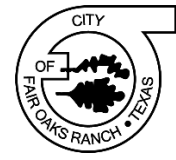


CITY OF FAIR OAKS RANCH
7286 Dietz Elkhorn
Fair Oaks Ranch, TX
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kschweitzer@fairoaksranchtx.org
www.fairoaksranchtx.org



RIGHT OF WAY CONSTRUCTION

This permit is required to work within the City of Fair Oaks Ranch right of way. This includes, but is not limited to, major construction, maintenance, pulling fiber or cable, installation of new or replacement gas, water and sewer lines, material storage, aerial work, or any other type of construction within the City's right of way.

REQUIRED ITEMS TO BE SUBMITTED TO ACQUIRE RIGHT OF WAY CONSTRUCTION PERMIT

1. A completed City of Fair Oaks Ranch Right of Way Permit Application.
2. A completed Contractor Registration Form (if not already registered with the City).
3. A complete list of all subcontractors who will be performing work (attach additional sheet if necessary).
4. Construction, Staging/Material Storage Site Plan, SWPPP, Restoration and Traffic Control (if applicable) Plans submitted to the Public Works Department.
5. Proof of insurance.
6. Bond or surety (if applicable).
7. Provide before photos with a date stamp of the work area.
8. Payment of permit fee to be paid at the time the permit is delivered. Fee schedule can be found at: https://library.municode.com/tx/fair_oaks_ranch/codes/code_of_ordinances?nodeId=CD_ORD_APXAFESC_ARTA11.000PUWO

RIGHT OF WAY CONSTRUCTION GUIDELINES

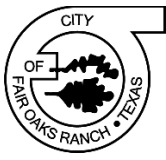
Non-compliance with any of the following guidelines may result in construction being immediately halted

PERMIT:

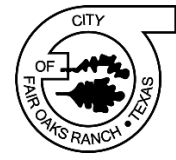
1. Permit is valid for six (6) months from date of issuance.
2. An extension may be granted by the City Engineer or Designee upon written request.
3. Contractor must have approved permit, plans, and construction notes on site available for inspections.
4. Line locates from all affected utilities must be completed prior to start of work. Call 811 before you dig. Texas State Law requires 2 business days before excavation.
5. Set up walk through with the Environmental Compliance Manager to verify erosion and sediment control measures are adequate.
6. Set up inspections with the Infrastructure Inspector and Maintenance Supervisor as needed based on the Infrastructure Inspector's recommendations.
7. Failure to obtain a permit before construction begins will result in the cost of an additional fee as well as the halt of any construction. Fee schedule can be found at: https://library.municode.com/tx/fair_oaks_ranch/codes/code_of_ordinances?nodeId=CD_ORD_APXAFESC_ARTA11.000PUWO
8. All construction is to be in strict accordance with the permit.

INSPECTIONS:

1. Inspections must be requested at least twenty-four (24) hours in advance and will be scheduled for the next available time.
2. The contractor who is issued the permit is responsible to call for inspections before any trenches are covered.
3. The contractor or authorized representative must be present for each inspection.
4. At the completion of each inspection an inspection form will be emailed to the contractor or responsible party. The status of your inspection will be indicated on the form. If corrective actions are noted, the item must be completed and inspected for compliance before the project can proceed. The City's Infrastructure Inspector will



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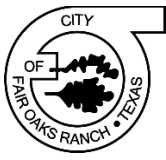
determine what inspections are required for the project.

5. Failure to obtain the required inspection/re-inspections will result in the halt of further construction.

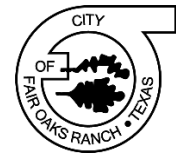
REQUIREMENTS:

No person shall continue with the construction, installation, or operations of facilities within the right-of-way in the City of Fair Oaks Ranch except as provided by the ordinances of the City of Fair Oaks Ranch and the directives of the Public Works Department. All construction activity in the City of Fair Oaks Ranch right of way will be in accordance with this permit.

