



P66-TSD-3501 Appendix B

General Encroachment Guidelines for Property Developers and Land Owners near Phillips 66 Pipeline LLC and Facilities

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Document Summary

This document is intended to provide a general listing of design and construction guidelines to be provided to encroaching parties.

Disclaimer

This standard is subject to revision at any time and will be reviewed according to the procedures of Phillips 66 Midstream Operations and reaffirmed, revised, or withdrawn. Suggestions for improvement of this standard are welcome and they should be sent to the Standards Specialist.

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General Encroachment Guidelines for Design and Construction near Phillips 66 Pipeline LLC and Facilities

Document Summary

This document is intended to provide a general listing of design and construction guidelines to be provided to encroaching parties. By having the general design criteria required by Company (Permitter), to ensure the safety of their pipelines and facilities, the encroaching party can better prepare for their designs near the pipeline and pipeline right-of-way (ROW). In addition to having the design guidelines, the construction policies allow for encroaching parties to be aware of the actual working restrictions on or near the Permitter ROW. The construction guidelines were written with the intent to be utilized on construction drawings, therefore providing details to the challenges of the work being performed near the Permitter pipeline ROW.

1.0 Design Guidelines

Company (Permitter) constructs, repairs, operates and maintains its pipelines in compliance with current U.S. Department of Transportation (DOT) regulations and industry and Company standards for safe operations. Should Encroaching Party (Permittee) propose plans that infringe on Permitter's rights or affect Permitter's ability to meet these requirements, modifications to the pipelines or plans shall be made. **The cost of all such modifications shall be borne by the Permittee. The following guidelines apply to Permittee and any contractors, agents and or representatives it uses for construction activities conducted in Permitter's right-of-way and/or affecting Permitter's pipelines:**

- 1.1. Permittee requesting Permitter to restrict the Right-of-Way (ROW) width will have a metes and bounds survey of the line completed across the land by a registered land surveyor at the Permittee's expense. The Permittee will provide proof of ownership of the property (i.e., warranty deed).
- 1.2. Uninhabited Buildings and Engineered Works: No buildings, engineering works, patios, in-ground swimming pools, septic systems, or other permanent structures shall be permitted within 25 feet of any pipeline located within Permitter's ROW. No temporary structures, storage containers, construction equipment or vehicle parking will be permitted within 25 feet of any pipeline located within Permitter's ROW, without Permitter's prior written approval. Retaining walls are not permitted. This includes all water retention devices. Large debris such as old cars, trailers, scrap metal, etc., will not be permitted on the ROW. The ROW shall be kept clear for maintenance.
- 1.3. Inhabited Structures: All private dwellings, industrial buildings, or places of public assembly shall comply with a building setback of 50 feet from the pipeline(s), and this setback requirement will be included as a deed and or plat restriction on any parcel carved out of the above referenced lands that abut the ROW. For easements containing multiple Permitter pipelines, this would be a strip extending 50 feet each side of Permitter's outermost pipelines.

- 1.4. A greenbelt area will be established around the pipelines in the platting of any new residential or commercial subdivision subject to Permittor's easement. The width of the greenbelt should either be the width of Permittor's easement or, in the case of a blanket easement, extend 25 feet each side of a single Permittor pipeline or 25 feet each side of Permittor's outermost pipelines in the case of multiple Permittor pipelines. The purpose of a platted greenbelt in any new proposed development is to provide that no lot lines or fences cross into the ROW.
- 1.5. No fences will be allowed on the ROW without Permittor's prior written approval. Fences shall be easily removable and not obstruct the view of the ROW for inspection purposes. No masonry, brick, or stone fences will be allowed. Fences that are perpendicular to the pipeline(s) shall include a gate or other form of access across the width of the ROW. Fence posts shall not be placed within 4 feet of the pipeline(s). Fences that are parallel to the pipeline(s) shall be located at least 10 feet from the nearest pipeline(s), or 25 feet if located on both sides of the line.
- 1.6. No utility poles shall be allowed to cross the ROW if they interfere with future maintenance. Utility poles, guy wires, or anchors shall not be placed within 8 feet of the pipeline(s). Utility poles running parallel to the pipeline(s) shall be located at least 25 feet from the nearest pipeline(s). All overhead cables shall maintain a minimum height of 20 feet above grade.
- 1.7. Trees or deep-rooted plants are not permitted on the ROW. Existing trees and vegetation may be removed or side trimmed by Permittor in its sole discretion.
- 1.8. For new roads running parallel to Permittor's pipeline(s), there shall be at least 25 feet from the edge of the road to the nearest pipeline. All roads passing over Permittor's pipeline(s) shall cross at an angle as close to 90 degrees as possible. Depth of cover shall be at least 48 inches in the barrow ditches and 48 inches under road surfaces from top of pipe to top of surface. Final grade and depth of pipeline shall be surveyed in sensitive areas and results provided to Permittor and Permittee involved with the construction/modification. In addition, it may be necessary to lower and recondition, replace, relocate, or protect the pipeline(s) at the point of crossing to insure that they are not subjected to excessive stress from movement of traffic. Any such modification to the pipeline(s) shall be made at Permittee's expense.
- 1.9. Construction of parking lots over the pipeline(s) shall not be permitted without Permittor's prior written approval in an Encroachment Agreement releasing Permittor from any and all future damages to the parking lot due to pipeline maintenance and repair. Depth of cover shall be at least 48 inches from top of pipe to top of finished surface. Concrete parking lots shall have jointed sections at no more than 20-foot intervals for ease of repair.
- 1.10. If the project includes over-excavating to achieve the final grade, pipeline protective measures shall be discussed and agreed to in advance by the Permittor and the Permittee.
- 1.11. Any utilities that parallel Permittor's pipeline(s) shall maintain a minimum separation distance of 25 feet from the utility's outside wall to the outside wall of Permittor's pipeline(s). All utilities that cross Permittor's pipeline(s) shall pass underneath existing pipeline(s) by a minimum of 24 inches and the crossing shall be as close to 90 degrees as possible and adequately marked on both sides of such pipeline(s). The markers shall be maintained by Permittee in the future. Any future relocation of the utility line due to Permittor's pipeline maintenance shall be done at the Permittee's expense. Any exceptions to these requirements shall not be allowed without Permittor's prior written approval.

