



City of Waxahachie Public Works

ROW Permit Application

Section 1- Instructions

- 1) **Incomplete application or plans may delay permit approval.**
- 2) A request for a permit must be submitted ten (10) working days before the proposed commencement of work.
- 3) Please submit permits via e-mail to publicworks@waxahachie.com.
- 4) Include a Google Earth picture (satellite view in pdf format) of the area of construction with the route highlighted in **red for underground** and **blue for aerial**.
- 5) Please also attach drawings of the work to be performed and a map showing the location.
- 6) The Public Works Director must be notified forty-eight (48) hours in advance that construction is ready to proceed by the right-of-way user, their contractor or representative.
The notice must include the name, address and phone numbers of the contractor who will perform the actual construction, including the name and telephone number of an individual with the contractor who will be available at all times during construction.
- 7) All work will require forty-eight (48) hour notice, after permit approval, to Sam Robinson by email at srobinson@waxahachie.com or for questions please call Sam at 469-309-4303.
- 8) **The use of missiles is forbidden in the City of Waxahachie.**
- 9) If boring, include size and depth of bore and casing if being used; all existing utilities must be potholed and verified by City Personnel prior to boring operations.
- 10) All utilities are to be placed a minimum of 5 feet away from any existing water or sewer lines.

❖ **THIS PERMIT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO CALL IN LINE LOCATES.**

*** Please Note:**

- **A copy of this instruction sheet & permit is to be on site at ALL times.**



City of Waxahachie Public Works

ROW Permit Application

OFFICE USE ONLY: Permit #: _____

Section 2- Applicant Information

Application Date: _____ Applicant/Contractor: _____

Contact Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Fax: (____) _____

24-Hour Emergency contact info: _____

E-Mail Address: _____

Section 3- Permit Information

Contractor on-site representative: _____ Phone: _____

Utility: _____

Utility contact: _____ Contact number: (____) _____

Proposed start date: _____ Estimated end date: _____

Project Location: _____

Description of work: _____

Project designation or work order #: _____

Subcontractor used on project: _____

Size of conduit being installed: _____ Size of Bore: _____ Depth: _____

Type of cable/wire being installed: _____

Section 4- Signature

Company Name: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

* This permit will expire 60 days from date of issuance.