



CITY OF ANGLETON

UTILITY RIGHT-OF-WAY PERMIT APPLICATION INSTRUCTIONS

Users of City rights-of-way performing work in the City of Angleton are required to adhere to the City's Code of Ordinances at all times. Failure to do so will result in a stop-work order and notification to contractor's client. Rights-of-way provisions can be found in Chapter 22, Article IV of the Angleton Code of Ordinances.

INSTRUCTIONS:

- 1. Registration:** All users and occupants performing work or excavating in City rights-of-way (ROW) are required to register as a contractor with the City of Angleton (Chapter 22 – Streets, Sidewalks, and Other Public Places, Article IV – Rights-of-Way, Sec. 22-53 – Registration of users and occupants of rights-of-way). Occupant of ROW registration forms and fee information can be found on the Development Services Department of the City's website. Registration can be done online or on person at City Hall. (Ord. No. 2489, § 1, 4-17-01).
- 2. Application and Liability Insurance:** After completing ROW User Registration, ROW user will complete and submit attached Right-of-Way Permit Application form and provide proof of liability insurance coverage in the amount of \$500,000 consistent with Section 22-58 of the Angleton Code of Ordinance – Insurance requirements, with the exception of certified telecommunications providers under V.T.C.A, Local Government Code Chapter 283 that meet bonding and insurance exemption requirements. For applications requesting lane closures, a traffic control plan must be included.
- 3. Pre-Construction Meeting:** Prior to beginning work in the City's right-of-way, applicant must have a pre-construction meeting with City staff that includes staff members from Public Works, Development Services, and possibly the City's engineer. Pre-construction meetings need to be requested in writing by emailing the Development Services Dept.
- 4. Fee:** Upon completion of ROW User application, a fee in the amount of \$200.00 for franchised utilities will be due to the City. For non-franchised utilities the minimum fee is \$1,000.00. All fees are non-refundable. (Chapter 22 – Streets, Sidewalks, and Other Public Places, Article IV – Rights-of-Way, Sec. 22-61 – Application fees for permits to use rights-of-way).

Instructions continued on next page.



5. **Plans:** Construction/site plans in accordance with accepted industry standards must be included with permit application (Chapter 22 – Streets, Sidewalks, and Other Public Places, Article IV – Rights-of-Way, Sec. 22-55 – Construction notification).

6. **Notification:** No person shall perform any construction, or installation of structures or facilities in the rights-of-way without notifying the city 5 working days prior to the commencement of the project or as approved by the director. In all cases where plan review is required and in all major projects, the notification must be provided at least 30 days prior to commencement of the project. For purposes of this section, major projects shall mean any construction that requires a pavement cut of a length of 300 linear feet or greater within any single street or alley. Notification will be required in the name of the person who will own the facilities to be constructed. This notification must be completed and signed by a representative of the owner of the facilities to be constructed.

Exception: Construction, repair, maintenance or installation of facilities necessary to install or restore service to a customer’s property or to address a public health or safety emergency. (Chapter 22 – Streets, Sidewalks, and Other Public Places, Article IV – Rights-of-Way, Sec. 22-55 – Construction notification).

Simply calling 8-1-1 to locate utilities is not sufficient notification. ROW user MUST contact Angleton Public Works and schedule utility location for the site. Registered users working in the ROW are responsible for obtaining line locations from all affected utilities and verifying prior to any excavation or boring (*Exception:* Construction, repair, maintenance or installation of facilities necessary to install or restore service to a customer’s property or to address a public health or safety emergency. (Chapter 22 – Streets, Sidewalks, and Other Public Places, Article IV – Rights-of-Way, Sec. 22-56 – Construction work-regulation by city).

7. **Working Hours:** Contractors are prohibited from working between the hours of 6:00 p.m. to 7:00 a.m. on weekdays. No work is permitted on Sundays, and work may only be performed on Saturdays between 9:00 a.m. and 5:00 p.m., unless advanced written request is sent to the City Manager and approved. (Chapter 13 – Miscellaneous Offenses, Article I, Section 13-13 – Prohibited hours of construction activities; residential districts).



CITY OF ANGLETON
UTILITY RIGHT-OF-WAY PERMIT APPLICATION

DATE: _____

COMPANY NAME: _____ POINT OF CONTACT: _____
ADDRESS: _____ PHONE: _____

CONSTRUCTION START DATE: _____ END DATE: _____

LOCATION OF WORK: _____
INTERSECTING STREET: _____

TYPE OF UTILITY: CABLE/VIDEO PHONE INTERNET

FRANCHISED UTILITY NON-FRANCHISED UTILITY

METHOD OF EXCAVATION: _____

IF REQUESTING LANE OR ROADWAY CLOSURE, A TRAFFIC CONTROL PLAN MUST BE
SUBMITTED WITH APPLICATION.

LANE CLOSURE REQUESTED: YES NO

WILL SUB-CONTRACTORS BE USED? YES NO

SUB-CONTRACTOR NAME/BUSINESS NAME: _____
SUB-CONTRACTOR ADDRESS: _____
SUB-CONTRACTOR PHONE: _____

APPLICANT AGREES TO ABIDE BY THE CITY OF ANGLETON CODE OF ORDINANCE.

APPLICANT NAME: _____ APPLICANT SIGNATURE: _____



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FOR OFFICE USE ONLY

DEVELOPMENT SERVICES:

Completed application includes:

- Completed permit application form with applicant signature,
 - Construction/site plans and project schedule with locations,
 - Traffic control plan (if requesting lane or road closure),
 - Payment of fee (\$200 for franchised, \$1,000 minimum for non-franchised),
 - Certificate of liability insurance with City named as additionally insured (\$500,00/\$500,00/\$50,000),
 - Completed pre-construction meeting with City.
- Date conducted: _____

If applicant has supplied all items above as applicable, Development Services may approve and send to Public Works for utility location and scheduling.

Approved by: _____

Signature: _____

PUBLIC WORKS:

Utility location date: _____

Approved by: _____

Signature: _____