- 1.12. Telephone cables, TV cables, secondary electrical lines (240vac or less), and non-steel gas lines shall be in a minimum Schedule 40 steel or PVC casing. Primary (high voltage) underground electrical lines shall be in a minimum Schedule 40 PVC casing and have a minimum clearance of 24 inches underneath Permittor's pipeline(s). Trenched or open cut crossings shall also be covered with a red concrete slab a minimum of 4 inches thick and 24 inches wide for a distance of 10 feet on both sides of the pipeline(s). Any bored or directionally drilled high voltage line shall have a metallic tape tracer installed inside the casing for ease of locating the high voltage line.
- 1.13. If any of Permittee's lines that cross or run parallel to Permittor's pipeline(s) are installed and constructed of a material requiring cathodic protection, an interference survey shall be made by Permittor and Permittee shall determine what necessary steps shall be taken to prevent the damage of either line. The survey shall be done at Permittee's expense. Any measures required to address interference issues as a result of the installation of the Permittee's lines shall be done at Permittee's expense.
- 1.14. Grade or elevation changes may not be made without Permittor's prior written approval. Changes in grade for the purpose of water retention shall not be approved.
- 1.15. Permittee shall maintain a minimum of 48 inches of soil cover over Permittor's pipeline(s) across the entire width of the Encroachment. If sufficient cover does not currently exist, then at Permittee's sole cost and expense, the line shall be lowered or additional cover provided for placement over the ROW. Cover over the lines may not exceed 6 feet without Permittor's prior written approval. The method of achieving the required depth of cover shall be at Permittor's sole discretion.
- 1.16. The Permittor retains the right to adequately mark the Permittor's pipelines with permanent line markers to insure public safety and the future safe operation of the lines. DOT Regulations state that any person who willfully and knowingly defaces, damages, removes, or destroys any pipeline sign or right-of-way marker shall be subject to a fine, imprisonment, or both. **The Permittee is required by State law to contact the local One-Call Center at least 48 hours prior to any excavation taking place near the pipeline(s).** The Permittor reserves the right to have an inspector or representative on the job to oversee all construction within the ROW.
- 1.17. The Permittee shall allow no material or equipment to be used in the construction of the Encroachment that would hinder or impair Permittor's ability to safely maintain and operate Permittor's pipeline(s). Temporary construction roads or crossings over Permittor's pipelines must be approved in advance in writing by Permittor. Permittee shall provide additional cover and/or stabilization to specifications determined by Permittor prior to commencement of traffic across pipelines.
- 1.18. Permittee shall not allow the Encroachment to create an erosion problem along the ROW, and should such an erosion problem arise then Permittee, at Permittee's sole cost and expense, shall immediately correct the problem.
- 1.19. Permittee will incorporate Permittor's Design Guidelines contained herein into any of Permittee's design and construction drawings issued "For Bid" purposes. All plan drawings issued either "For Bid" or "For Construction" will display the following statement on the drawings in areas around Permittor's pipeline(s):

WARNING: High Pressure Pipeline(s)
 No Excavation or Construction in this area without ONE-CALL and
 without contacting Phillips 66 PipeLine LLC (P66PL) at
 (____) ____-____.

