

CHECKLIST FOR PERMIT FOR RIGHT-OF-WAY USE

Use of this checklist does not remove responsibility of the ROW User to review and meet all of the requirements of the ROW Management ordinance and other ordinances of the City. It is for convenience only. ROW User must meet all requirements, whether listed in the checklist or not. All federal, state and local laws must be followed.

Nothing in the City ordinances or permit process allows the applicant to violate any property ownership, to be on third party facilities or to violate deed restrictions or other private restrictions. It is your responsibility to obtain permission and advise permit staff of any applicable restrictions.

Each place the document advises you to “STOP” is there to prevent the denial of your permit. Certain items are required before a permit application can be granted. If you do not have or are unable to produce such items, your permit will be denied.

Step One: Registration All ROW Users must have completed all Registration requirements prior to filing an application. If you are not registered, **STOP** the permit process and file your registration **FIRST**.

○ **Authority to Use ROW Identified**

All ROW Users must identify under what authority they allowed to use the ROW. That is, whether they are applying pursuant to authorization under a franchise (identify ordinance number), a license (identify ordinance number) or state law, and if under state law, the ROW User must identify the applicable law or laws.

Step Two: Permission to Use Other ROW or Property

If a ROW User is seeking placement upon city facilities, the ROW User must have an Agreement with the City to allow placement on those facilities before a permit application is filed. If you do not have such an Agreement, **STOP** the permit process and obtain the Agreement first.

If the installation planned by the ROW User will place facilities in or cross land or ROW owned by another governmental entity, such as federal, state, transit authority or a private entity such as a railroad or utility ROW, you must have permission from that other entity before filing your permit. (Examples could include permission from TxDOT to cross highway ROW or from a railroad or transit authority to cross railroad ROW.) If network node placement will involve a pole owned by another ROW User (Such as Oncor), provide pole attachment agreement.

Step Three: Identify Owner and Contractor(s) and Subcontractor(s)

Be able to identify both the owner of the facilities (which should be registered – see step one), an emergency contact and all contractors and subcontractors.

Step Four: Identify Location

Identify each location for which a permit is sought. Attach additional sheets if necessary.

Indicate if installation will cause entry onto school grounds.

For Network Nodes installations indicate if installation will be in a residential area, underground area, design district, historic district, park or other special location.

Step Five: Attach and appropriately label plans showing location and route

Show as required or applicable:

- proposed, approximate location and route of all facilities and the applicant's plan for right-of-way construction on a set of scaled dimensioned construction plans;
- plan/profile sheet;
- GIS shape file;
- before and after street view; if requested by city
- an aerial map;
- indicate current right-of-way lines and any existing city facilities;
- show any proposed underground conduit or other facilities, including depth and dimensions of such facilities;
- type of casing pipe required, overhead lines, network nodes, ancillary equipment, or any other facilities to be installed;
- drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, network nodes, micro-network nodes, or other facilities;
- show a cross sectional profile;
- provide sectional dimensional drawing for installation of pole (include anchor, any proposed ground equipment and location, provide required completed industry standard individual pole load analysis performed and sealed by an engineer licensed by the State of Texas,
- if street, sidewalk or trail will be affected provide temporary traffic control / street closure / safety plan;
- provide detailed plans to remove and replace asphalt or concrete in streets, sidewalks or trails
- show erosion control measures;
- identify all existing utilities and any existing or potential utility conflicts and methods to be used to protect existing structures, facilities or other already existing installations.
- Engineering plans which will be on a scale of one (1) inch equals forty (40) feet unless otherwise approved by City Manager;
- Other: _____.

Network Nodes or other attachments:

- provide evidence there will be no radio, structural or other interference with public safety, traffic light signal system or other City communications systems or components;
- show electric voltage to be used;
- show any projecting attachments;
- if the network node will be concealed or camouflaged, show how that will be accomplished and if it will not be concealed or camouflaged, please attach an explanation as to why it will not be concealed or camouflaged;
- all exposed wires be sheathed or enclosed in conduit;
- show size and that meets required size limits;
- if on municipal service pole, see instructions for such installation.

Step Six: Time for installation

- Show start date: _____
- Length of time to complete installation: _____

Step Seven: Sign acknowledging indemnity and certify representative status