



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: _____ Is work within a City of Allen easement or R.O.W.? Yes No
 Estimated Start Date: _____ Is work scheduled to last more than 7 calendar days? Yes No

Address/Location of Work: _____

Project Description:

Facility Owner Information:

Contractor Information: SUBCONTRACTORS WILL BE USED YES NO

Company Name: _____
 Contact Name: _____
 Phone: _____
 Email: _____

Company Name: _____
 Contact Name: _____
 Office Phone: _____ Cell Phone: _____
 Email: _____

*** SUBCONTRACTOR INFORMATION MUST BE SUBMITTED IF APPLICABLE SEE ATTACHED CONTRACTOR CONTACT SHEET**

- Work to be performed: (check all that apply)
- | | | |
|---|---|---|
| <input type="checkbox"/> Aerial | <input type="checkbox"/> Bore will be involved | <input type="checkbox"/> Pavement Cut/Removal |
| <input type="checkbox"/> Underground | <input type="checkbox"/> Open trenching | <input type="checkbox"/> Pulling through existing conduit |
| <input type="checkbox"/> Potholing/Excavating | <input type="checkbox"/> Traffic Lane closure (traffic control plan attached) | |

**** MUST FILE CORING / CUTTING PAVEMENT SUPPLEMENT IF WORK PERFORMED**

- Network Node: _____ Number of Nodes Transport Facilities 500'+ continuous trenching/boring
- Installation Type:
- Existing non-City owned Utility Pole (Permit Fee: None)
 - Substitution Pole (Permit Fee: \$500 for 1-5 Nodes; \$250 each additional node)
 - Existing City owned Pole (Permit Fee: \$500 for 1-5 Nodes; \$250 each additional node)
 - New Node Support Pole (Permit Fee: \$1,000)

Monthly Transport Facility Fee (\$28/monthly to be paid quarterly)

Annual Fee New Franchise Pole, Substitution Pole, & Existing City Owned Pole (\$270/year per node)

Node Billing Contact : _____ Mailing Address: _____

Line Locates 48-hour notice	<ul style="list-style-type: none"> For City of Allen utility locates: Please email locates@cityofallen.org For all non-municipal utility locates, call Texas One Call: 811 NTMWD has various lines throughout the City of Allen: 972.442.5405
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**Hand dig and verify all City of Allen Utilities prior to using heavy equipment
(6 Months Expiration)**

This permit is to provide access to City ROW and in no way authorizes use of Private Property. Access to Private Property requires permission from Property Owner.

DETAILS / ATTACHMENTS

- Attach one (1) set of engineering plans that show:
 - Plan view - Scale no greater than 1:40
 - Location of proposed facility
 - Location of existing City utilities
 - ROW line / Easements / Curb / Sidewalk / Driveways
 - Bore locations
 - Locations of any handholes, switch gear, transformers, pedestals, etc. including sizes
 - Profile - Scale no greater than 1:40 horizontal and 1:5 vertical
 - Depth of proposed facility
 - Depth of existing City utilities
 - Additional information For Network Nodes (refer to Design Manual for expanded definitions):
 - Map / GIS Data / Size Limits
 - Non-interference with City Safety Communication Networks certification
 - Engineer's certification of pole/foundation structural stability
 - Certification proposed network node will be placed into active commercial service within 60 days after construction and final testing completed
 - Erosion Sheet showing BPMs and total disturbed area

GENERAL

- Tree removal permit required before removing any trees. Contact the City Urban Forester at 214.509.3330 for more information.
- Working hours in right-of-way permitted are 7:00am to 8:00pm Monday through Friday. Residential areas are 7:00am - 7:00pm. Saturdays with prior approval. Contact the City of Allen (214-417-2964) for requests. No Boring will be allowed after 12PM on Fridays or day prior to holiday.
- Traffic lane closures are permitted (with prior approval of a traffic control plan) **ONLY 9:00am to 3:30pm.**
- If connecting to a Fire Hydrant for water use, a City issued meter **MUST** be obtained thru the City of Allen Utility Billing Department located on the first floor of City Hall. **All fire hydrant meters must have a RPZ Backflow Assembly installed.**
Failure to obtain a City issued Fire Hydrant Meter if connecting to a Fire Hydrant could result in a fine of up to \$2000.