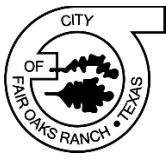
1. The Public Works Infrastructure Inspector must be notified twenty-four (24) hours in advance that construction is ready to proceed by the right of way user, their contractor, or representative.
2. Advance written notice (doorknob hangers, letters, etc.) will be given to property owners and residents within 200 hundred feet of the construction limits by the permittee or their representative no less than forty-eight (48) hours before construction is scheduled to begin.
3. Allowable right of way construction times are 8:00a.m. to 5:00p.m Monday-Friday. Exception to this provision is in case of urgent necessity in the interest of public health welfare, or safety, and then only with permission from the City Manager and/or the authorized representative. Work performed outside of regular City operating hours (including weekends) is subject to prior approval and/or inspection. No work will be done on City holidays, except in emergency situations. A list of scheduled holidays may be obtained from the office of the City Secretary.
4. All construction and installation in the right of way shall be in accordance with this permit. The Public Works Department shall be provided access to the work and to information as he or she may reasonably require ensuring compliance with the permit.
5. The Public Works Department may request a pre-construction meeting with the permittee and their construction contractor.
6. Permittee is responsible for seeing that the contractor performing work receives a copy of the entire Right of Way Construction Permit instructions prior to beginning work. A copy of the entire Right of Way Construction permit must be maintained on job site at all times. **If more than one crew is working, each crew must have a copy on site at all times.**
7. Contractor must have approved permit, plans, and construction notes on site available for inspections. The Public Works Department will halt construction if job sites are not in compliance, with no exceptions. **Contractor will have all other applicable permits relating to the job and/or site (i.e. TxDOT, County) on site.**
8. All construction or installation work authorized by permit must be completed in the time specified in the construction permit. If the work cannot be completed in the specified time periods, the permittee may request an extension from the City Engineer or Designee.
9. **Set up walk through with the Environmental Compliance Manager** to verify erosion and sediment control measures are adequate. All required erosion and sediment control measures (i.e. silt fence), advance warning signs, markers, cones, and barricades must be in place before walk through with the Environmental Compliance Manager.
10. Contractors working in the right of way or utility easements are responsible for obtaining line locates from all affected utilities prior to any excavation. The City of Fair Oaks Ranch owns and operates water and sewer in and around the Fair Oaks Ranch area. There are also numerous other buried utilities in this area that do not belong to the City of Fair Oaks Ranch. Mandatory potholing may be required by the Infrastructure Inspector within reasonable proximity to other utilities. **Texas law requires any excavator to request underground facilities to be located 2 business days prior to digging. This can be accomplished by calling 811.**



