



## Moving Permit Application

Permit No. \_\_\_\_\_

### Official Use Only

Cash   
 Check  \_\_\_\_\_  
 Credit Card  \_\_\_\_\_  
 Received \_\_\_\_\_ \$30.00  
 Receipt No \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>Proposed Destination Address:</b> _____	<b>Origination Address:</b> _____
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**Owner/Applicant of Home/Structure:** \_\_\_\_\_  
 Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 Street # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

### Escort Information:

**Company Name:** \_\_\_\_\_  
 Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 Street # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

**Driver's Name:** \_\_\_\_\_ **License No.:** \_\_\_\_\_

**Vehicle Make/Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Tag No. & Exp Date:** \_\_\_\_\_

**Insurance Co:** \_\_\_\_\_ **Policy No.:** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_

Combined length of motor vehicle and manufactured home: \_\_\_\_\_ Width of building: \_\_\_\_\_ Height of building: \_\_\_\_\_

Year manufactured home/ structure built: \_\_\_\_\_ **State of Oklahoma Permit No.:** \_\_\_\_\_

Distance traveled in miles: \_\_\_\_\_ Proposed Route: \_\_\_\_\_

**Please Note:** If the structure's origination or destination is within the limits of the City of Choctaw, a site plan will be required (Please turn to back of page). City of Choctaw Officials will need to approve and verify the site plan and zoning. **No transportation** is to take place until an approved moving permit has been issued.

<b>Select One:</b> <input type="checkbox"/> Motor vehicle and manufactured home <input type="checkbox"/> House or other structure <input type="checkbox"/> Commercial/Industrial structure	Moving Start Date: _____ / _____ / _____ Start Time: _____ Month     Day     Year Moving End Date: _____ / _____ / _____ End Time: _____ Month     Day     Year	<b>Fees:</b> Moving Fee: \$30.00 Police Escort Fee: \$180.00 Moving without permit: 2x Fee
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I hereby certify that the above information is true and correct; that I will observe and conform to all codes and ordinances governing said business activity within the City of Choctaw.

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Do Not Write Below This Line Official Use Only

APPROVED \_\_\_\_\_ 20\_\_\_\_\_ PUBLIC WORKS DIRECTOR SIGNATURE: \_\_\_\_\_  
 DENIED \_\_\_\_\_ 20\_\_\_\_\_ DEVELOPMENT DIRECTOR SIGNATURE: \_\_\_\_\_  
 REASON: \_\_\_\_\_ DESTINATION MEETS PROPER ZONING: \_\_\_ Yes or No \_\_\_ ZONING: \_\_\_\_\_

## Policies and Procedures

1. Any vehicle and/or structure permitted for movement shall be moved only during daylight hours (Oklahoma Statutes, Title 47, §14.101D).
2. Any vehicle and/or structure permitted for movement shall not be moved at any time on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, The day following Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve (Oklahoma Statutes, Title 47, §14.101E).
3. No person shall transport or move a **manufactured home** on any public road or highway in this state, except as otherwise provided by law, without a permit issued pursuant to the provisions of state law and City of Choctaw (State Statutes, Title 47, §14-103D). Combination of a motor vehicle and manufactured home or frame thereof exceeding seventy (70) feet in length or eight and one-half (8 1/2) feet in width must comply with the provisions of Section 14-118 of Title 47. If any combination of a motor vehicle and manufactured home or frame thereof, exceeds seventy (70) feet in overall length, or eight and on-half (8 1/2) feet in width, they shall be moved only during daylight hours (Oklahoma Statutes, Title 47, § 14.103A).
4. Special Permits—Movement of houses or buildings. (Oklahoma Statutes, Title 47, §14-103C)
  - A. No person shall transport or move any **structure in the form of a house or building**, including but not limited to industrialized housing, on any public road or highway in this state, except as otherwise provided by law, without a permit issued pursuant to the provisions of state law and City of Choctaw. Such structures shall not exceed thirty-two (32) feet in width at the base, and thirty-four (34) feet in width at the top and twenty-one (21) feet in height. Such permit shall specify the highways to be used, and a **maximum traveling distance of fifty (50) miles** on such highways shall be permitted when consistent with public convenience and safety and such structures **shall not be moved on Saturday and Sunday**.
  - B. No person shall transport or move any **combination of a motor vehicle, industrialized housing** or other industrialized structure, frame or frames thereof not exceeding twenty-six (26) feet in width at the bottom and thirty (30) feet in width at the top on public roads or highways in this state, except as otherwise provided by law, without a permit issued pursuant to the provisions of state law and City of Choctaw. The permit shall specify the highways to be used and shall be permitted when consistent with public convenience and safety and such structures **shall not be moved on Saturday and Sunday**.
  - C. If the structure is eighteen (18) feet or less in width a the base or top, the maximum traveling distance of 50 miles shall not apply and such permit shall specify the highways to be used and said movement shall be permitted when consistent with public convenience and safety.
5. Any vehicle or combination of vehicles with an outside width of twelve (12) feet or more operating on highways in this state, including the National System of Interstate and Defense Highways, shall, be accompanied by an escort vehicle or vehicles, as prescribed by the Department of Public Safety.
6. Copy of the issued state permit **MUST** be attached to application.
7. Separate applications have to be filed for individual sections of structures, including manufactured homes.
8. **If the structure is to be moved onto a property in the City of Choctaw, you must attach the Building Permit and Site Plan.**

