



CITY OF TEXAS CITY

Engineering & Planning
7800 E. F. Lowry Expy
Texas City, Texas 77591
409.643.5936

PIPELINE PERMIT

This permit is hereby issued to:

Name of Pipeline Owner/Operator

For:

(General description of work – Repair, replace, install, size of line, product, etc. – include a map or exhibit that clearly shows the location and extent of the work)

To procure this permit the applicant has deposited with the City: (i) a Certificate of Public Liability Insurance, at his or her own expense, a public liability insurance certificate covering all of his or her operations in the city limits, in bodily injury limits not less than \$1,000,000 for each person and \$1,000,000 for each accident, and property damage limits of not less than \$1,000,000 for each accident and \$1,000,000 umbrella insurance coverage. The city shall be named as an additional insured and a certificate of insurance evidencing the city as an additional insured, the applicable limits of liability, and the term of the policy of insurance shall be delivered to the Director of Transportation and Planning before or at the time of application for a permit. The public liability insurance required under the provisions of this section shall be carried in companies acceptable to the city. The insurance shall be continued in force so long as the applicant remains engaged in pipeline operations within the city, and (ii) a \$75,000 surety performance bond. The applicant agrees to repair any and all damage done to any street, alley, sidewalk or utility line and to replace the same in as good condition as it was prior to such permitted pipeline work and to observe and comply with all ordinances of the City in doing such work. It is further agreed that in the event of the failure or refusal of the applicant to comply with all the provisions hereof, the said bond shall be forfeited to the City as liquidated damages: and if all of said provisions are faithfully complied with, such bond shall be returned to the applicant.

It is expressly understood that the City may require the owner of the pipeline to relocate or lower the grade of the pipeline wherever the same enters, run-in and with, or across any public street, alley or drainage right-of-way or easement, wherever deemed necessary by the City to accomplish street, alley, utility, drainage or other public improvements. The City shall give the owners of the pipeline thirty (30) days notice of its requirements in this connection, and the owner shall accomplish the said work at its sole expense within a reasonable time.

Immediately upon completion of the construction of pipeline, the owner shall furnish the City complete plans showing the location of the pipeline as constructed within the City.

I. Initial submittal should include

- ☐ Scope of Work narrative – must include specifics about the purpose of the work, type of work, transports and deliveries to and from the site, flares and other on-site activities, number of personnel working on site, employee parking and sanitary facilities, etc.
- ☐ Site Plan/Survey – must illustrate the scope of work at the site AND identify all adjacent uses, distance from nearest occupied locations, distance from existing structures or facilities, ingress and egress to the site, show screening/buffers/barriers
- ☐ Anticipated dates and hours of operations, including mobilization and demobilization
- ☐ Traffic control plans, if any
- ☐ Emergency response plans and contact information
- ☐ Contact info regarding permit application
- ☐ Status regarding contacts/application/permits to/from State, County, and other agencies
- ☐ 24/7 Direct Contact info for on-site supervision
- ☐ New Pipelines: preliminary route maps – full size – 24" x 36" preferred

II. Additional information/permits may be required based upon the scope of work, duration and impact.

III. Application and Permitting Process

- 1) The application for Pipeline/Oil & Gas permits is a paper process. All submittals must be turned in as paper documents to Engineering & Planning, 7800 Emmett F Lowry, Texas City, TX.
- 2) Submit application with Certificate of Insurance, Surety Bond and fee.
- 3) Application will be reviewed and comments, if any, will be issued in writing.
- 4) Applicant to respond to comments with a resubmittal. Resubmittal must include return of the comments and any red-line drawings or documents.
- 5) After all comments are satisfied a permit will be issued.
- 6) A kickoff meeting may be required as a condition for issuing the permit depending on the scope of work.
- 7) Approved traffic control must be coordinated with TCPD, Assistant Chief Manuel Johnson, 409-682-3447. Permittee must use TCPD officers in marked vehicles on thoroughfares at permittee's cost.
- 8) After the work is completed at the site, the Applicant must coordinate a post-construction inspection with Public Works. When the site has been restored to pre-construction conditions, the Director of Public Works will sign off on the permit as complete. The Applicant may then request return/release of the surety bond.
- 9) As-built drawings may be required for any new or revised installations.

Applicant

_____ Signature of Pipeline Company Representative		_____ Email Address	
_____ Printed Name and Title		_____ Telephone Number	
_____ Mailing Address	_____ City	_____ State	_____ Zip Code

Transportation & Planning

_____ Director of Transportation & Planning	_____ Date
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Public Works

The above work has been inspected, and I find that the terms and conditions of the foregoing application and permit have been complied with.

_____ Director of Public Works	_____ Date
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For Department Use Only

Date Received: _____ Fee Paid: \$ _____