



February 1, 2024

Brenda Hall  
City Clerk - City of Norman  
P.O. Box 370  
Norman, OK 73070  
Brenda.Hall@NormanOK.gov

Re: Request for Consent to Encroach Existing Utility Easement - Hyundai of Norman Project (591 N Interstate Dr, Norman, OK 73069)

Dear Ms. Hall:

My name is Ryan Swain, Civil Engineer for our current Hyundai of Norman renovation project (City of Norman Plan Review Application #2023-4326). I am writing to formally request the City of Norman's consent to encroach upon an existing utility easement for our renovation and expansion project at Hyundai of Norman.

**Details of the request:**

**Specifics of the Encroachment:**

The existing building partially extends beyond the designated existing utility easement by 1.86 feet, for a distance of 93.37 feet along the easement. After reviewing the survey and assessing the building's footprint in relation to the existing 17' utility easement (U/E), we've confirmed this encroachment (originating from an unrelated older project). Our proposed renovation plans in this area maintain the current building footprint within the 17' U/E, ensuring no further encroachment. We plan to submit a "Consent to Encroach" request to document this situation accurately, advancing the progress of our project while also accurately documenting any past encroachments from unrelated projects.

**Detailed Site Utility Plan:**

Enclosed with this letter is a detailed site utility plan illustrating the specific locations and extent of the encroachment. The plan highlights the existing utility easement and portion of existing building that is currently encroaching the existing 17' U/E.

**File Fee:**

In accordance with the city's requirements, we are submitting a non-refundable file fee of \$400. This payment is enclosed with a hard copy of this letter and will be hand delivered.


We understand that, following your receipt of this letter, the City of Norman will contact relevant utility companies for their responses and then will be presented for city council approval.

Should you require any additional information/documentation, please do not hesitate to contact me at 405.253.7593 or RSwain@Parkhill.com. We appreciate your assistance in facilitating the necessary approvals for this project.

**FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 2/2/24**

Sincerely,

PARKHILL

By   
Ryan Swain  
Project Engineer/Site Development

RS/ilc