2.0 Construction Guidelines

(If applicable, provide the following in any construction drawing notes)

For planning purposes please notify Phillips 66 Pipeline LLC (“Permitter”), for line marking, depth probing, and prior to start of any construction activities in the pipeline right-of-way. The following guidelines apply to Permittee and any contractors, agents and or representatives it uses for construction activities conducted in Permitter’s right-of-way and/or affecting Permitter’s pipelines:

- 2.1. The Permittee is required by State law to contact the local One-Call Center at least 48 hours prior to any excavation taking place near the pipeline(s).
- 2.2. Permittee shall conduct their activities in compliance with Permitter’s Design Guidelines as well as any applicable encroachment agreement in place with Permittee and or the terms of the Construction Guidelines contained herein.
- 2.3. The continued integrity of Permitter’s pipelines and the safety of all individuals in the area of proposed work near Permitter’s Facilities are of the utmost importance. Therefore, Permittee shall meet with Permitter representatives prior to construction to provide and receive notification listings for appropriate area operations and emergency personnel. Permitter’s on-site representative shall require discontinuation of any work that, in their opinion, endangers the operation or safety of personnel, pipelines, or facilities.
- 2.4. The use of probing rods for pipeline locating shall be performed by Permitter representatives only to ensure no damage to the pipeline coating. If additional work besides probing is necessary to locate the pipeline, this shall be done at the Permittee’s expense under Permitter supervision.
- 2.5. Notification shall be given to Permitter at least 72 hours before start of construction. A schedule of activities for the duration of the project shall be made available at that time to facilitate the scheduling of Permitter’s work site representative. Any Permittee schedule changes shall be provided to Permitter immediately.
- 2.6. Permittee shall not commence work within twenty-five (25) feet of a Permitter pipeline or aboveground appurtenance without a Permitter representative being on site (unless otherwise agreed to by Permitter). The Permitter reserves the right to have an inspector or representative on the job to oversee all construction within this distance. Depending on size and scope of the work, a Permitter inspector may be an additional cost to the Permittee.

- 2.7. Heavy-wheeled equipment over 10,000 lbs or tracked equipment over 60,000 lbs working on or near pipeline (e.g. dump trucks, backhoe, trackhoe, crane, bulldozer, logging truck, etc) shall not be allowed to operate directly over Permittor pipelines or in Permittor ROW unless written approval is obtained from Permittor. Heavy-wheeled equipment shall only be allowed to cross Permittor pipelines at locations designated by Permittor. The Permittee shall comply with all precautionary measures required by Permittor to protect its pipelines. When inclement weather exists, provision shall be made to compensate for soil displacement due to subsidence of tires.
- 2.8. Prior to each excavation, an authorized Permittor representative shall evaluate the proposed excavation to determine if a risk assessment is required. Maps, drawings, and/or records shall be readily available during the assessment and excavations.
- 2.9. During Installation of underground pipelines or facilities with drilling or boring technology, an authorized Permittor representative shall have the right to evaluate and approve the drilling plan. For a drilled crossing, provide at least 10 ft of vertical separation for crossings and 15 ft for parallel bores between new bore and existing pipelines. In addition, Phillips 66 may require Permittee to excavate an observation hole parallel to and **approximately 5 ft on one or both sides** of Permittor’s pipeline(s) extending **at least 1 ft below the pipeline or bore, whichever is shallowest**. The observation hole(s) are to be monitored during both the pilot bore and back reaming.
- 2.10. Excavation or grading that might result in erosion or that could render the ROW inaccessible shall not be permitted unless the Permittee agrees to restore the area to its original condition and provide protection to Permittor’s facility.
- 2.11. Permittee will remove cutting teeth from excavation equipment bucket when within 10 feet of Permittor’s pipeline(s). Mechanical excavation will cease, and only hand excavation shall be permitted, within 18 inches of a crude oil or product pipeline and within 24 inches of a line containing Highly Volatile Liquids (HVL). Excavation will not be allowed to continue until the Permittor’s pipeline, valves, and/or fittings top and sides are visible to the spotter. However, proceed with extreme caution when within three (3) feet of the pipe.
- 2.12. Permittee shall maintain a minimum of 48 inches of soil cover over Permittor’s pipeline(s) across the entire width of the Encroachment. If sufficient cover does not currently exist, then at Permittee’s sole cost and expense, the line shall be lowered or additional cover provided for placement over the ROW. Cover over the lines may not exceed 6 feet without Permittor’s prior written approval. The method of achieving the required depth of cover shall be at Permittor’s sole discretion. Projects/modifications may include over excavating to achieve the final grade. **If the project includes over excavating to achieve the final grade, pipeline protective measures shall be discussed and agreed to in advance by the Permittor and the Permittee.**
- 2.13. Temporary support of any exposed Permittor pipeline by Permittee may be necessary if required by Permittor on-site representative to complete construction of crossing. Depending on the size and the amount of exposed Permittor pipeline, additional pipeline support may be necessary to protect the pipeline from stresses that may be caused by the settling of the soil and pipeline after excavation. Consult a Permittor representative prior to the commencement of excavation for further details as to what may be required.



- 2.14. No “Non-Explosive” seismic testing or construction equipment with steady state vibrator, intermittent vibrator, or thumper sources shall be conducted within 150 feet of Permitto’s pipeline without Permitto written approval. A vibration analysis will need to be conducted to ensure no potential damage to the pipeline. Work shall only resume with written approval from the Permitto.
- 2.15. No blasting shall be allowed within 1320 feet of Permitto’s facilities without Permitto written approval. Notification of blasting shall be given to Permitto including a complete blasting plan. A pre-blast meeting shall be conducted by the organization responsible for blasting. Permitto shall have a signed and executed blasting indemnification agreement before authorized permission to blast can be given. A written emergency plan shall be provided by the organization responsible for blasting.

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