



**Please check one:**

Initial Submittal      Resubmittal

Permit # (CORR Use Only): \_\_\_\_\_

# Application

Public Rights of Way Utility Construction

**Applicant Information**

Applicant Name:	Company:
Work Phone #:	Address:
Cell Phone #:	E-Mail:

**Assigned Utility Company Information**

Utility Company Rep:	Company:
Work Phone #:	Address:
Cell Phone #:	E-Mail:

Franchised Utility?      Yes      No

**Assigned Affiliated Contractor Information**

Contractor Rep:	Company:
Work Phone #:	Address:
Cell Phone #:	E-Mail:

General Description of the work to be performed & location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Est. Construction Start Date:	Est. Construction End Date:
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**Please include one set of construction plans that depict all requirements as set forth on Page. 3 of this application.** For further terms and conditions, please read through our Ordinance for Public Rights-of-Way Management located at the below address:

[https://library.municode.com/tx/round\\_rock/codes/code\\_of\\_ordinances?nodetid=PTIICOOR\\_CH44UT\\_ARTIXPURI-WMA](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodetid=PTIICOOR_CH44UT_ARTIXPURI-WMA)

*By this application for 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 Article IX, Public Rights-of-Way Management.*

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Understand that the CORR has 30 workdays from submittal date of this application to approve/deny**, please refrain from contacting us prior to this deadline, if possible, we turn applications around as quickly as possible in accordance with the que they are received.

**Call Dig Toss at (800) 344-8377 for utility locates 48hrs prior to work**

**CORR Staff Use Only**

**\$400 Right of Way Application Fee**

Designee Assigned:	Reason for denial and/or comments:
Date Approved/Denied:	
Designee Signature:	Designee Phone#:
Inspector Assigned:	Inspector Phone #:



# Additional Contacts List

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 1<sup>st</sup> 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:**

<b>Additional Contact:</b>	<b>E-Mail:</b>
<b>Cell Phone #:</b>	<b>Work Phone #:</b>

<b>Additional Contact:</b>	<b>E-Mail:</b>
<b>Cell Phone #:</b>	<b>Work Phone #:</b>

<b>Additional Contact:</b>	<b>E-Mail:</b>
<b>Cell Phone #:</b>	<b>Work Phone #:</b>

<b>Additional Contact:</b>	<b>E-Mail:</b>
<b>Cell Phone #:</b>	<b>Work Phone #:</b>

<b>Additional Contact:</b>	<b>E-Mail:</b>
<b>Cell Phone #:</b>	<b>Work Phone #:</b>

<b>Additional Contact:</b>	<b>E-Mail:</b>
<b>Cell Phone #:</b>	<b>Work Phone #:</b>

<b>Additional Contact:</b>	<b>E-Mail:</b>
<b>Cell Phone #:</b>	<b>Work Phone #:</b>

<b>Additional Contact:</b>	<b>E-Mail:</b>
<b>Cell Phone #:</b>	<b>Work Phone #:</b>

# Plan Submittal Guidelines

## Public Rights of Way Utility Construction

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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](mailto:jvrabel@roundrocktexas.gov); (512) 218-6604

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

# Permit Application Checklist

Public Rights of Way Utility Construction

Yes    N/A    **Utility Company is Registered with the CORR**

- If not you can find the “Utility Registration/Update Form” located under the “Other” tab at: <https://www.roundrocktexas.gov/city-departments/transportation/permits/>
- If you are uncertain, you can email Jorae Rosenthal; [jrosenthal@roundrocktexas.gov](mailto:jrosenthal@roundrocktexas.gov) for verification. This is also the same contact you will send registration/update paperwork to.
- Mark this section as N/A if there was no need to send any new registration or update.

Yes    N/A    **Updated Utility Permit Bond has been filed with the CORR**

- If you have not already done this then you’ll have to file for a Surety Bond in the amount of \$5,000 – you can then reference said Bond# on our “Utility CORR Permit Bond Form” located under the “Other” tab at: <https://www.roundrocktexas.gov/city-departments/transportation/permits/>
- We request you attach your filed \$5,000 bond as well as our form to keep on record *annually*.
- Mark this section as N/A if an updated Permit Bond has already been filed.

Yes    N/A    **Updated Utility COI filed with the CORR**

- If you have not already done this, then you’ll need to obtain updated liability insurance coverage in the amount of \$1,000,000 and file it with us. An example of the “Certificate of Insurance” form can be found under “other” at: <https://www.roundrocktexas.gov/city-departments/transportation/permits/>
- Mark this section as N/A if an updated COI has already been filed.

Yes    N/A    **Affiliated Contractor Registration & Updated COI Filed with CORR**

- If you are uncertain, you can email Jorae Rosenthal; [jrosenthal@roundrocktexas.gov](mailto:jrosenthal@roundrocktexas.gov) for verification. This is also the same contact you will send registration/update paperwork to.
- Mark as N/A only if Contractor’s information is the same as the Utility provider’s (the Utility company staff is also doing the physical work) or if you’re already aware said Contractor’s information is on-file with us.

Yes                    **Plans/Details Provided**

Yes                    **Traffic Control Plan Provided**

Please note that all the above information will be verified upon submittal of your application and requested if you have not provided the necessary information. **There will be no approval of said application until all necessary documentation is provided.**

# Permit Application Process

## Public Rights of Way Utility Construction

City Ordinance requires a **Right of Way** permit when any Utility Company is to place facilities in, on, under, or over the City of Round Rock owned or otherwise controlled property. To obtain a ROW permit to work in the CORR owned/controlled property, please follow the below steps:

1. **Register as a new Utility Company with the CORR** if it applies (or update any information for company as-needed). You can do so by filling out the **“Utility Registration/Update Form”** and sending it to the specified representatives listed in step 3. **Please note that this step can be skipped if you are already registered with us and don’t need to make any changes.**
2. **File an updated Permit Bond with the CORR.** This is a Surety Bond in the amount of \$5,000 that must be kept up with annually and is utilized in the event of the need to restore public ROW for the work anticipated to be done in the year, as well as to relocate facilities. We request that companies fill out our **“Permit Bond”** form and reference their Surety Bond #, as well as provide a copy of said bond for filing on our end once completed. **Please note that when this bond is made/renewed it must be sent to Transportation Administration for filing at 3400 Sunrise Road, Round Rock, TX 78665 or emailed to the respective reps listed in step 3.**
3. **Fill out and email the “ROW Permit Application” and attach necessary documents,** including plans, registration paperwork (for both Utility Company and Affiliated Contractor if applicable), updated liability insurance coverage (for both Utility Company and Affiliated Contractor if applicable) and traffic control. All documentation should be emailed to both Eddie Imken; [eimken@roundrocktexas.gov](mailto:eimken@roundrocktexas.gov) and Jorae Rosenthal; [jrosenthal@roundrocktexas.gov](mailto:jrosenthal@roundrocktexas.gov) for review. **Please note that you must have the “Affiliated Contractor” field filled out or we will NOT approve.**
4. **Wait for notification.** We will reach out to you regarding any modification or payment that must be done within a **30-workday timeframe of reviewing from the date of submittal.** If no changes or payment are needed, then we will issue the approved permit to you via the email(s) provided within the application. If payment is needed then **payment will be made at our office and is cash/check only** (this can be mailed to our address as well once notified at 3400 Sunrise Road, Round Rock, TX 78665 if preferred).