



City of San Angelo Right-of-Way Construction Permit Application

Registration # _____
Permit# _____
Expiration Date: _____

APPLICANT INFORMATION

Company's Legal Name (Owner of Facilities)

Address	City	State	ZIP Code
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(Area Code) Telephone#	24-Hour Emergency Phone#	Email Address
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Contact Person 1	Title	Phone#	Email Address
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Contact Person 2	Title	Phone#	Email Address
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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 Code
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(Area Code) Telephone#	24-Hour Emergency Phone#	Email Address
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Contact Person 1	Title	Phone#	Email Address
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Contact Person 2	Title	Phone#	Email
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Address Is your Company authorized to do business in the State of Texas? (Check one) Yes ___
No ___

Name and Address of Registered Agent for Service of Process:

Completed forms and attachments must be returned with original signatures (no photocopies) to the address below in person or by mail.

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ADDITIONAL INFORMATION

By separate attachment, please furnish the following

- o Certificate of Insurance (for applicant – should be filed with Risk Management Office with copy to City Engineer).
- o Provide name, address, and phone number of subcontractors, and type(s) of work to be performed by each.
- o Items required on checklist [P.6].

Location and Description of Work (include street names, termination points and linear feet of cable work):

Will any pavement be removed, including utility locates? (Check one) Yes___No___

Will traffic lane or sidewalk closure(s) be required? (Check one) Yes___ No___

If traffic lane or sidewalk closure is required, a detailed traffic control panel or temporary street closure plan is required, *even* if a permit is not needed. The plan must be submitted with the permit application or 30 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 City. Confirmation of City locate: _____

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

No Work 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, street names and legend.
- Application must be signed by someone authorized to bind Owner of facilities.
- Forty-eight hours before commencing work, the contractor shall contact the Office of City Engineer (325) 657-4201.
- Contact the City of San Angelo Traffic Operations Division (325) 657-4377, 48 hours prior to working within 500 feet of a signalized intersection.
- Locate marks must be removed when work is complete.
- This Permit will become null and void if construction is not begun on or before _____, 20_____.
- The Construction Permit must remain on Project Site when work is being performed.

INTERNAL USE ONLY

Date Received: _____

Complete

Bonds Insurance Map Email Notification Sent _____

Incomplete. Missing items: _____ Email Notification Sent _____

City of San Angelo

Right-of-Way Construction Permit Application

I HAVE READ AND UNDERSTAND THE STREETS AND SIDEWALK ORDINANCE (ARTICLE 4.08) AND STANDARDS FOR RIGHT-OF-WAY CONSTRUCTION AS SET FORTH IN THE "CITY OF SAN ANGELO. ENGINEERING SERVICES POLICY. ELECTRIC UTILITY. CABLE. TELECOMMUNICATIONS AND OTHER FACILITIES IN RIGHT-OF WAY".

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

THE APPLICANT (OWNER OF FACILITIES) ACKNOWLEDGES THAT APPLICANT HAS REVIEWED AND IS FAMILIAR WITH THE CITY'S STREETS, SIDEWALKS AND CURB CUTS ORDINANCE (ARTICLE 4.08 OF THE CITY OF SAN ANGELO CODE OF ORDINANCES), "CITY OF SAN ANGELO. ENGINEERING SERVICES POLICY. ELECTRIC UTILITY. CABLE. TELECOMMUNICATIONS AND OTHER FACILITIES IN City RIGHT-OF WAY", AND APPLICABLE STATE LAW, AND AGREES THAT APPLICANT SHALL BE BOUND BY SAID ORDINANCE AND POLICY, INCLUDING BUT NOT LIMITED TO THE INDEMNITY PROVISIONS THEREIN. SUCH LIABILITY SHALL INCLUDE, BUT IS NOT LIMITED TO, LIABILITY FOR ALL DAMAGE TO CITY PROPERTY, AND EXPENSES FOR CLEANUP, REMOVAL, REPAIR AND REPLACEMENT OF CITY PROPERTY NECESSARY TO RESTORE THE PROPERTY TO THE SAME CONDITION IT WAS IN PRIOR TO THE DAMAGE INCURRED, PLUS REIMBURSEMENT FOR COSTS INCURRED BY CITY FOR EMERGENCY RESPONSE, IF ANY, RELATING TO DAMAGE TO CITY PROPERTY ARISING OUT OF THE APPLICANT'S CONSTRUCTION WORK UNDER THE PERMIT.