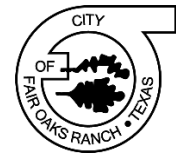
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11. Permittee, contractor, or subcontractor will notify the City of Fair Oaks Ranch Public Works Department immediately of damage to any underground utilities. Overtime charges will be incurred by contractor for repairs made outside of normal City operating hours. The City does not allow excavation near these utilities on weekends.
12. Construction, which requires pumping of water or mud, shall be contained in accordance with federal and state law and the directives of the Public Works Department.
13. Trenching operations shall adhere to OSHA trenching and excavation safety guidelines. Any open hole or trench shall require orange barricade fencing and/or fall protection per OSHA requirements.
14. Permittee is responsible for workmanship and any damages caused by a contractor or subcontractor. A responsible representative of the permittee will be available to the Public Works Department at all times during the construction.
15. All construction shall be in conformance with all city codes and applicable local, state and federal laws.
16. Permittee and the designated contractor will be responsible for storm water management and erosion controls that comply with any city, state and federal guidelines. Excavation sites in erosion areas (next to curbs, storm drains, etc.) must have silt fences maintained until reasonable vegetation is established that will prevent erosion. Potential erosion sites will be closely monitored and compliance will be strictly enforced. Some high erosion areas may require silt fencing to be wire backed. Upon request, permittee may be required to furnish documentation submitted to or received from federal or state government regarding stormwater management and erosion controls.
17. New non-municipal facilities must be installed to a depth approved by the Public Works Department.
18. Installation of facilities must not interfere with city utilities, in particular gravity dependent facilities.
19. When a sidewalk cut is required, prior approval must be obtained from the Public Works Department and all requirements of the Public Works Department shall be followed. Street cuts are prohibited. All road crossings shall use boring procedures.
20. Construction material is to be maintained in the provided Staging/Material Storage Site Plan provided. No construction material is permitted to be placed on roadway surfaces unless a City approved Traffic Control Plan is provided before the permit is released. This includes but is not limited to soil, mulch, grass, concrete, etc.
21. When a lane closure is required or anytime equipment or supplies will be in a lane of traffic, a written Traffic Control Plan must be submitted with the permit application before construction can begin. Notice of lane closure must be requested seventy-two (72) hours in advance in order to inform residents in a timely manner. A copy of the approved Traffic Control Plan must be on site.
22. Lane closures require City approval and documentation provided from the permittee. Major thoroughfare lane closures will be limited after 9:00a.m. and before 4:00p.m., unless prior approval is granted from the Public Works Department.
23. Repair of all streets and sidewalks must be made promptly to avoid safety hazards to vehicles and pedestrian traffic. All road crossings shall using boring procedures. No micro trenching is allowed. Any open trench or hole shall be plated and/or barricaded if not able to repair same day. **If prior notification of sidewalk cut or street boring is not obtained, job will be halted. Approval must be obtained twenty-four (24) hours in advance.**
24. Placement of all manholes and/or handholes must be approved in advance by the Public Works Infrastructure Inspector.



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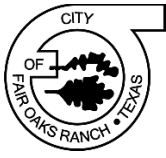
25. All directional boring shall have locator place bore marks and depths while bore is in progress. Locator shall place mark at each stem with paint dot and depth at least every other stem.
26. Locate flags shall not be removed from a location while facilities are being constructed.

RESTORATION OF PROPERTY:

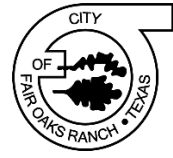
1. Users of the right of way shall restore property disturbed by construction to a condition that is equal to or better than the condition of the property prior to the performance of the work. Reference before photos as confirmation. **The Public Works Department must approve restoration.**
2. After construction is complete, removal of all locate flags is the responsibility of the contractor.
3. Restoration must be made in a timely manner and to the satisfaction of the Public Works Department. If restoration is not satisfactory and/or not performed in a timely manner, all work, except that related to the problem, including all work previously permitted but not complete, will be halted and a hold will be put on all pending permits until all restoration is complete.
4. Restoration must be to the reasonable satisfaction of the Public Works Department and the property owner. The restoration shall include, but not be limited to:
 - replacement of all ground cover with the type of ground cover damaged during work or better, either by sodding or seeding, as directed by Public Works Department;
 - installation of all manholes and handholes, as required (this includes tie-ins, proofing, etc.);
 - backfilling all bore pits, potholes, trenches or any other holes daily, unless other safety requirements are approved by Public Works Department;
 - leveling of all trenches and backhoe lines and regrading of ditch/drainage areas if applicable
 - restoration of excavation site to the approval by the Public Works Department; and
 - restoration of all landscaping, including trees and ground cover as well as fences, concrete work, and sprinkler systems.

FACILITIES:

1. Any person doing work in the city right of way shall properly install, repair, upgrade and maintain facilities.
2. Facilities shall be considered to be improperly installed, repaired, upgraded or maintained if:
 - the installation, repairs, upgrade or maintenance endangers people;
 - the facilities do not meet the applicable city codes;
 - the facilities are not capable of being located using standard practices; or the facilities are not located in the proper place at the time of construction in accordance with the directions provided by the Public Works Department.



