



Initial Submittal: Please check one:
Resubmittal:

Permit Number: _____

APPLICATION

Public Rights of Way Utility Construction

Applicant Name (Utility Company): _____ Contact Person: _____

Address: _____ Work Phone Number: _____

Cell Phone Number: _____ E-mail Address: _____

Affiliated Contractor: _____ Address: _____

Work Phone Number: _____ Cell Phone Number: _____

General Description of the Work to be Performed/Location: _____

Construction Start Date: _____ Construction End Date: _____

\$400 Right of Way application fee Franchised Utility Yes No

Traffic Control Planned? Yes, attached N/A

One set of construction plans that depict all requirements as set forth in the Public Rights-of-Way Management Ordinance that include:

- the approximate location and proposed routing of new construction or reconstruction of all facilities that involves an alteration to the surface or subsurface of the public rights-of-way;
- the location of all public rights-of-way and utility easements which applicant plans to use;
- a detail of all existing City utilities in relation to applicant's proposed route;
- a description of what the applicant proposes to install, including but not limited to pipe size, number of conduits, and valves, with appropriate details attached;
- the location of areas where asphalt or concrete in City Rights of Way of any public easement will be removed and replaced, with appropriate plans and City details;
- drawings of any boxes, trenches, handholes, manholes, switch gears, transformers, pedestals, etc. including depth located in public rights-of-way;
- handhole and/or manhole typical of type of manholes and/or handholes applicant plans to use or access;
- a complete legend of drawings submitted by the applicant; and
- the construction and installation methods to be employed for the protection of existing structures, fixtures, and facilities within or adjacent to the right-of-way and the dates and times work will occur;

a copy of any permit or approval issued by federal or state authorities for work in federal or state right-of-way located within the City, if applicable; and

By this application for a construction permit to use the Public Rights-of-Way, I, as the lawful representative of _____, a representative of the facility owner with authority to bind the Owner, hereby acknowledge that I have read and understood the terms and conditions approved by the City of Round Rock under Section 10.900, City Public Rights-of-Way Management (Ordinance No. G-07-08-09-7A1).

Name (Print): _____ Title: _____

Signature: _____ Date: _____

For Office Use Only

Sent to Director's Designee:	Reason for Denial and/or Comments:
Designee Assigned :	
Date Approved/Denied:	
Designee Signature:	Phone Number:

CORR has 30 work days from submittal date to approve/deny permit.

Call Dig TESS at 1-800-344-8377 for utility locates 48 hours prior to work.



Permit Number: _____

APPLICATION

Public Rights of Way Utility Construction

Please note that when we send the approved permit we generally email it to the contact representative listed on the 1st page of the application. **If you or any other representatives need to be included on the email chain of the approved permit please list those contacts below:**

Additional Contact: _____ E-mail Address: _____

Cell Phone Number: _____ Work Phone Number: _____

Additional Contact: _____ E-mail Address: _____

Cell Phone Number: _____ Work Phone Number: _____

Additional Contact: _____ E-mail Address: _____

Cell Phone Number: _____ Work Phone Number: _____

Additional Contact: _____ E-mail Address: _____

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Cell Phone Number: _____ Work Phone Number: _____

Additional Contact: _____ E-mail Address: _____

Cell Phone Number: _____ Work Phone Number: _____

Plan Submittal Guidelines

Public Rights of Way Utility Construction

The set of plans submitted with the ROW application must show the following:

- Right of Way Limits
- Roadway Widths
- Existing Utilities (water, wastewater, storm sewer, etc.)
- Traffic Signals/Equipment
- Existing Sidewalks
- Cross Streets
- Addresses and PUE's

The plans must show your run route, directional bore, or open trench (water jetting not permitted) in the Right of Way, footage behind the curb, and any hand holds, manholes, or markers to be placed.

The CORR prefers individuals try and stay to the back of the ROW or in a PUE, and discourages any trenching within 3' to 5' of existing curbs (depending on the roadway classification) to not damage roadway overbuild. It is preferable to provide a bore profile whenever boring under a CORR roadway or major structure (drainage culverts, etc.) that shows any existing utilities to be crossed, 2' min clearance under City utilities (open cutting roadways not permitted). Roadway bores need to be straight across the roadway (angle bores not permitted), and pressure grouted upon completion.

A Traffic Control plan shall be submitted with the plans as applicable.

When submitting plans that encompass multiple jurisdictions such as TXDOT Right of Way or County owned Right of Way, approval verification from these areas needs to be submitted with the permit application. This also applies if you are doing aerial install on existing poles owned by another Franchised company – approval verification to attach to their poles will need to be submitted with your CORR permit application.

For any as-built information, you'll need to contact **Jimmy Vrabel**; jvrabel@roundrocktexas.gov; (512) 218-6604

Any additional questions or concerns regarding the permitting process can be addressed to **Eddie Imken**; eimken@roundrocktexas.gov; (512) 218-3241