STORM WATER REGULATION

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. Contractor shall provide type of BPMs in accordance with City Standards they plan to use during construction. Contractor shall provide the total disturbed area for the project in the permit. 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.

CITY STAFF MUST BE ONSITE WHEN BORING NEAR 12" OR LARGER WATER LINES

PUBLIC NOTIFICATION REQUIREMENTS

Vehicles shall be clearly 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. For large projects multiple signs shall be placed at the project limits.

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:

<p>Underground Fiber Installation</p> <hr/> <p>Contractor Name 972-555-0101</p> <hr/> <p>Facility Owner Name</p>

RESTORATION

- Disturbed areas to be restored within ten (10) working days of completion to a condition that is equal to or better than the condition of the property prior to the performance of the work.
- All irrigation, plumbing, and electrical repair work **MUST BE PERFORMED BY A LICENSED TRADESMAN** and required permits obtained.
- **Backfilling.** City of Allen backfill compaction standards must be met. 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 and provide to the City upon completion.
- **Paving Repairs.** Forms must be inspected before paving is poured (including sidewalks).
- **Locate Flags.** All locate flags shall be removed at the completion of work. Paint markings shall be removed upon request.

All construction to be in strict accordance with this permit, City of Allen Standard Details and Specifications, Network Nodes Design Manual, and Right-of-Way Management Ordinance No. 3506-8-17.

CORING / CUTTING PAVEMENT SUPPLEMENT REQUIRED IF APPLICABLE

Permit will Expire 6 Months from Date of Application



CORING / CUTTING PAVEMENT RIGHT-OF-WAY SUPPLEMENT

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

Address/Location of Work: _____

Project

Description:

Facility Owner Information:

Contractor Information:

Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

Company Name: _____

Contact Name: _____

Office Phone: _____ Cell Phone: _____

Email: _____

This Form will Authorize Coring or Pavement Cutting

- Number of core or square yard pavement removal

- Plating the core / cores is required with approved traffic rated plate immediately if not planned to pour concrete back the same day
- Void created under pavement must be filled with self compacting material
- Concrete shall be placed at same depth as original paving
- Concrete strength must be compliant as specified in City of Allen Standards
- Contractors must repair cut pavement no later than 14 days after opened
- If pavement not repaired in 14 days a fine will be assessed at \$500 per day

Line Locates 48-hour notice

- For City of Allen utility locates: Please email locates@cityofallen.org
- For all non-municipal utility locates, call Texas One Call: **811**
- NTMWD has various lines throughout the City of Allen: **972.442.5405**

City of Allen

Facility Owner / Contractor Signature

**ROW CONTRACTOR
CONTACT LIST
ALL CONTRACTORS AND
SUBCONTRACTORS WORKING
ON PROJECTS MUST BE
LISTED**

CONST. MANAGER: **NAME:** _____ **EMAIL:** _____

PHONE NO. (DAY): _____ **PHONE NO. (EVENING):** _____

SUPERINTENDANT(S): **NAME:** _____ **EMAIL:** _____

PHONE NO. (DAY): _____ **PHONE NO. (EVENING):** _____

NAME: _____ **EMAIL:** _____

PHONE NO. (DAY): _____ **PHONE NO. (EVENING):** _____

NAME: _____ **EMAIL:** _____

PHONE NO. (DAY): _____ **PHONE NO. (EVENING):** _____

SUBCONTRACTOR(S): **COMPANY:** _____

NAME: _____ **EMAIL:** _____

PHONE NO. (DAY): _____ **PHONE NO. (EVENING):** _____

COMPANY: _____

NAME: _____ **EMAIL:** _____

PHONE NO. (DAY): _____ **PHONE NO. (EVENING):** _____

COMPANY: _____

NAME: _____ **EMAIL:** _____

PHONE NO. (DAY): _____ **PHONE NO. (EVENING):** _____

COMPANY: _____

NAME: _____ **EMAIL:** _____

PHONE NO. (DAY): _____ **PHONE NO. (EVENING):** _____

THE CONTRACTOR MUST NOTIFY THE CITY PRIOR TO CHANGING ANY OF THE ABOVE INFORMATION.

**ONCE COMPLETED PLEASE EMAIL THIS PERMIT APPLICATION TO
ROWPERMITS@CITYOFALLEN.ORG**