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RIGHT OF WAY PERMIT APPLICATION

Project Address/Location: _____
 (Street/Unit)

Project Start Date: _____ Project End Date: _____

Applicant Name: _____ Phone: (_____) _____

Applicant Title: _____ Applicant email: _____

Utility Owner: SAWS CPS AT&T PEC GVTC OTHER _____

Utility Address: _____ City: _____ ST: _____ Zip: _____

Contact Name: _____ Title: _____

Contact Email: _____ Phone: (_____) _____

Project Scope: _____

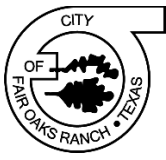
Project Limits: _____

Impact to ROW: _____

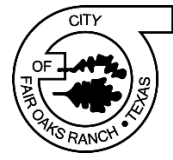
(lane/sidewalk closure(s), _____

borings, trees, _____

drainage, etc) _____



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CONTRACTOR INFORMATION

General Contractor: _____ Phone: (_____) _____

Contact Person: _____ Phone: (_____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

Sub Contractor: _____ Phone: (_____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

Sub Contractor: _____ Phone: (_____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

Sub Contractor: _____ Phone: (_____) _____

Address: _____ City: _____ ST: _____ Zip: _____

(OFFICE USE ONLY) City Registration #: _____ Exp Date: _____

Signature of Contractor/Agent

Date

*****OFFICE USE ONLY*****

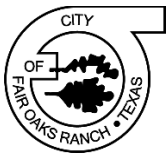
DATE REC'D: _____ BY: _____

APPROVED BY: _____ DATE APPROVED: _____

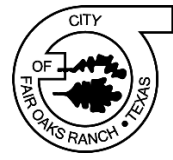
INSPECTIONS REQUIRED:

*****OFFICE USE ONLY*****

Permit #: _____



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CONTRACTOR REGISTRATION APPLICATION

FEE \$75/PER YEAR

(PLUMBERS & ELECTRICIANS ARE EXEMPT FROM FEE PER STATE LIC LAW)

Pursuant to City Ordinance, an Application is made for Registration as a _____ Contractor.
 Contractor Registrations shall expire one (1) year from the date of Registration.

Company Name: _____

Address: _____

City: _____ ST: _____ ZIP: _____ Phone: (_____) _____

Contact Person: _____ Phone: (_____) _____

Email Address: _____

Master License Number (Electricians): _____ Expiration: ____/____/____

Master License Number (Plumbers): _____ Expiration: ____/____/____

List the Names of the Business Owners or Officers of the Corporation Below (use additional sheet if necessary)

Name: _____ Signature: _____

Name: _____ Signature: _____

References – List three (3) Previous Contracted Jobs / Projects:

Name of Owner

Type of Project

Phone or Address

<u>Name of Owner</u>	<u>Type of Project</u>	<u>Phone or Address</u>

PURSUANT TO THE REQUIREMENTS OF THE ABOVE ORDINANCE, THAT ANY INDIVIDUAL, PERSON, FIRM OR CORPORATION ENGAGING AS A CONTRACTOR, SHALL BE DELEGATED FULL RESPONSIBILITY FOR THE SAFETY AND CODE COMPLIANCE OF ALL WORK THAT MAY BE DONE UNDER ANY REGISTRATION THAT MAY BE ISSUED AS A RESULT OF THE APPLICATION.

I, THE UNDERSIGNED, ACKNOWLEDGE THAT I AM TO SERVE AS THE RESPONSIBLE PARTY, AS SET OUT ABOVE, AND I FURTHER AGREE THAT I WILL ADVISE THE CITY OF FAIR OAKS RANCH IN WRITING SHOULD I CEASE TO SERVE AS SUCH.

I, SWEAR THAT THE INFORMATION CONTAINED IN THE ABOVE APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF, AND FURTHER I/WE DEONENTS SAY NOT.

CONTRACTOR SIGNATURE: _____ **DATE:** _____