Applicant**

**Pipeline Operator (if different)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Person designated as the 24-hour emergency contact:**

Name: \_\_\_\_\_

Phone (B): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (C): \_\_\_\_\_

Phone (H): \_\_\_\_\_

Email: \_\_\_\_\_

ALL OF THE FOLLOWING ITEMS **MUST BE SUBMITTED WITH THIS APPLICATION BY 5:00 P.M.** ON THE SUBMITTAL DEADLINE (SEE SCHEDULE) TO BE CONSIDERED A COMPLETE SUBMITTAL. AN INCOMPLETE SUBMITTAL WILL BE RETURNED TO THE APPLICANT OR PROCESSED ON THE NEXT SUBMITTAL IF THE MISSING ITEMS ARE SUBMITTED AFTER THE DEADLINE. FOR PRE-SUBMITTALS AND RE-SUBMITTALS, PLEASE SUBMIT **12 COPIES OF ALL ITEMS**, UNLESS OTHERWISE NOTED. FOR FORMAL SUBMITTALS, PLEASE SUBMIT **27 COPIES OF ALL ITEMS**, UNLESS OTHERWISE NOTED. BLUEPRINTS SHOULD BE 24" x 36" AND FOLDED 12" x 9". ONE 11" x 17" REDUCTION OF EACH PLAN IS REQUIRED WITH ALL SUBMITTALS.

Please note for the purposes of this application:

*"Regulated Pipeline" means those pipelines within the City that under federal and state rules and regulations are not exempt from City regulations and ordinances regarding construction standards, safety standards or reporting requirements.*

*"Unregulated Pipeline" those pipelines within the City that under federal and state rules and regulations are exempt from City regulations and ordinances regarding construction standards, safety standards or reporting requirements.*

**Submittal Requirements:**

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|--------------------|------------------|---|
| <b>Unregulated</b> | <b>Regulated</b> | <b><u>The following is a check list guide to assist the staff and applicant to determine the completeness of an application. Additional information may be required by staff, the Planning &amp; Zoning Commission and City Council during the review process.</u></b>  |
| <b>X</b>           | <b>X</b>         | Any application for a new Pipeline shall be submitted to the City on this form. An application for a Specific Use Permit / Well Permit shall be filed concurrently with any application for a Regulated Pipeline Permit. However, the City is not required to consider this application until a Specific Use Permit has been approved by City Council and all applicable regulations of Ordinance 880-A, as well as all other applicable city, state, or federal regulations are met. |

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|---|---|---|
| X | X | Each application for a Pipeline Permit shall be accompanied by five (5) paper sets, for a Regulated Pipeline, and (2) two paper sets, for an Unregulated Pipeline, and one (1) electronic set of plans showing the dimensions and locations of the Regulated Pipeline and related items or facilities within the subject right-of-way or easement, as well as all proposed lift stations, pumps or other service structures related to such pipeline and the location, type and size of all existing utilities, drainage, right-of-way and roadway improvements. The plans must additionally show the elevation and location of all known public utilities within fifteen feet (15') of the centerline of the proposed pipeline. Any application that fails to meet these requirements will be returned unfiled to the Applicant. |
| X | X | The origin point and the destination of the proposed subject pipeline.  |
| X | X | A text description of the general location of the proposed subject pipeline.  |
| X | X | A description of the substance to be transported through the proposed subject pipeline.   |
| X | X | A copy of the substance material safety data sheet (MSDS).  |
| X | X | The maximum allowable operating pressure on the proposed subject pipeline, along with the Specified Minimum Yield Strength (SMYS) of the pipe, its pressure class and design calculations in accordance with 49 CFR 192.105, assuming a Class 3 or better location.   |
| X | X | The normal operating pressure range of the proposed subject pipeline, not to exceed the maximum allowable operating pressure as designated above.   |
| X | X | Engineering plans, drawings and/or maps with summarized specifications showing the horizontal location, covering depths and location of shutoff valves of the proposed subject pipeline. (The location of shutoff valves must be known in order for emergency responders to clear area for access valves.) To the extent that information can be obtained, drawings shall show the location of other pipelines and utilities that will be crossed or paralleled within fifteen (15 ') feet of the proposed subject pipeline right-of-way.   |
|   | X | A description of the consideration given to matters of public safety and the avoidance, as far as practicable, of existing habitable structures and congregated areas.  |
| X | X | Detailed cross section drawings for all public street right-of-way and easement crossings.  |
|   | X | Methods to be used to prevent both internal and external corrosion.   |
|   | X | A binder or certificates of all bonds and insurance as required under this Division.  |
|   | X | All application materials required pursuant to the City's Tree Preservation Ordinance, as it may be amended, including a tree survey measured from the outer edge of any improvements, construction areas, development, equipment, materials, temporary roads, access easements and/or built structures, extending twenty-five feet (25 '), without regard to intervening structures or objects.  |
| X | X | A proposed alignment strip map showing name and address of all affected property owners.  |
| X | X | A site plan showing the location of such pipeline conforming to the City's standards for site plans, pursuant to section 40 of the Zoning Ordinance, as amended.  |

**Fees:**

At least forty-five (45) days prior to the scheduled commencement of the installation, construction, reconstruction, reworking, modification, replacement or operation of a new regulated pipeline, the pipeline operator shall submit this application and pay a fee in the amount of \$2,500.

Upon approval of a Regulated Pipeline Permit, and prior to the issuance of such permit, the Pipeline Operator shall deposit with the City, and shall maintain at all times during the continuation of pipeline operations, a fund with the City containing a minimum running balance of fifteen thousand dollars and no cents (\$15,000.00) for each Regulated Pipeline Permit application approved. The funds shall be maintained by the City in an interest bearing account from which the City shall reimburse itself for the actual administrative expenses, consulting fees, contracting fees or the

funding of Inspector position(s). All interest earned shall be credited to the fund balance or refunded to the Operator if and when the minimum balance is achieved. The City shall invoice and notify the Pipeline Operator, in writing, of any deduction from the application fund, and, within fifteen (15) days of receipt thereof, the Pipeline Operator shall pay to the City, for deposit into the application fund, the amount necessary to return the balance to fifteen thousand dollars and no cents (\$15,000.00).

**Additional Information:**

At least once each calendar year, the Operator shall have a representative attend a City-wide Southlake Program for the Involvement of Neighborhoods (“SPIN”) meeting and respond to citizen questions and complaints. The Director of Planning and Development Services shall notify each Operator of the time and date of the annual SPIN meeting that the Operator or a representative of the Operator shall attend.

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*The applicant(s) hereby certifies that the statements contained in this application are true and provide an accurate representation of the proposed amendment(s).*

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Principal / Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

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Pipeline Operator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

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Primary Emergency Contact’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**VALIDATION OF SIGNATURES:**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument, the person, or the entity upon behalf of which the person acted, executed the instrument.

\_\_\_\_\_  
Notary Public

(SEAL)

\_\_\_\_\_  
Printed Name

My Commission Expires: \_\_\_\_\_