



Utility Company Registration

Utility Company Registration

This will be necessary so that we are aware of which utility companies own facilities in the public ROW per Sec. 44-273 of the City's ROW Ordinance. **Note that no permit shall be issued until after this process has been complete.**

Please fill out the below information as it pertains to your company:

New Utility Company Registration
Utility Company Name _____
Utility Provider Type _____
Address _____
Phone # _____
Email _____
Contact Representative _____

Update to Existing Utility Company Registration
Utility Company Name _____
Utility Provider Type _____
Address _____
Phone # _____
Email _____
Contact Representative _____
Note that we request notification of any changes made no more than 30 days after the date the change has been made.



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Telecom Company Details

Is your company a Certified Telecommunications Provider per Texas Local Government Code, Chapter 283? Yes No

If you selected yes above, please provide a copy of your “Notice of Approval” with this Form.

Is your company a holder of a State issued Certificate of Franchising Authority to provide cable or video services per Texas Utility Code, Chapter 66? Yes No

If you selected yes above, provide a copy of your “Certificate of Franchising Authority” with this Registration Form.

Note that additional fees may apply to any ROW permit applications moving forward after review of this registration depending on the answers above.

Surety Bond

Per Sec. 44-279 of the ROW Ordinance, \$5,000 **Surety Bond** paperwork will need to be filled out and filed annually with the City of Round Rock. This Surety Bond is in the amount of the estimated cost to restore the public rights-of-way for the work anticipated to be done in that year and to relocate facilities. This Surety Bond will be valid each year construction occurs through one full year after the completion of the construction from a Surety company authorized to do business in the State of Texas. We request that companies fill out our Permit Bond and reference their Surety Bond #. **Note that all Surety Bond documentation must be sent to the Transportation Administration at 3400 Sunrise Road, Round Rock, TX 78665 for record keeping.**

Liability Insurance

Additionally, Utility companies will need to obtain and maintain **Liability Insurance** coverage in the amount of \$1,000,000 with a company licensed to do business in the State of Texas with an AM Best rating of at least A-. Said insurance will need to be provided as proof of coverage at the time of request for any construction permits and prior to any commencement of work moving forward. **Note that if you have a separate contractor doing work for you instead, we will also need their valid Certificate of Liability insurance and information.**



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City of Round Rock Notification

Please send all of the above paperwork, as well this form and any requested documentation referenced from page 2 to the below representatives:

Eddie Imken – eimken@roundrocktexas.gov

Jorae Rosenthal – jrosenthal@roundrocktexas.gov

Physical Address (If Needed) – 3400 Sunrise Road, Round Rock, TX 78665

We will send this signed form back as proof once all documentation has been received.

For Utility Company Staff Use

Submitted By _____

Date _____

For City of Round Rock Staff Use

Received By _____

Date _____

Filed By _____

Date _____