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FACILITY OWNER/APPLICANT: (Company Name) _____

By (Authorized Representative): _____

Authorized Representative Printed Name and Title: _____

STATE OF TEXAS §
COUNTY OF TOM GREEN §

This instrument was acknowledged before me on the ____ day of _____, 20____, by

_____, as _____, of

_____, on behalf of said entity by authority of its governing board.

Notary Public, State of Texas
My Commission Expires: _____



Right-of-Way Construction Permit Application

CONTRACTOR: (Company Name) _____

By (Authorized Representative): _____

Authorized Representative Printed Name and Title: _____

STATE OF TEXAS §
COUNTY OF TOM GREEN §

This instrument was acknowledged before me on the ____ day of _____, 20____, by

_____, as _____, of

_____, on behalf of said entity by authority of its governing board.

Notary Public, State of Texas
My Commission Expires: _____

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CHECKLIST FOR PERMIT FOR RIGHT-OF-WAY (R-O-W) USE

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

Nothing in the City ordinances, policies 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 R-O-W 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 R-O-W Identified.**
All R-O-W Users must identify under what authority they are allowed to use in the R-O-W. That is, whether they are applying pursuant to authorization under a franchise (identify Franchising authority and date of issuance), a license (identify Licensor and date of issuance) or state law (cite the authorizing statute).

- **Step Three: Permission to Use Other R-O-W or Property.**
If a R-O-W user is seeking placement upon city facilities, the R-O-W User must have an Agreement with the City 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 R-O-W User will place facilities within or across land or R-O-W owned by another governmental entity, such as federal, state, transit authority or a private entity such as a railroad or utility R-O-W, you must have permission from that other entity before filing your permit. (Examples include permission from TxDOT to cross highway R-O-W or from a railroad or transit authority to cross railroad R-O-W.) If network node placement will involve a pole owned by another R-O-W User, provide pole attachment agreement.

- **Step Four: Identify Owner, Contractor(s) and Subcontractor (s).**
Identify the owner of the facilities (which should be registered - see Step One), an emergency contact and all contractors and subcontractors, including telephone, email address and physical address.
- **Step Five: Identify location.**
 - o Identify each location for which a permit is sought. Attach additional sheets if necessary.
 - o Indicate if installation will cause entry onto private property.
 - o For network nodes installations, indicate if installation will be in a residential area, underground area, design district, historic district, park or other specially regulated location.

- **Step Six: Attach and appropriately label plans showing location and route.**
Show as required or applicable:
 - o Proposed, approximate location and route of all facilities and the applicant's plan for R-O-W construction on a set of scaled, dimensioned construction plans.
 - o Plan/profile sheet.
 - o GIS shape file.
 - o Before and after street view.
 - o An aerial map.
 - o Indicate current R-O-W lines and any existing city facilities.
 - o Show any proposed underground conduit or other facilities, including depth and dimensions of such facilities.

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- o Type of casing pipe required, overhead lines, network nodes, ancillary equipment, or any other facilities to be installed;
 - o Drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, network nodes, micro-network nodes, or other facilities.
 - o Show a cross-sectional profile.
 - o Provide sectional dimensional drawing for installation of pole to 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.
 - o If a street, sidewalk or trail will be affected, provide temporary traffic control / street closure/ safety plan.
 - o Provide detailed plans to remove and replace asphalt or concrete in streets, sidewalks or trails.
 - o Show erosion control measures.
 - o 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.
 - o Engineering plans, which will be on a scale of one (1) inch equals fifty (50) feet unless otherwise approved by City Manager.
 - o Other _____

Network Nodes or other attachments:

- o Provide evidence there will be no radio, structural or other interference with public safety, traffic light signal system or other City communications systems or components.
- o Show electric voltage to be used.
- o Show any projecting attachments.
- o 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.
- o All exposed wires be sheathed or enclosed in conduit.
- o Show size and that it meets required size limits.
- o If on a municipal service pole, see instructions for such installation.

• **Step Seven: Time for installation.**

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

• **Step Eight: Sign acknowledging indemnity and certify representative status.**