

RIGHT-OF-WAY (ROW) PERMIT PROCEDURES

For permit information, please contact the Public Works & Engineering Department at 469-929-6709 / email rowpermits@cityofsachse.com. Fees are due when the permit is picked up and shall be payable to the City of Sachse.

- Permit applications are submitted **electronically only**. Completed applications should be e-mailed to rowpermits@cityofsachse.com.
 - Approved permits will be returned by e-mail to the primary contact listed on the application form.
- Complete and submit one (1) page ROW permit application.
- Contact the permit office at least 24 hours in advance for the ROW permit.
- All sections of the Permit Application form are required, including a complete name, address, and contact information for both the Facility Owner and the Contractor,
- Provide a valid, complete address of an existing building closest to where the work will be done (street name and number). Permits cannot be created in the permitting system without a physical address. A cross-street or description is not sufficient.
- Provide a brief description of work to be done, including METHOD OF INSTALLATION, how many feet of bore, how much overhead line, how long open cut, etc.
- For work along State Highway 78 or 190/George Bush Turnpike, provide a copy of the approved TXDOT and/or NTTA permit. If TXDOT and/or NTTA did not require a permit please indicate this on the permit application in the Additional Info section.
- Provide two (2) complete sets of plans and include the following:
 - Site plan
 - Standard traffic control plan if applicable
 - Erosion control plan if applicable
 - Detail and section plan (indicating all utility components, location, and dimensions, etc.).
 - Plans shall not exceed a scale of one inch (1") equals fifty feet (50') unless otherwise approved by the Director.
 - Plans shall include all existing and/or proposed right-of way and utility easements that applicant plans to use.
 - Plans shall include details of the location of all existing City and non-City utilities and facilities in relationship to applicant's proposed route.
- Locate all other utilities prior to working.
- A minimum of 48 hours prior to commencing work, the contractor must contact the Public Works Coordinator for line locates at 972-495-7600.
- Note: traffic and water locates are done on an incremental basis, and no work will be permitted until all locates are marked in the field.
- Minimize interference with the use of public and private properties.
- The permittee performing construction in the public right-of-way shall restore the right-of-way to a condition that is equal to or better than the condition or other applicable City design and construction standards. Restoration work must be performed to the satisfaction of the director.
- All work is subject to inspection at any time



Public Works & Engineering Department

RIGHT-OF-WAY & UTILITY EASEMENT PERMIT

FACILITY OWNER (Franchise or Licensed Utility Company): _____

Contact Person (Facility Owner)

Phone Number (Facility Owner)

APPLICANT INFORMATION:

Company Name

Applicant Name

Address

City

State

Zip

Contractor Phone Number

24-Hour Emergency Phone Number (Contractor)

SUBCONTRACTOR PERFORMING THE WORK:

Company Name (Subcontractor)

Representative's Name (Subcontractor)

Phone Number (Subcontractor)

24-Hour Emergency Phone Number (Subcontractor)

TYPE OF WORK: (CABLE, GAS, WATER, SEWER, NETWORK CELL, ETC) _____

LOCATION & DESCRIPTION OF WORK: (INCLUDE WORK DISTANCE)

ANTICIPATED START DATE _____ ANTICIPATED COMPLETION DATE _____

WILL ANY PAVEMENT BE REMOVED? (REQUIRED)

☐ YES

☐ NO

WILL TRAFFIC LANE OR SIDEWALK CLOSURE BE REQUIRED? (REQUIRED)

☐ YES

☐ NO

PERMIT CONDITIONS:

- SUBMIT 2 COPIES OF PLANS AND PROVIDE A TRAFFIC CONTROL PLAN IF TRAFFIC LANE OR SIDEWALK CLOSURE IS REQUIRED
- THE CONTRACTOR NEEDS TO BE AWARE OF ALL RESTORATION RESPONSIBILITIES
- MINIMIZE INTERFERENCE WITH THE USE OF PUBLIC AND PRIVATE PROPERTY
- STOP WORK ORDER OR CITATION WILL BE ISSUED IN CASE OF VIOLATIONS
- THE CONTRACTOR SHALL CONTACT THE PERMIT OFFICE AT LEAST 24 HOURS IN ADVANCE,
- CONTACT PUBLIC WORKS FOR WATER AND SEWER LOCATION PRIOR TO ANY CONSTRUCTION AT 972-495-7600. (PLEASE CALL TEXAS811 AT 1-800-344-8377 FOR ALL OTHER UTILITY LINE LOCATION)
- PLANS SHALL INCLUDE A COMPLETE "SWPPP" AND PROOF THAT THE PROJECT COMPLIES WITH TCEQ STORMWATER PERMIT REQUIREMENTS WHERE APPLICABLE.

Applicant

Date

City Approval

Date.

APPLICATION MUST BE FULLY COMPLETE WITH A SIGNATURE AND DATE BEFORE THE APPLICATION CAN BE PROCESSED.

3815-B Sachse Road
Sachse, Texas 75048



972-495-7600
www.cityofsachse.com