CITY OF ALLEN

RIGHT-OF-WAY CONSTRUCTION PERMIT

For Office Use Only

Permit # _____

A COPY OF THIS PERMIT MUST BE MAINTAINED AT THE CONSTRUCTION SITE

Date of Application: _____

Estimated Start Date: _____ Is work scheduled to last more than seven (7) calendar days? Yes ☐ No ☐

Address/Location of Work: _____

Project Description:

Facility Owner Information:	**Contractor Information:**
Company Name: _____	Company Name: _____
Contact Name: _____	Contact Name: _____
Phone: _____	Office Phone: _____ Cell Phone: _____
Email: _____	Email: _____

Is work within an easement? Yes ☐ No ☐ Is work located in City of Allen R.O.W.? Yes ☐ No ☐

Work to be performed: *(check all that apply)*

- ☐ Aerial
- ☐ Underground
- ☐ Potholing/Excavating
- ☐ Bore will be involved *
- ☐ Open trenching *
- ☐ Traffic Lane closure (traffic control plan attached)
- ☐ Pavement Cut/Removal **
- ☐ Pulling through existing conduit

* Applicant shall be responsible to verify that City of Allen backfill compaction standards are met. Consequently, lab reports shall be submitted to the City of Allen for excavations greater than three (3) feet, confirming the following characteristics:

- Where existing/future paving will occur, compaction effort (density) shall be measured and proven to be 95% of maximum density and +/- 4% of optimum moisture content as determined by standard proctor testing.
- In all other areas in the ROW, compaction effort (density) shall be measured and proven to be 90% of maximum density and +/- 4% of optimum moisture content as determined by standard proctor testing.
- Compaction testing shall be done for each lift of backfill (i.e. a 9-ft excavation will require 9 separate densities for each foot of backfill).
- Test reports shall be signed by a registered professional engineer in the State of Texas.

** Forms must be inspected before paving is poured (including sidewalks).

Line Locates:	**Storm Water Regulation:**
• **For City of Allen utility locates, call 214-509-4583 at least 48 hours prior to beginning construction.** • For all non-municipal utility locates, call Texas One Call - 811 • NTMWD has various lines throughout the City of Allen: 972-442-5405	All franchise utility work performed in the public R.O.W. shall obtain any and all required construction permits per local, state and/or federal law. The City of Allen will not accept any operational control as defined in the TCEQ construction general permit TXR150000 for any franchise utility projects performed in the public R.O.W. Copies of any applicable permits required by local, state and/or federal law should be attached to this permit. City of Allen requires a copy of the SW3P and NOI that is approved by the State.

Hand dig and verify all City of Allen Utilities prior to using heavy equipment

- Attach two (2) sets of engineering plans that show:
    1. Plan view
        - Location of proposed facility
        - Size of facility
        - Distance from ROW or back of curb
        - ROW line
        - Existing pavement and sidewalk
        - Easements
        - Bore locations
        - Locations of any handholes, manholes, switch gear, transformers, pedestals, etc. including their sizes
    2. Profile
        - Location of proposed facility and depth
        - Existing pavement and sidewalk

- Before removing any trees, you must obtain a tree removal permit. Contact Denise Moore, Urban Forester, at 214-509-4833 for more information.

- Working hours permitted are **7:00am to 8:00pm** Monday thru Friday. Saturdays with prior approval. Contact the City of Allen (214-417-2964) for requests.

- Traffic closures are permitted <u>with prior approval</u> **<u>ONLY</u>, 9:00am to 3:30pm**. Contact the City of Allen (214-417-2964) for request. A traffic control plan must be submitted to the City of Allen for traffic closure.

- Areas within the construction site that have been disturbed are to be restored to a condition that is equal to or better than the condition of the property prior to the performance of the work. Irrigation repairs **MUST BE PERFORMED BY A LICENSED IRRIGATOR**.

- Restoration must be made within ten (10) working days of completion and must be approved by the City of Allen's Utility Inspector.

- If you will be connecting to a Fire Hydrant for water use, a City issued meter **<u>MUST</u>** be obtained thru the City of Allen Utility Billing Department located on the first floor of City Hall.

    - Deposit for a Fire Hydrant Meter is $650.00
    - Set up Fee of $20.00 will be charged
    - A $15.00 Fee to move meter will be charged
    - Failure to make the meter available to be read each month will result in a $50.00 Penalty
    - Meters will be set within two (2) business days
    - Any damage to the meter will be paid by the customer
    - Meters will be chained and locked by the City
    - Meters cannot be moved without permission from the City
    - All fire hydrant meters must have a RPZ Backflow Assembly installed
    - RPZ Assembly must be certified within the last twelve (12) months
    - Proof of RPZ Assembly certification must be submitted before meter can be set

  Failure to obtain a City issued Fire Hydrant Meter if connecting to a Fire Hydrant could result in a fine of up to $2000

Public Notification Requirements

Vehicles shall be marked with company name and telephone number.

Contractor shall provide written notification to all adjacent property occupants prior to beginning construction. Informational fliers shall include the name of the company performing the work, a local telephone number, owner's identity, proposed schedule, and short description of work to be performed.

For projects scheduled to last more than seven (7) calendar days, a 3'x3' informational sign stating the identity of the company performing the work, a local telephone number, owner's identity, and short description of work to be performed shall be placed at the location where construction is to occur.

The permit shall be accompanied by a plan showing where sign(s) will be placed, demonstrating sufficient visibility and proof copy of proposed sign.

Example:

Underground Fiber Installation

Mastec
972-555-0101

Verizon

All construction to be in strict accordance with this permit, City of Allen Standard Details and Specifications and Right-of-Way Management Ordinance No. 1950-6-01.

City of Allen

Facility Owner's Signature