



PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION

RIGHT OF WAY PERMIT

FOR WATER /SEWER LOCATE REQUESTS PERMIT  
MUST BE APPROVED PRIOR TO COMMENCING WORK

PERMIT NUMBER IS REQUIRED  
CITY ORDINANCE SECTION 19 ARTICLE II  
48 HOURS NOTICE IS REQUIRED FOR CITY LINE LOCATES

Email: row@cedarhilltx.com

PERMIT NO \_\_\_\_\_  
ASSIGNED BY PUBLIC WORKS DEPT

DATE LINE LOCATE(S)  
COMPLETE  
W/S \_\_\_\_\_  
S/S \_\_\_\_\_  
ASSIGNED BY PUBLIC WORKS DEPT

EMERGENCY: YES  NO  If Yes, Describe Type: \_\_\_\_\_

LOCATES NEEDED:  WATER/SEWER  SIGNS/SIGNALS **Line locates must be complete prior to start of project start.**

- PROVIDE VALID CERTIFICATE OF LIABILITY INSURANCE TO INCLUDE CITY OF CEDAR HILL AS A CERTIFICATE HOLDER.
- Failure to fill in ALL information may result in delay of permit approval. Two sets of plans MUST be submitted with this application.
- The Inspector MUST be notified prior to starting and at the completion of the job.
- Failure to obtain a permit, show proof of permit or violation of special conditions may result in a citation and/or fines.
- Contact the City of Cedar Hill Public Works office at (972) 291-5126 X 2853 to request marking of existing City utility lines prior to project start and every ten (10) days during construction activity.
- This permit will expire on the project completion date listed below.
- Permit will be voided if work does not commence within 10 days of permit approval. \*
- Read the “Conditions of the Permit” on the reverse side, “Sign and Date” at the bottom – failure to do so may delay permit approval
- Permit Does Not Relieve The Owner/Contractor The Responsibility Of Contacting Dig Toss and Other Utility Owners.

DATE OF APPLICATION: \_\_\_\_\_ **“SIGNATURE IS REQUIRED ON BACK OF FORM”**

PERMITEE: \_\_\_\_\_  
CONTRACTOR COMPANY NAME ADDRESS CITY STATE ZIP COMPANY PHONE NUMBER

CONTACT FOR PERMITEE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
NAME DIRECT NUMBER

CONTRACTING PARTY: \_\_\_\_\_  
UTILITY OWNER COMPANY NAME ADDRESS CITY STATE ZIP COMPANY PHONE NUMBER

CONTACT FOR CONTRACTING PARTY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME DIRECT NUMBER

DEVELOPMENT: \_\_\_\_\_  
PROJECT NAME ADDRESS

EMERGENCY CONTACT: \_\_\_\_\_  
NAME COMPANY AFTER HOURS PHONE NUMBER

JOB FOREMAN: \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_  
MAPSCO NUMBER ADDRESS NEAREST INTERSECTION

CITY OWNED LINE LOCATES WILL BE DONE AT THE LOCATION SHOWN ON PLANS

DESCRIPTION OF PROJECT: \_\_\_\_\_  
UTILITY TYPE SIZE & CONSTRUCTION METHOD (BORE / OPEN TRENCH)

PROJECT START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_  
If THE START DATE CHANGES OR THE PROJECT EXCEEDS THE COMPLETION DATE CONTRACTOR MUST APPLY FOR A NEW PERMIT.

SIGNATURE OF APPLICANT: \_\_\_\_\_ PRINTED NAME OF APPLICANT \_\_\_\_\_

**EMAIL ADDRESS OF APPLICANT: REQUIRED INFORMATION** \_\_\_\_\_

THIS BOX FOR CITY USE ONLY-

CURRENT/VALID INSURANCE? :  YES  NO

PERMIT APPROVED BY: \_\_\_\_\_ DATE OF APPROVAL: \_\_\_\_\_

ENGINEERING NOTES: \_\_\_\_\_

INSPECTOR:  MIKE CHAPMAN-469-865-8010  STEVE SCHELL-214-587-6148

THIS PERMIT IS COMPLETED & ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_



