

RIGHT-OF-WAY CONSTRUCTION PERMIT

For Office Use Only
Permit # _____
Map Grid # _____

A COPY OF THIS PERMIT MUST BE MAINTAINED AT THE CONSTRUCTION SITE

Date of Application: _____ Is work within a City of Anna 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:

Traffic Closed in Road or Alley YES NO If Yes Site Specific Traffic Control Plan is Required for Roads and A Detour Plan is Required in Alleys

Facility Owner Information:	Contractor Information: SUBCONTRACTORS WILL BE USED YES NO
Company Name: _____	Company Name: _____
Contact Name: _____	Contact Name: _____
Phone: _____	Office Phone: _____ Cell Phone: _____
Email: _____	Email: _____

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

Work to be performed: Aerial Bore will be involved Pavement Cut/Removal
(check all that apply) Underground Open trenching Pulling through existing conduit
 Potholing/Excavating Traffic Lane closure (traffic control plan attached)

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

Required Documents

(Failure to submit all required documents will result in ROW application rejection)

- Completed ROW application - fully completed, signed, and dated
- Current Certificate of Insurance, naming the City of Anna as additional insured
- Site Drawings

ROW application and site drawings must be combined as single document

<h2 style="margin: 0;">Line Locates 48-hour notice</h2>	<ul style="list-style-type: none"> • For City of Anna utility locates: Please email ROW@annatexas.gov • For all non-municipal utility locates, call Texas One Call: 811 • NTMWD has various lines throughout the City of Anna: 972.442.5405
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**Hand dig and verify all City of Anna 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

- All City of Anna infrastructure must be potholed and visually verified prior to boring operations. Use of excavator for potholing is prohibited.
- Working hours in right-of-way permitted are 7:00am to 7:00pm Monday through Friday. Residential areas are 7:00am - 7:00pm. Saturdays with prior approval. Contact the City of Anna (214-585-8220) requests. No Boring will be allowed after 5:00 PM Mon - Fri
- 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 Anna Utility Billing Department located on the first floor of City Hall.

Failure to obtain a City issued Fire Hydrant Meter if connecting to a Fire Hydrant could result in a fine

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 Anna 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 Anna requires a copy of the SW3P and NOI that is approved by the State.

Slurry Water from Boring operations shall be vacuumed and not allowed to enter Storm System

**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:

Underground Fiber Installation
Contractor Name 972-555-0101
Facility Owner Name

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 Anna backfill compaction standards must be met. Lab reports shall be submitted to the City of Anna 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 on all projects. Sidewalks Trails and Lead walks need to be power washed from Panel to Panel.

All construction to be in strict accordance with this permit, City of Anna Standard Details and Specifications, Network Nodes Design Manual, and Right-of-Way Management Ordinance Article 10.03

CORING / CUTTING PAVEMENT SUPPLEMENT REQUIRED IF APPLICABLE

Permit will Expire 6 Months from Date of Application

City of Anna

Facility Owner / Contractor Signature

Approval Subject to Field Inspection by City Staff.



CORING / CUTTING PAVEMENT RIGHT-OF-WAY SUPPLEMENT

A COPY OF PERMIT MUST BE MAINTAINED AT THE CONSTRUCTION SITE

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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 Anna 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 Anna utility locates: Please visit www.annatexas.gov/1371/Line-Locates
- For all non-municipal utility locates, call Texas One Call: **811**
- NTMWD has various lines throughout the City of Anna: **972.442.5405**

EMERGENCY NUMBERS:

- For all incidents involving damage the City of Anna's Public Works Department must be notified call at 972-924-4510
- For accidents involving injuries or affecting Public Safety call 911
- For incidents/accidents affecting Atmos Gas call 1-800-460-3030
- For incidents/accidents affecting Oncor Electric Delivery call 1-888-313-4747
- For incidents/accidents affecting GCEC Electric Delivery call 1-903-482-7183
- AT&T/SBC Customer Service Bureau Manager on Duty 1-800-286-8313

ADDITIONAL INFORMATION:

- ALL PERMITS WILL BE EMAILED TO FRANCHISED OR LICENSED UTILITY COMPANY, APPLICANT, AND SUB CONTRACTOR FOLLOWING APPROVAL.
- 48 HOURS PRIOR TO COMMENCING WORK THE CONTRACTOR SHALL CONTACT: ROW Manager at 214-585-8220
- UTILITY LINE LOCATES: TRAFFIC AND WATER LOCATES ARE DONE ON AN INCREMENTAL BASIS AND NO WORK WILL BE PERMITTED UNTIL ALL LOCATES ARE MARKED IN THE FIELD. VISIT OUR WEBSITE TO OBTAIN UTILITY LOCATE FORM UNDER PUBLIC WORKS DEPARTMENT (www.annatexas.gov).

ADDENDUM TO CITY OF ANNA RIGHT-OF-WAY CONSTRUCTION PERMIT

Liability and Responsibility as to Damage to Public Rights-of-Way

The facility owner, contractor, and sub-contractor acknowledge by their signatures below that they have read and understood Article V - Construction in Public Rights-of-Way of the Municipal Code of Ordinances and particularly sections 20-99 through 20-101 which concern construction in the rights-of-way and agree to be bound by those provisions, including the indemnity provision, Section 20-102, or if they are a Public Utility Commission Certificated Telecommunications Provider, they acknowledge and agree to be bound by the indemnity provision of the Local Government Code, 283.057. The Facility owner acknowledges that it is responsible and liable for its agents, contractors, and sub-contractors.

Such liability generally includes, but is not limited to, reimbursement for all damage to City of Anna property, repair and replacement of City property to the same condition it was prior in the right-of-way work being performed. Such reimbursement may include, if applicable, additional cost to the City for City personnel responding to emergency situations where roadbeds, water lines, telecommunication lines, electric lines or other utilities have been damaged as a result of the construction work by the facility owner, contractor, or sub-contractor. Such additional cost may include any additional staff cost incurred by the City other than for routine staff duties.

THE INFORMATION BELOW MUST BE COMPLETED BEFORE SUBMITTING PERMIT:

FACILITY OWNER: (COMPANY NAME)

By:

(Authorized Representative)
(Title)

(Date)

(Telephone)

CONTRACTOR:
(COMPANY NAME) By:

(Authorized Representative)
(Title)

(Date)

(Telephone)

SUB-CONTRACTOR: (COMPANY NAME) By:

(Authorized Representative)
(Title)

(Date)

(Telephone)

