

## APPLICATION FOR RIGHT-OF-WAY ENCROACHMENT

Applicants seeking permission to construct/install facilities under, over, adjacent to, or otherwise encroaching upon NCGT’s facilities or right-of-way(s) must complete this application in order to obtain approval. Completed applications will be reviewed in accordance with industry standard practices and may require additional information to appropriately understand and review the nature of the Applicant’s facilities and methods of installation. Completion of this form constitutes an application only and does not grant, imply, guarantee, or otherwise provide the Applicant any permissions or approvals to infringe upon or impact NCGT’s facilities or property rights. Timelines for review are dependent upon the existing backlog of encroachment applications and the Applicant’s thoroughness in complying with NCGT’s minimum requirements.

NCGT reserves the right to require pre- and/or post-construction field inspections and to monitor all construction and installation activities on or in close proximity to its facilities. Applicant understands that, if the project is deemed to require NCGT’s field personnel or third-party field engineers/inspectors on-site, the Applicant may be required to reimburse these costs in order to obtain approval. Depending on the nature of the Applicant’s facilities, execution of a Crossing Agreement specifically detailing the Applicant’s obligations and requirements for encroachment upon NCGT’s facilities may be required.

Please complete/provide the following information including design plans/drawings and the non-refundable\* application fee to:

**North Coast Gas Transmission, LLC (NCGT)  
175 S Third St, Suite 400, Columbus, OH 43215**

*Alternatively, you may submit materials electronically to [operations@somersetgas.com](mailto:operations@somersetgas.com)*

✓	Applicant Description	Information to be included in Application	Fees
<input type="checkbox"/>	Agricultural/Residential (e.g.: landscaping, field drainage)	<ul style="list-style-type: none"> <li>• Relationship to property (e.g.: owner, adjacent property owner, contractor)</li> <li>• Type of material being installed or utilized</li> <li>• Description of location</li> </ul>	\$ 150 Application Fee
<input type="checkbox"/>	Municipal Utility/Department (e.g.: sewer, water, drainage)	<ul style="list-style-type: none"> <li>• Latitude/Longitude (GPS) description of location</li> <li>• Engineered drawings supplied by a P.E.</li> </ul>	\$ 150 Application Fee \$ 1,000 Engineering Review**
<input type="checkbox"/>	Regulated Utility (e.g.: electric, natural gas)	<ul style="list-style-type: none"> <li>• Clearly identify NCGT’s facilities on the engineered drawings including location of the pipeline and widths of its easement</li> </ul>	
<input type="checkbox"/>	Unregulated Facilities (e.g.: Petroleum/Natural Gas Pipeline)	<ul style="list-style-type: none"> <li>• Clearly identify, on all drawings, any public rights-of-way for which you have occupation permits</li> </ul>	

\* If the proposed encroachment is within a Public Right-of-Way, please submit copies of your permits to occupy the public ROW along with this completed application and fees. If it is determined that there is no encroachment in the North Coast Gas Right-of-Way outside of the Public Right-of-Way, the fees may be refunded.

\*\* Initial review only; more complex projects may require additional engineering expertise at an additional cost to the Applicant.

### **Minimum Requirements for Encroachment**

*(Failure to meet minimum requirements will result in an automatic denial of the application.)*

Design plans/engineered drawings should be submitted electronically in PDF format for efficient processing. If printed plans/drawings must be provided, Applicant must provide at least two sets of plans/drawings. Plans/drawings must provide sufficient information to determine installation and construction will meet NCGT’s minimum requirements. Drawings must be drawn to scale, clearly identify the location of NCGT’s facilities, the area(s) of encroachment, all easement boundaries and property boundaries.

All easement or right-of-way encroachments shall meet the following minimum standards:

- Foreign pipeline crossings shall be installed below NCGT facilities and with minimum clearances as follows:
  - Open Trench – 2’, Convention Bore – 3’, HDD – TBD (5’ minimum TBD)
- All boring and receiving pits shall be outside of NCGT’s right-of-way and clearly marked on the plans/drawings
- Bores shall maintain the approved depths for the entire width of the right-of-way
- Protective measures for any equipment traversing over NCGT pipelines shall be provided (Provide airbridge design and identify crossing locations)
- Parallel occupation within NCGT’s right-of-way is not permitted

**Owner/Applicant Information:**

Company/Applicant Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street

City State Zip

Business/Legal Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Engineering Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name of Contractor: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street

City State Zip

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Location of Project:**

Location (Street, City, County): \_\_\_\_\_

Location Address: \_\_\_\_\_  
Street

City State Zip

Nearest Crossroad(s): \_\_\_\_\_

GPS Coordinates of intended Crossing: \_\_\_\_\_  
Latitude Longitude

At or Near (City, Town, or Village): \_\_\_\_\_

**Project Description and Purpose (provide detailed description of project including anticipated construction date):**

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**Applicant certifies that the information provided in this application is true, accurate and complete. Applicant also understands:**

- (i) Completing this Application does not constitute authority or permission to occupy, infringe or otherwise encroach upon NCGT’s easement(s) or Right(s)-of-Way.**
  - (ii) Applicant may be required to execute a Crossing Agreement with specific terms including, but not limited to, cost reimbursement and necessary protective measures before encroaching upon NCGT’s easement(s) or Right-of-Way; and**
  - (iii) the Applicant will not commence construction or otherwise put NCGT’s facilities at risk without properly requesting the pipeline(s) be marked by calling 811 (Ohio Utility Protection System “OUPS”) as required by law.**
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**Applicant Signature:** \_\_\_\_\_

**Name & Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_