CC: Water Tech/Signs & Signals / Contractor Inspector/ORIGINAL to Active File

**CONDITIONS OF THE ROW PERMIT**

1. **CONTRACTOR/S MUST VERIFY AND CONFIRM THAT ALL CITY OWNED FACILITIES ARE PROPERLY LOCATED, CLEARLY MARKED AND IDENTIFIED PRIOR TO COMMENCEMENT OF ANY WORK AND EVERY TEN (10) DAYS DURING CONSTRUCTION ACTIVITY.**
2. **HOURS OF WORK SHALL BE FROM 7:00 a.m. TO 4:00 p.m., MONDAY THROUGH FRIDAY.**  
**\*\*\*\*\*NO WORK ON HOLIDAYS\*\*\*\*\***
3. Contractor shall comply with City of Cedar Hill Right-of-Way management ordinance No. 2001-54. Plans shall clearly show the proposed facilities with respect to existing roadway, driveways, street intersections and visible structures within 10' of project. Plans shall also include a traffic control plan signed and sealed by a "Licensed Texas Professional Engineer". In addition, the plans shall clearly show the limits of construction. Street names and other pertinent labels to describe the location of the proposed facilities shall be legible.
4. Contractor shall furnish, install and maintain erosion control devices per plans along project, comply with all Cedar Hill Stormwater Pollution Prevention specifications and with NCTCOG's stormwater management practices for construction activities.
5. Contractor shall repair all areas disturbed, damaged and destroyed which shall include, but is not limited to the following:
  - a) All yards with sods shall be re-sodded.
  - b) Contractor shall re-install iron rods and other property markers disturbed by construction.
  - c) All sprinkler systems shall be repaired immediately after back fill is complete.
  - d) Manholes, inlets and other structures must be replaced or repaired if damaged.
6. Contractor shall keep street free of dirt, silt and other debris and sweep street at the end of the working day.
7. Contractor shall Curlex and seed and/or hydromulch all disturbed areas and include 4" of top soil. Seeding shall be as required by City specifications.
8. Contractor shall comply with MUTCD traffic control for work areas and per the traffic control plan for the project.
9. Clean up shall be conducted every 5' behind excavation crew.
10. All excavation within City ROW requires mechanical compactions. Compaction test reports must be turned in to Public Works Department.
11. At the end of each work day, the contractor shall erect a temporary security fence at all excavations. Provide identifying markers at location with the contractor's name, company name with clear contact information.
12. Contractor will not be issued another permit until all work (current and previous) has been approved by the City.
13. Contractors listed on permits are responsible for all sub-contractors.
14. Non-conformance with the previously listed requirements will initiate a stop work order until corrections are made.
15. Upon completion of construction, make an appointment with Construction Inspector for Final Inspection.
16. A copy of the work permit MUST be kept with the Contractor on the job site for review by an Inspector, if requested.

SEE ATTACHED SPECIAL CONDITIONS FOR PERMANENT FACILITIES OWNED BY OTHERS.

I hereby acknowledge and agree to the conditions of the permit.

\_\_\_\_\_  
 CONTRACTOR-PRINT NAME

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

**WARNING AND DISCLAIMER**

THE CITY OF CEDAR HILL CANNOT AND DOES NOT REPRESENT, WARRANT OR GUARANTEE THE EXISTENCE AND/OR LOCATION OF ANY UTILITY(IES) SHOWN ON AS-BUILT PLANS. DO NOT RELY ON AS-BUILT PLANS TO DETERMINE THE EXISTENCE OR LOCATION OF ANY UTILITY (WATER, SANITARY SEWER, STORM PIPES, CULVERTS, ELECTRICAL LINES, CABLE, ETC.) THE EXISTENCE AND LOCATION OF UTILITIES MUST BE VERIFIED IN THE FIELD AND THE CITY OF CEDAR HILL ASSUMES NO LIABILITY FOR THE EXISTENCE OR LOCATION OF ANY UTILITY LINE OR STRUCTURE.