



Highland Park

Address _____ Permit # _____ Date Approved: _____

Right-of-Way Construction Permit Application

APPLICANT INFORMATION

Company's Legal Name (Owner of Facilities) _____

Address _____ City _____ State _____ Zip _____

(Area Code) Telephone # _____ 24-Hour Emergency Phone # _____ Email Address _____

Contact Person 1 _____ Title _____ Phone # _____ Email Address _____

Contact Person 2 _____ Title _____ Phone # _____ Email Address _____

Is your Company authorized to do business in the State of Texas? (Please check one) Yes No

CONTRACTOR INFORMATION

Company's Legal Name (Owner of Facilities) _____

Address _____ City _____ State _____ Zip _____

(Area Code) Telephone # _____ 24-Hour Emergency Phone # _____ Email Address _____

Contact Person 1 _____ Title _____ Phone # _____ Email Address _____

Contact Person 2 _____ Title _____ Phone # _____ Email Address _____

Is your Company authorized to do business in the State of Texas? (Please check one) Yes No

Name and Address of Registered Agent for Service of Process:

Completed application form and attachments shall be returned to: Heather Cerda

ADDITIONAL INFORMATION

By separate attachment please furnish the following:

- Certificate of Insurance (for Applicant, should be on file with Registration) (refer to Right-of-Way Management ordinance for requirements)
- Provide name, address, and phone number of subcontractors, and type(s) work to be performed by each.
- Items required on checklist

Location & Description of Work (Include Street Names, Termination Points And Linear Feet Of Cable Work)

Will Any Pavement Be Removed (Including Utility Locates)? _____ Yes _____ No

Will Traffic Lane or Sidewalk Closure Be Required? _____ Yes _____ No

If traffic lane or sidewalk closure is required, a detailed traffic control plan or temporary street closure plan is required, even if a permit is not needed. The plan must be submitted with the permit application or thirty days before work is done, if only notice is provided (that is, if no permit application Traffic lane closure is limited to the times set forth in the Right-of-Way Management ordinance.)

Anticipated Start date: _____ Anticipated Completion date: _____

Must obtain locates from Town. Confirmation of Town locate: _____

Must call DIG-TESS at 1-800-344-8377 DIG-TESS Confirmation Number _____

No Work Will May Begin Until all Locates are Marked in the Field.

INSTRUCTIONS FOR APPLICANT

- Applicant must submit Application with a copy of plans, a copy of a legible site specific traffic control plan or street closure plan, if required, a line drawing or aerial photo and all items required on checklist. Plans must follow ordinance requirements, including North arrow, street names, and legend.
- Application must be signed by someone authorized to bind Owner of facilities
- 48 Hours before commencing work, the contractor shall contact the Town. (Phone 972- _____)
- Contract the Traffic Department 48 hours prior to working within 500' of a signalized intersection.
- Above ground route/location markers are not permitted. Locate marks must be removed when work is complete.
- This Permit will become null and void if construction is not begun within thirty (30) days after issuance.
- The Construction Permit must remain on Project Site when Work is being performed.

INTERNAL USE ONLY

Date Received: _____

Bonds Insurance Map Checklist items

Missing / Incomplete items from Checklist sections: _____

Application Complete

Application Incomplete - All Incomplete Items in Notification

Notification Sent _____

I HAVE READ AND UNDERSTAND THE RIGHT-OF-WAY ORDINANCE AND STANDARDS FOR RIGHT-OF-WAY CONSTRUCTION.

The undersigned authorizes the Town of Highland Park to verify any and all information provided as determined necessary. In addition, the undersigned understands that failure to provide the requested information, or false information on this form or related attachments may result in disqualification.

THE OWNER OF THE FACILITIES, CONTRACTOR AND SUBCONTRACTOR ACKNOWLEDGES BY THEIR SIGNATURES BELOW THAT THEY HAVE READ AND UNDERSTAND THE RIGHT-OF-WAY MANAGEMENT ORDINANCE, INCLUDING ALL INDEMNITY PROVISIONS, OR IF APPLICABLE ANY STATE LAW PROVISIONS AND THEY ACKNOWLEDGE AND AGREE TO BE BOUND BY THOSE INDEMNITY PROVISIONS. THE OWNER OF FACILITIES ACKNOWLEDGES THAT IT IS RESPONSIBLE AND LIABLE FOR ITS AGENTS, CONTRACTORS, AND SUB-CONTRACTORS. SUCH LIABILITY INCLUDES, BUT IS NOT LIMITED TO, REIMBURSEMENT FOR ALL DAMAGE TO TOWN PROPERTY, REPAIR AND REPLACEMENT OF TOWN PROPERTY TO THE SAME CONDITION IT WAS PRIOR TO THE CONSTRUCTION TO BE PERFORMED IN THE RIGHT-OF-WAY. SUCH REIMBURSEMENT MAY ALSO INCLUDE, IF APPLICABLE, ADDITIONAL COST TO THE TOWN FOR TOWN PERSONNEL RESPONDING TO EMERGENCY SITUATIONS WHERE ROADBEDS, WATER OR SEWER LINES, OR OTHER UTILITY LINES HAVE BEEN DAMAGED AS A RESULT OF THE CONSTRUCTION WORK PERFORMED.