## **1. Site Plan (Outside the Structure)**

- A. All lot lines and lot dimensions.
- B. All existing and proposed building(s).
- C. Distance between lot lines and building (existing and proposed).
- D. Driveway(s) with dimension.
- E. Neighboring Driveways.
- F. All existing and proposed utilities.
- G. All existing and proposed easements and right-of-way with dimensions.
- H. Building set back lines with dimensions.
- I. Land Clearing Controls.
- J. Drainage flow arrows.
- K. Drainage facilities.
- L. Location of 100 and 500 year flood zone boundary.
- M. Scale, North Arrow, Date, Contact information.
- N. Address of project.
- O. Landscaping.

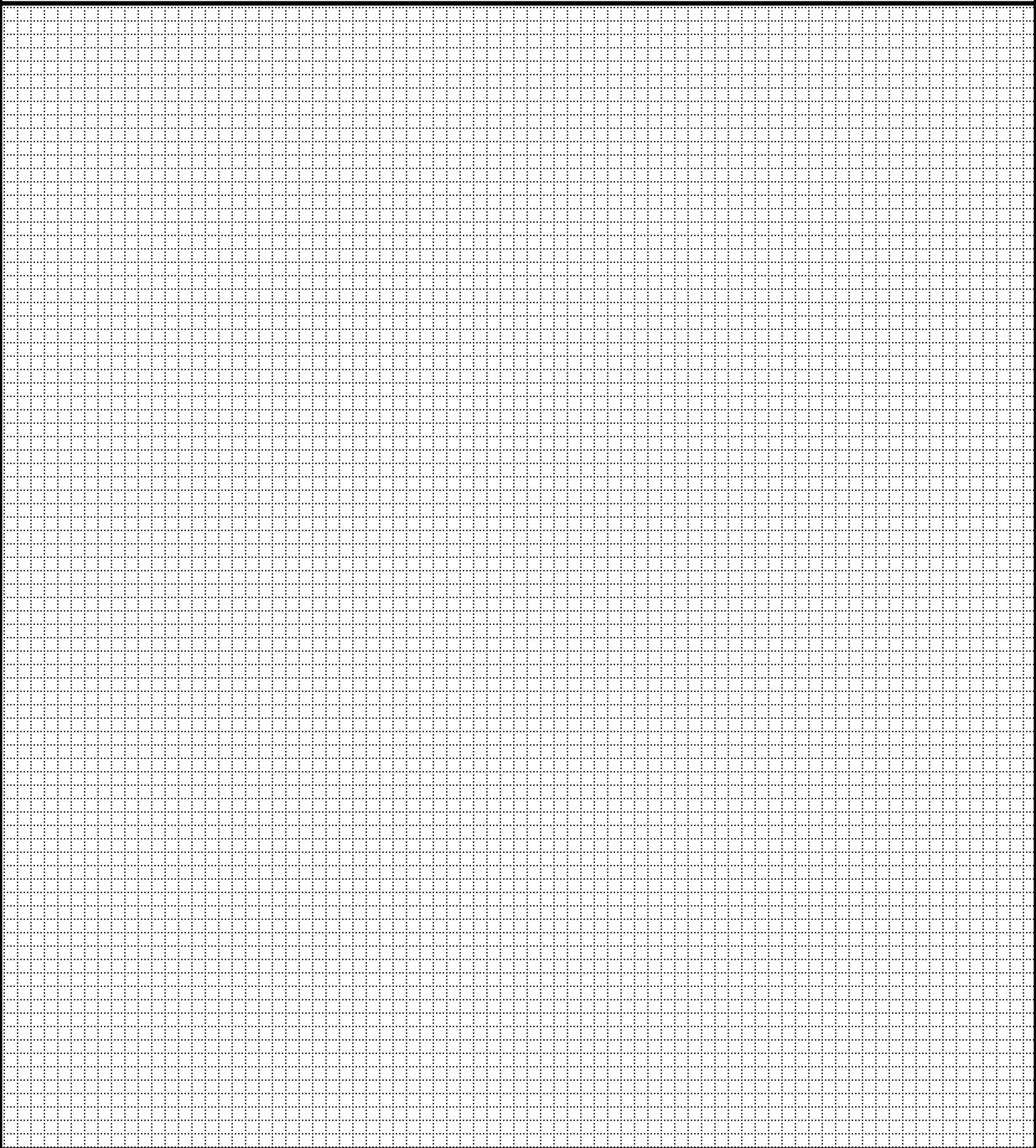
## **2. Building Plans**

- A. Foundation Plan.
- B. Footer Detail (Engineered if applicable).
- C. Location of meter box.
- D. Location of hot water heater, water stub-in, sewer stub-in, gas stub-in.
- E. Location of condenser unit.
- F. Location of address signage.

## **3. Documentation**

- A. Warranty Deed (if applicable).
- B. Park contract agreement between owner and park (if applicable).
- C. Executed Easement. (if applicable)
- D. HUD Documentation. (if applicable)
- E. Route Map
  - 1. Route direction arrows.
  - 2. Identify any stop lights or underpasses.
  - 3. Identify any low lying overhead wires.
  - 4. Street names.
- F. Signed document from approving personnel.

