



All ROW permits MUST be submitted on-line using eTRAKit.

The following two items MUST be attached as .pdf files to the permit application in eTRAKit for review and approval:

- 1.) This properly completed form and 2.) a properly scaled construction plan (including a location map and City Utilities).

Table with 4 columns: Business and Contact, Day Phone, Email, and Permit Sub-Type (check one). Rows include OWNER, CONTRACTOR, SUBCONTRACTOR 1, SUBCONTRACTOR 2, Subdivision Name, Street Name & Intersection, Project Description, and Permit Sub-Type (check one).

\*\* IF YOU DAMAGE ANY PROPERTY OR UTILITIES: 1) Call 911 in emergency situations, 2) contact the entity whose property was damaged, 3) contact the ROW division at 972-292-5820 during regular business hours or 972-880-1708 after hours. ROW must be notified within one (1) hour. \*\*

- 1. IS THE WORK EXCLUSIVELY IN TxDOT ROW? NO YES -If YES, you are not required to get a City of Frisco ROW permit, but you are required to provide the TxDOT ROW Permit Number on the City of Frisco line locate request form. Please follow the instructions on the City's website at www.friscotexas.gov/Right-of-Way to submit the line locate request.
2. DOES THE WORK SUBMITTED FALL UNDER HB 284? NO YES -If YES, please visit the City of Frisco's website at www.friscotexas.gov/NeworkNodePermit for instructions on what is required to be submitted and how it is required to be submitted for review. Please select the type of installation: Non-City Utility Pole Transport Facility City Owned Service Pole Node Support Pole: a ROW permit application for this type of work cannot be submitted online through eTRAKit.
3. HAVE YOU VERIFIED WITH THE FRANCHISE UTILITY THAT THE PROPOSED FACILITIES ARE NOT IN CONFLICT WITH THE CITY'S CAPITAL IMPROVEMENT PROGRAM (CIP) NO YES N/A
4. DO THE SUBMITTED PLANS SHOW ALL EXISTING AND PROPOSED CITY UTILITIES NEAR YOUR PROPOSED LOCATION? NO YES -If NO, REVISE PLANS TO SHOW AND RESUBMIT.
5. DOES THE WORK REQUIRE A TEMPORARY LANE CLOSURE? NO YES -If YES, an approved Traffic Control Plan is required. (All work in the ROW requires signage per TMUTCD requirements)
6. DOES THIS WORK CROSS AN EXCLUSIVE EASEMENT? NO YES -If YES, you must obtain any necessary encroachment agreements between the FRANCHISE and YOUR PROJECT separately from this ROW permit.
7. DOES THIS WORK REQUIRE A CREEK CROSSING? NO YES -If YES, approval from THE CORP OF ENGINEERS is required BEFORE this permit can be approved.
8. DOES THIS WORK REQUIRE TPDES COVERAGE? NO YES TXR Number \*required if YES
9. DOES THIS WORK REQUIRE NPDES COVERAGE? NO YES -If YES, MUST attach a copy of NOI.
10. IS THIS WORK WITHIN 20 FEET OF ANY CITY WATER OR SEWER LINE THAT IS 16 INCHES OR LARGER? NO YES -If YES, that line must be potholed AFTER locates are done AND before construction begins.
11. WILL THERE BE EXCAVATING OF AN EXISTING STREET WITH THIS PROJECT? NO YES -If YES, how long will the Street need to remain closed or plated before it is repaired?
12. WILL THERE BE POTHOLING DONE FOR BORING WORK ON THIS PROJECT? NO YES -If YES, how long will the hole need to remain open?
13. TYPE OF CONSTRUCTION (Check all that apply) ABOVE GROUND WORK UNDER GROUND WORK
Surveying or Other Non-Construction Investigation Trenching
Aerial Street or Alley Cut
Poles (Indicate Type, Size & Number) Street or Alley Bore
Temporary (Indicate date to be removed) Drilling
Permanent (Ref. Ordinance 99-11-19) Pull Cable
Irrigation

THE PRIMARY CONTRACTOR MUST SUBMIT AN ONLINE LOCATE REQUEST. PROOF OF AN APPROVED CITY LOCATE MUST BE ONSITE. WITHOUT LOCATES YOUR JOB WILL BE SHUT DOWN UNTIL CITY LINE LOCATES CAN BE PROVIDED. WORK AUTHORIZED BY THIS PERMIT SHALL BEGIN WITHIN (15) FIFTEEN DAYS FROM THE DATE ISSUED OR THE APPLICATION MUST BE RESUBMITTED. PERMIT MUST BE ON CONSTRUCTION SITE.

Start Date: Estimated Completion Date:

ROW DEPT. ONLY:

Reviewed by: Date Issued: Expiration Date:

PLEASE STAY 4 FEET OFF ALL CITY UTILITIES.