SIGNED:

Facility Owner: (Company Name) _____ DATE: _____

By (Authorized Representative): (Signature) _____

Authorized Representative Printed Name and Title: _____

Contractor: (Company Name) _____ DATE: _____

By (Authorized Representative): (Signature) _____

Authorized Representative Printed Name and Title: _____

Subcontractor: (Company Name) _____ DATE: _____

By (Authorized Representative): (Signature) _____

Authorized Representative Printed Name and Title: _____

ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF DALLAS §

Before me, the undersigned authority, personally appeared (1) Owner _____ (2) Contractor _____ (3) Subcontractor _____ (Names and Titles), and attested that they are authorized to sign on behalf of the companies as shown above and proved to me through the presentation of a valid Texas Driver's License to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed. They furthermore attested that they are signing this document in their capacity as shown in the above set out Titles for and on behalf of the Companies as shown above, and that such capacity makes their signatures valid and binding to said Companies.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20____.

My Commission Expires _____

NOTARY OF PUBLIC,

Notary Public, in and for the State of Texas.

CHECKLIST FOR PERMIT FOR RIGHT-OF-WAY USE

Use of this checklist does not remove responsibility of the ROW User to review and meet all of the requirements of the ROW Management ordinance and other ordinances of the Town. It is for convenience only. ROW User must meet all requirements, whether listed in the checklist or not. All federal, state and local laws must be followed. Notify the Town 48 hours before work commences

Nothing in the Town ordinances or permit process allows the applicant to violate any property ownership, to be on third party facilities or to violate deed restrictions or other private restrictions. It is your responsibility to obtain permission and advise permit staff of any applicable restrictions.

Each place the document advises you to "**STOP**" is there to prevent the denial of your permit. Certain items are required before a permit application can be granted. If you do not have or are unable to produce such items, your permit will be denied.

Step One: Registration All ROW Users must have completed all Registration requirements prior to filing an application.

If you are not registered, **STOP** the permit process and file your registration **FIRST**.

Step Two: Authority to Use ROW Identified

All ROW Users must identify under what authority they allowed to use the ROW. That is, whether they are applying pursuant to authorization under a franchise (identify ordinance number), a license (identify ordinance number) or state law, and if under state law, that they identify which law.

Step Three: Permission to Use Other ROW or Property

If a ROW User is seeking placement upon Town facilities, the ROW User must have an Agreement with the Town to allow placement on those facilities before a permit application is filed. If you do not have such an Agreement, **STOP** the permit process and obtain the Agreement first.

If the installation planned by the ROW User will place facilities in or cross land or ROW owned by another governmental entity, such as federal, state, transit authority or a private entity such as a railroad or utility ROW, you must have permission from that other entity before filing your permit. (Examples could include permission from TxDOT to cross highway ROW or from a railroad or transit authority to cross railroad ROW.) If network node placement will involve a pole owned by another ROW User (such as Oncor), provide pole attachment agreement.

Step Four: Identify Owner and Contractor(s) and Subcontractor(s)

Be able to identify both the owner of the facilities (which should be registered – see step one), an emergency contact and all contractors and subcontractors.

Step Five – Identify location

Identify each location for which a permit is sought. Attach additional sheets if necessary.

Indicate if installation will cause entry onto school grounds.

For Network Nodes installations indicate if installation will be in a residential area, underground area, design district, historic district, park or other special location.

Step Six - Attach and appropriately label plans showing location and route

Show as required or applicable:

- proposed, approximate location and route of all facilities and the applicant's plan for right-of-way construction on a set of scaled dimensioned construction plans;
- plan/profile sheet;
- GIS shape file;
- before and after street view;
- an aerial map;
- indicate current right-of-way lines and any existing Town facilities;

- show any proposed underground conduit or other facilities, including depth and dimensions of such facilities;
- type of casing pipe required, overhead lines, network nodes, ancillary equipment, or any other facilities to be installed;
- drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, network nodes, micro-network nodes, or other facilities;
- show a cross sectional profile;
- provide sectional dimensional drawing for installation of pole (include anchor, any proposed ground equipment and location, provide required completed industry standard individual pole load analysis performed and sealed by an engineer licensed by the State of Texas,
- if street, sidewalk or trail will be affected provide temporary traffic control / street closure / safety plan;
- provide detailed plans to remove and replace asphalt or concrete in streets, sidewalks or trails
- show erosion control measures;
- identify all existing utilities and any existing or potential utility conflicts and methods to be used to protect existing structures, facilities or other already existing installations.
- Engineering plans which will be on a scale of one (1) inch equals fifty (50) feet unless otherwise approved by Town Administrator.
- Other:

Network Nodes or other attachments:

- provide evidence there will be no radio, structural or other interference with public safety, traffic light signal system or other Town communications systems or components;
- show electric voltage to be used;
- show any projecting attachments;
- if the network node will be concealed or camouflaged, show how that will be accomplished and if it will not be concealed or camouflaged, please attach an explanation as to why it will not be concealed or camouflaged;
- all exposed wires be sheathed or enclosed in conduit;
- show size and that meets required size limits;
- if on municipal service pole, see instructions for such installation.

Step Seven: Time for installation

- Show start date: _____
- Length of time to complete installation: _____

Step Eight Sign acknowledging indemnity and certify representative status