



Email to: Rowpermits@cityofallen.org

All permit submissions are subject to the Right of Way Ordinance. The following is a reference guide to help expedite permit issuance and does not replace the ROW Ordinance.

1

- Use the most current version of permit application found on COA website (linked below)
- <https://www.cityofallen.org/932/Right-of-Way-Management>

2

- Utilities need to be included on plans with size of Water lines included - email request to recordplans@cityofallen.org

3

- Always submit site specific traffic control plan for approval when closing a lane. If closing alley a Detour Plan must be submitted.

4

- Ensure an accurate location is included in map and plans.
- Ensure work description is clear and complete.

5

- All Contractors and Subcontractors contact information must be included at time of submittal.

6

- Door hangers or flyers must be given to all adjacent property occupants. A sample should be included in submittal.

7

- Emergency repairs are allowed however a permit needs to be submitted as soon as possible or the next business day. City Utilities must be located before work may begin.

8

- When working in the TX DOT Right of Way a TXDOT Permit is required, you are working under the authority of TX DOT but need to submit an application to City of Allen for locates and restoration.