



APPLICATION FOR
**RIGHT-OF-WAY
CONSTRUCTION
PERMIT**

Department of
Public Works

Incomplete applications will not be accepted.
Indicate "NA" when an item does not pertain to your application.

ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED - * DEPICTS REQUIRED FIELDS

PROJECT LOCATION

*Nearest Intersection(s) or Address:

PROJECT INFORMATION

*Proposed Utility: Underground Comms Pole Attached Comms Oil & Gas Pipeline Electrical

*Proposed use: Residential Commercial *Linear footage of proposed work:

*Type of Installation: Directional Boring Jacking Trenching Other

*Brief Description of Work:

RIGHT-OF-WAY USER INFORMATION

*Name: *Phone: Fax:

*Company Name:

*Address:

*Email:

CONTRACTOR INFORMATION

*Name: *Phone: Fax:

*Company Name:

*Address:

*Email: *License Type and #:

Method of Physically Locating Utilities (hydro locations, excavation, hand digs, etc.)

Anticipated Dates of Construction

Start Date: End Date:

The Undersigned agrees to the conditions below:

1. Contractor is responsible for calling 8-1-1 prior to the commencement of construction.
2. Construction cannot begin until all utilities have been located.
3. Contractor is responsible for physically locating utilities as described on the previous page.
4. A map containing an Engineer Stamp must be included in this application, which shall include the following at a minimum:
 - a. Street Names, Street Widths, ROW Widths, easements, and sidewalks
 - b. Location of all known utilities in the area (water, sewer, electrical, fiber, storm drain, and gas)
 - c. Location of proposed utilities (plan view, and profile view)
 - d. Property boundaries and property owners
 - e. Any additional information applicable to the project
5. Contractor is responsible for installing sediment control measures to prevent sediment laden fluid from entering into the storm drain system. These include, but are not limited to silt fencing, hay bales, and inlet protection. Contractor will be held liable, and be issued a citation for an illicit discharge if excessive sediment is allowed to enter the City's storm drain system.
6. Contractor is responsible for maintaining a safe and clean worksite.
7. Contractor is responsible for cleaning City roadways when dirt, debris or sediment is deposited onto the roadway daily.
8. Contractor is responsible for stabilizing and seeding any areas where vegetation has been removed by construction.
9. Contractor is responsible for providing traffic control in accordance with Texas Manual on Uniform Traffic Control Devices and approved by the City.
10. It is the **contractors sole responsibility to repair any damages** caused to any utilities during construction. City Staff is required to be on site to facilitate the repair of any damage caused to the City's water or sewer lines, then the contractor will be invoiced for labor, material, and equipment utilized during the repair.
11. All parties involved in the construction process shall be respectful and courteous to City Residents and their property. Any damage caused to personal property shall be repaired to its original condition or better.

CERTIFICATION: THE UNDERSIGNED HEREBY CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF WILLIS AND THAT THE INFORMATION PROVIDED ON THIS APPLICATION FORM SUPPORTING DOCUMENTATION AND PLANS ARE TRUE AND CORRECT.
 BY SIGNING THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES AND CITY ORDINANCES.
 APPLICATIONS FOR PERMIT WILL BE DEEMED ABANDONED **90 DAYS** AFTER THE FILING DATE, UNLESS THE APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED.

***Signature of Applicant** ***Printed Name** ***Application Date**

OFFICE USE ONLY

Approved by:	Date	Issued by:	Date:
Notes:			
Permit Fees:		Total Fees:	
Inspection Fees:			
Plan Review Fees:			
Registration Fees:		Permit Number:	