**SITE PLAN**

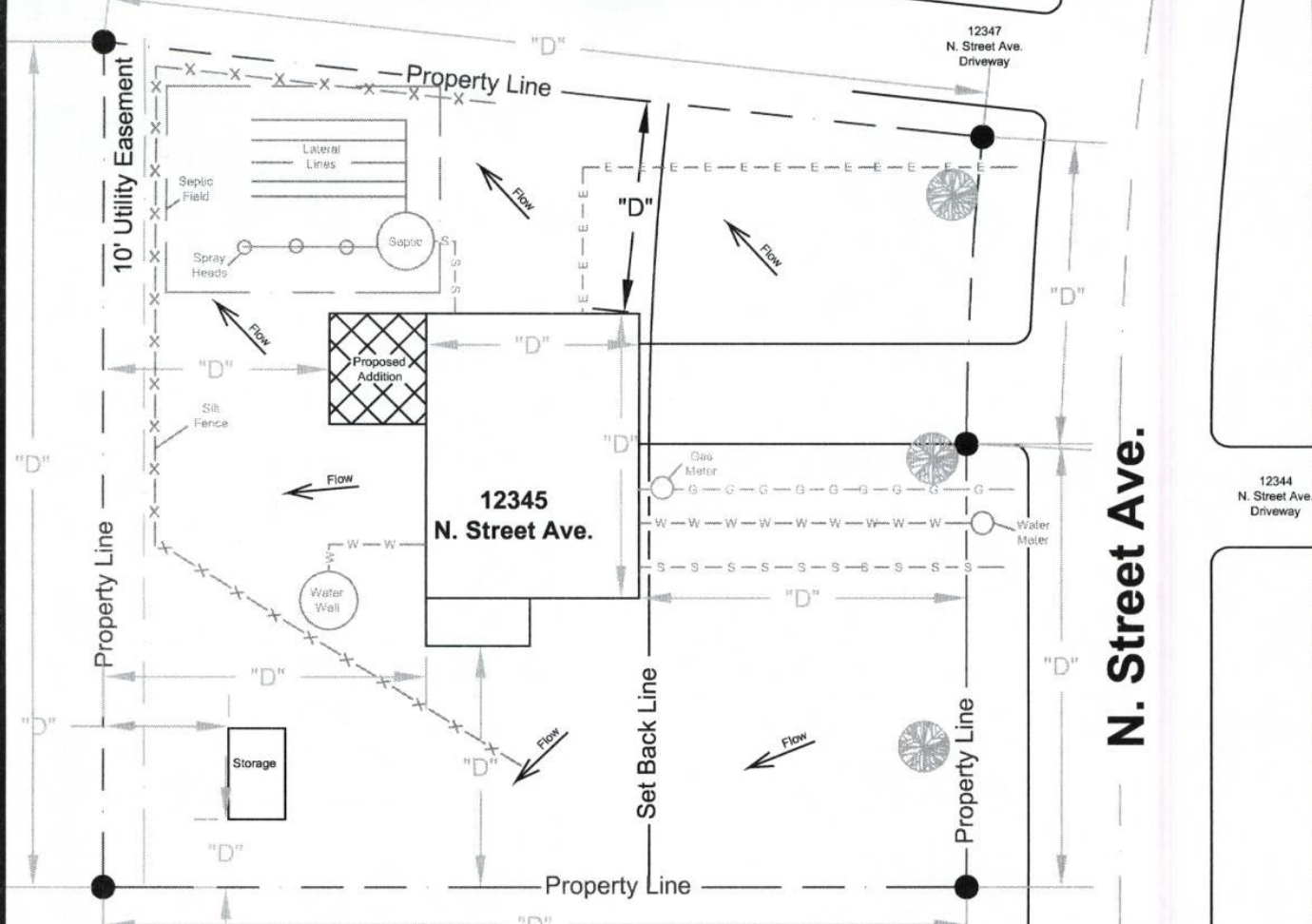


I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment of knowing violations. I certify that the code official or the code official's authorized representatives shall have the authority to enter area covered by such permit at any hour to enforce the provisions of the code(s) applicable to such permit.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Number of pages Submitted: \_\_\_\_\_

# SAMPLE SITE PLAN



## LEGEND

	Drainage Flow Arrow
	Silt Fence (Erosion Control)
	Natural Gas Service Line
	Water Service Line
	Sanitary Sewer Service Line
	Electrical Service Line
	Tree

**John Doe**  
**(405) 555-5555**  
**Jan. 1, 20XX**



## CHECKLIST

- |  |  |
|--|--|
| <input type="checkbox"/> Address                     | <input type="checkbox"/> Driveway                            |
| <input type="checkbox"/> Street Name(s)              | <input type="checkbox"/> Neighboring Driveway                |
| <input type="checkbox"/> Property Line w/Dimensions  | <input type="checkbox"/> Landscaping                         |
| <input type="checkbox"/> Structure(s) w/Dimensions   | <input type="checkbox"/> Drainage Flow Arrows                |
| <input type="checkbox"/> Setback lines               | <input type="checkbox"/> Erosion Controls                    |
| <input type="checkbox"/> Existing/Proposed Utilities | <input type="checkbox"/> Flood Zone Boundary (if applicable) |
| <input type="checkbox"/> Water Service               | <input type="checkbox"/> Retaining Wall(s)                   |
| <input type="checkbox"/> Water Well                  | <input type="checkbox"/> Scale                               |
| <input type="checkbox"/> Sanitary Sewer Service      | <input type="checkbox"/> North Arrow                         |
| <input type="checkbox"/> Septic System               | <input type="checkbox"/> Date                                |
| <input type="checkbox"/> Electrical Service          | <input type="checkbox"/> Contact Information                 |
| <input type="checkbox"/> Natural Gas Service         |  |

**PLEASE**  
**USE BLANK PAGE**  
**ON BACK TO**  
**DESIGN A SITE**  
**PLAN**