



# RIGHT-OF-WAY CONSTRUCTION PERMIT

<b>For Office Use Only</b>
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:**

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

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)	

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)

*Right-of-way yearly rental fees to be paid quarterly: Transport Facility (\$28/month per node)*  
*City Owned Service Pole & Node Support Pole (\$250/year per node)*

<b>Line Locates 48-hour notice</b>	<ul style="list-style-type: none"> <li>For City of Allen utility locates: <b>214.509.4583</b></li> <li>For all non-municipal utility locates, call Texas One Call: <b>811</b></li> <li>NTMWD has various lines throughout the City of Allen: <b>972.442.5405</b></li> </ul>
--	---

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

## DETAILS / ATTACHMENTS

- Attach one (1) set of engineering plans that show:
  - Plan view (Scalable with Dimension)
    - 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
    - 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
    - Electrical Permit must be obtained separately from Building Permit Department

## 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 thru Friday. Saturdays with prior approval. Contact the City of Allen (214-417-2964) for requests.
- Traffic 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. 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.

## 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:

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

City of Allen

Facility Owner / Contractor Signature