Section 1 - Instructions

1) Incomplete application or plans may delay permit approval.

2) Copy of TXDOT permit is required, if applicable.

3) A request for a permit must be submitted fifteen (15) working days before the proposed commencement of work.

4) Include a google earth map (must be in satellite view, pdf format) of the area of construction with the route highlighted in red for underground or blue for aerial. Please also attach drawings of the work to be performed.

5) Please submit permits via e-mail to pwROWpermits@waxahachie.com.

6) It takes a minimum of fifteen (15) working days to process your request. Request of a status update within the fifteen (15) working days will delay the process.

7) 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.

8) All work will require forty-eight (48) hour notice, after permit approval, to Sam Robinson by email at pwROWpermits@waxahachie.com or for questions call Sam at 469-309-4303.

9) If boring; include size, 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.

11) The use of missiles is forbidden in the City of Waxahachie.

❖ 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.
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.