**PERMIT CONDITIONS: Non-Compliance will result in job shut down!**

1. A Right of Way Permit is required for all construction and associated activities not covered by City of Frisco Engineering Services, or reviewed in a preconstruction meeting. The ROW number issued to each permit is required for Water, Sanitary Sewer, and Traffic Locates. This permit MUST have all **REGISTERED** contractors and sub-contractors listed.
2. To schedule water, sewer, and traffic locates, you must submit an [online Line Locate Request Form](#). No line locates will be provided without an approved permit.
3. All Contractors must comply with all state and local traffic, O.S.H.A. and other applicable safety codes and assumes all related liability.
4. All traffic control plans required for lane closures must be approved by a City of Frisco Traffic Engineer submitted with this ROW permit for acceptance. **APPROVED TRAFFIC CONTROL PLAN LANE CLOSURES ARE ONLY PERMITTED TO BE PUT INTO PLACE EACH WORK DAY BETWEEN 9:00 AM AND 3:30 PM.**
5. Contractors shall be responsible for the protection, replacement, or relocation of trees and existing ground cover disturbed. Trees are not permitted within four feet of any "wet" utility. The City's Development Services Department approval and line locates are mandatory for the placement or removal of trees in City of Frisco ROW or Easements. A tree permit is required, and shall be obtained at the City's Development Services Department at 972-292-5305 prior to ROW permit acceptance.
6. Contractor must restore work site/area to existing condition or better (i.e. landscaping, lawn, any irrigation and erosion control if damaged or removed).
7. All projects shall include erosion control, SWPPP plan, and methods to clean and clear streets, sidewalks, and lots of any mud, debris, or other materials caused by construction processes.
8. **Contractor shall notify Frisco Public Works at 972-292-5820 at least 24 hours prior to construction.** In case of emergency after normal working hours, call 972-292-5800.
9. All construction shall comply with City of Frisco Construction Standards. A meeting discussing these standards may be required or scheduled by request at the City of Frisco ROW Dept. (972-292-5820).
10. No utility lines shall be within 4 feet horizontally of all water or sewer lines. An 18" vertical separation under all water and sewer lines is standard spec for separation of crossings. A 36" depth is spec under all streets and fire lanes and a 24" depth is spec under alleys from bottom of pavement structure to top of bore or deeper if required to clear other utilities. Compliance failure resulting in concrete breakage will necessitate complete replacement from joint to joint. Where water meter cans exist or are proposed, the proposed utility line(s) shall be placed on the customer's side of the can so that there is at least two (2) feet clear distance. Pot Holing for Utility Elevation or Location by a Non-Destructive method MAY BE REQUIRED by the ROW inspector.
11. **SATURDAY AND SUNDAY WORK IS NOT ALLOWED.** However, Saturday Work may be possible but must be confirmed with the ROW Technician. If possible, Saturday work must be paid by Thursday at noon at a cost of \$150.00 at the Right of Way office, 11300 Research Rd. The noise ordinance and traffic impedence beyond working hours will be enforced by the Police Dept. **Contractors ARE NOT permitted to perform any type of work on designated CITY HOLIDAYS!!!!**
12. Upon completion of construction, schedule an appointment with ROW Department for a Final Inspection. Additional permits will be withheld pending Final Inspection for previous construction permits.
13. **Allow five working days for permit review after all permit information is received.**
14. The use of missiles is not an approved construction method for tunneling, and may NOT be used in any City ROW, Easement, Franchise UE; city engineered or approved HOA or greenscape area. Failure to comply will result in having the contractor removed from the approved Franchise list.
15. All excavation within City right-of-way requires mechanical compaction equal to adjacent undisturbed materials. Contractors who allow uneven final grade causing water ponding, sunken ditches, ruts, erosion or other damages will be removed from the approved Franchise list.
16. The lime stabilization on road bedding required by Engineering extends one foot beyond the back of curb. No digging will be allowed within one foot behind curbs or edges of pavement.
17. Minimum depth of cover for all bores shall be 36" under street, 24" under alley from bottom of pavement structure to top of bore or deeper if required to clear other utilities. Shallow bores shall be flowable cement filled and abandoned in place. (See concrete damages mentioned above.)
18. Applicant shall be responsible for securing all easements and other permits that are either indicated or may be required for this project.
19. For construction of new projects that will have City water and sanitary sewer facilities, work under this permit is not allowed to begin until said facilities have been completed and verified by the City.
20. Notification of intent, to all affected residents/builders is required by signage and door hangers before any site work may be started.
21. **This permit and accompanying construction plans shall remain at the job site at all times.** Failure to comply will result in job shut down.

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(Applicant's Signature)

(Applicant's Printed Name)

(Date)

(Phone Number)

***If open trenching is performed, I (the Applicant) agree to follow City of Frisco and O.S.H.A. requirements for trenching, excavation and shoring, and I agree to follow the City's requirements for backfill including compaction and density reports. I will not have a street lane(s) closed or a lane plated for more than 21 days unless given special approval from the City in writing.***

***By signing above, I acknowledge and agree that the work as described herein and entered online shall conform to the CONDITIONS OF THE PERMIT as stated above.***