

Encroachment Guide

Operating Safely, Efficiently and Environmentally Responsibly

IF YOU ARE PLANNING DEVELOPMENT OF A ...

- Subdivision
- Solar or wind farm
- New home or building, barn, garage or shed
- Landscaping project (including planting trees)
- Street, sidewalk or driveway
- Privacy fence or retaining wall
- Utility pole
- Sewer, water, power, telephone or cable line
- Parallel/longitudinal installation on or near a ONEOK right-of-way.

ONEOK REQUESTS THAT YOU:

- ✓ Read this brochure thoroughly to understand ONEOK's requirements concerning encroachment.
- ✓ Call 811 to initiate a One-Call ticket to locate nearby pipelines and underground utilities.
- ✓ Contact [ONEOK Real Estate Services](#) during the planning stage of your project.



Always [contact ONEOK](#) *before* work begins with any questions, concerns or for assistance.

REAL ESTATE SERVICES TEAM

email: encroachments@oneok.com

phone: 1-918-588-7414

toll free: 1-833-905-0954

website: www.oneok.com/encroachment

WHAT IS AN ENCROACHMENT?

An Encroachment is a structure or object that overlaps the right-of-way and may impede access or pose a potential risk to the pipeline. Encroachments are prohibited without permission from ONEOK.

WHAT IS A RIGHT-OF-WAY?

A Right-of-Way is the legal right to use the land of another for a particular purpose, to pass across the land or property of another.

WHY IS IT IMPORTANT FOR ONEOK TO HAVE ACCESS TO A RIGHT-OF-WAY?

- ONEOK is committed to operating our pipelines safely and having the ability to access our rights-of-way is an important aspect of our safety program.

- Digging near or building on top of or in close proximity to our pipelines can be dangerous and put you in harm's way.
- Encroachments impact our ability to perform state and federally-mandated maintenance activities.
- Maintaining unobstructed rights-of-way improves visibility and awareness of our pipeline locations.

KEEPING THE RIGHT-OF-WAY CLEAN AND SAFE

Stockpiling brush, trash, or other debris on a right-of-way is prohibited as it may conceal pipeline markers and hinder pipeline inspections or routine maintenance. ONEOK does NOT allow burning of brush or trash on its rights-of-way.





DEPENDING ON YOUR PROJECT AND THE POTENTIAL ENCROACHMENT, ONEOK MAY REQUEST:

- To meet with you on location.
- That you contact ONEOK Real Estate Services, 1-833-905-0954.
- Answers to the following inquiries:
 - What activities are proposed and where?
 - Will excavation be involved?
 - Who is the owner of the property or development?
- That you sign an Encroachment Agreement.

DEVELOPING A PROJECT PLAN

Project Planning Checklist:

- ✓ Identify the work location
- ✓ Look for any ONEOK pipeline markers in the vicinity of the work location.
- ✓ Call 811 to initiate the One-Call locate ticket to identify any underground pipelines or utilities.
- ✓ Design your plans using ONEOK's encroachment guidelines. Provide to ONEOK for evaluation and approval a sufficiently detailed plan and profile depicting the relationship between ONEOK's pipeline, existing grade and all surface and underground encroachments.

Poor planning can add costs and schedule delays to your project and possibly a requirement to relocate the project to eliminate the encroachment.

THE ENCROACHMENT AGREEMENT

ONEOK's Real Estate Services Team will initiate an Encroachment Agreement, which ***must be executed before*** work begins on the pipeline right-of-way. In the event that work commences absent such an agreement, ONEOK may take steps to prevent further activity. ONEOK requires a representative to be on site while work is conducted around our pipelines to ensure the safety and reliability of our facilities.

APPLICABLE REQUIREMENTS AND RESTRICTIONS

ONEOK requires adherence to the following requirements and restrictions to prevent personal injury and property damage that may result from digging near pipelines, driving heavy equipment over underground pipelines, and installing overhead powerlines above pipelines.

TYPES OF ENCROACHMENTS

BLASTING – Any proposed blasting operations within 500 feet of a ONEOK right-of-way must be submitted with a comprehensive blasting plan for review and approval by ONEOK.

EASEMENT ACCESS – ONEOK easements must be kept clear of such things as trees, shrubs, ponds, culverts, driveways, rock or brick fences, retaining walls, lateral lines, septic tanks, lagoons, dikes, bridges, canals, levees, burn piles, trash dumps, feeders, pole barns, carports, garages, trailers, tanks, buildings, homes or other inhabitable structures and other obstructions not specifically permitted. ONEOK permits the encroachment only to the extent it may do so by law.

ROADWAYS, DRIVEWAYS, SIDEWALKS AND PARKING LOTS – All proposed roadways, including temporary access roads, field roads and unimproved roads, driveways, sidewalks and parking lots require written approval from ONEOK before work begins.

FOREIGN CROSSINGS – Crossings should be at an angle as close to 90 degrees as possible to minimize the area of potential impact. No utilities or roads shall run parallel to the ONEOK pipeline within the pipeline easement. The preferred method of crossing is below or under ONEOK pipelines.

FENCES – Fence crossings must be approved by ONEOK prior to installation. Fences should not parallel the pipeline within the rights-of-way. Gates may be required for access.

