Right of Way / Utility Work Checklist

This packet contains the required applications and method of procedure for contractors desiring to work in the City of Decatur's right-of-way.

- ☐ Right-of-way / Utility Work Method of Procedure
- ☐ Right-of-way / Utility Work Contractor Registration
- ☐ Right-of-way / Utility Work Permit Application
- ☐ Utility Line Locate Request Form

Written Inquiries Shall be Sent to: publicworks@decaturtx.org

Right of Way / Utility Work Method of Procedure

All contractors must register with the City of Decatur and obtain the proper permits before commencing work in the public right-of-way. (See attached contractor registration form and permit application.)

- ☐ Each Facility Installer working for the Public Service Provider will be required to register with the City.
- ☐ Each phase will be permitted separately.
- ☐ Construction Manager assigns an area for construction and identifies a phase to be built.
- ☐ Construction Manager for the Facility Installer submits a registration application, right-of-way permit application and two hardcopy sets of plans and one digital set of plans to the City to initiate the process.
- ☐ Construction Crew Chief for the Facility Installer calls in utility locates to both 811 and the City of Decatur at 940.393.0260 and coordinates the location and markings with the Director of Public Works or their designee and identifies the timeline of construction in the area.
- ☐ Director of Public Works or their designee then dispatches staff to locate and identify City utilities in the area provided by the construction company within 24-48 hours.
- ☐ Ground Penetrating Radar will be utilized at all City utility crossings and critical areas at the expense of the contractor.
- ☐ No excavation will take place until the contractor has received a positive response email from the Director of Public Works or their designee.
- ☐ City staff will be on site during excavation as needed.
- ☐ No more than three (3) contractors/Facility Installers for a Public Service Provider shall be permitted to work concurrently in the City right-of-way at a time.
- ☐ No excavation shall take place until the contractor has met on-site with the City representative and / or received a positive response email.

CITY OF DECATUR Texas

RIGHT-OF-WAY / UTILITY WORK CONTRACTOR REGISTRATION

PLEASE PRINT

In order to protect the public health, safety, and welfare, all users of the public rights-of-way shall register with the city. Registration and permits shall be issued in the name of the person who will construct, install, or maintain the facilities within the public rights-of-way. Registration must be renewed every two (2) years. For entities with a current franchise or license, the franchise or license shall be evidence of renewal registration. If a registration is not renewed, and after a sixty-day written notification to the owner, the facilities of the user shall not be issued permits until renewal of registration. When any information provided for the registration changes, the user shall inform the city of the change no more than thirty (30) days after the date of the change.

NOTE: ALL CONTRACTORS MUST FOLLOW RIGHT-OF-WAY/UTILITY WORK METHOD OF PROCEDURE.

Public Service Provider Name _____

Address _____

City _____ State _____ Zip_____

Phone _____

E-Mail Address _____

Point of Contact _____

Facility Installer Name _____

Address _____

City _____ State _____ Zip_____

Phone _____

E-Mail Address _____

24/7 Emergency Point of Contact _____

Facility Installer Signature: _____ Date: _____

Office use only:

LICENSE # _____ AMOUNT: $ _____

☐ Updated Contractors List

RIGHT-OF-WAY / UTILITY WORK PERMIT APPLICATION

PLEASE PRINT

The undersigned hereby makes application for a permit covering the work at (street address/legal description/property id):

Public Service Provider:

_____ Utility Structure Included? ___ Yes ___ No

Service Provider Contact Name and Phone Number (If yes, separate Structure Permit required)

Through the Applicant acting as an agent, the public service provider shall perform all work in public right-of-way / public easements in accordance with City ordinances, specifications, and standards as they apply to such work. No change shall be made to the plans under this permit without prior written approval from the Department of Public Works.

Estimated Begin Date(s): _____

Estimated Completion Date(s): _____

Name of Public Service Provider: _____

Public Service Provider 24/7 Point of Contact (Name and Number):

_____

Facility Installer Name: _____

Facility Installer Telephone Number(s): _____

Facility Installer Street Address: _____

Facility Installer City/State/Zip Code:

_____

Facility Installer 24/7 Point of Contact:_____

Note: All public service providers that are issued a right-of-way / utility work permit will be required to submit digital as-builts showing the finished work along with location depths of installed utility as well as other appurtenances or fixtures within ten (10) days of the date the work is finished. Digital as-builts must accurately show locations of all finished work. Failure to submit correct digital as-builts may result in a fine not to exceed $500 per day until accurate digital as-builts are provided.

RIGHT-OF-WAY / UTILITY WORK PERMIT APPLICATION

CONTRACTOR TO COMPLETE / READ THE FOLLOWING:

Working Hours:

All construction activity in the public rights-of-way shall take place between 7:00 AM and 5:00 PM, Monday through Thursday, unless the city manager, or his/her designee, approves an exception twentyfour (24) hours in advance. No authorized work will be done, except for emergencies, on city holidays, Fridays, Saturdays and Sundays.

Is lane closure required for proposed work? _____ Yes _____ No

If yes, the contractor shall submit to the Department of Public Works, 940.393.0260 or publicworks@decaturtx.org a site-specific traffic control plan. Approval must be obtained prior to lane closure.

1. **Contractor must obtain locates prior to construction through both 811 and the City of Decatur.**

2. **Two sets of construction plans must include the following:**

    a. The proposed location and route of all facilities within public rights-of-way to be constructed, installed, expanded, replaced, removed, or maintained.

    b. The location of all public rights-of-way boundaries at the proposed facilities.

    c. A description of all existing city utilities that could potentially conflict with the applicant's proposed route, including city profiles, if available, when crossing any city utility.

    d. A description of the type and size of facilities the applicant proposes to install.

    e. A description of any bores or trenches the applicant proposes to dig, and any handholes, manholes, switchgear, transformers, pedestals, etc., the applicant proposes to install, showing the approximate depth of such construction and installations along with any variance from standard city trenching details.

    f. A description of plans to remove and replace pavement if such plans differ from the city construction requirements.

3. **Permits are required for all major construction projects of new, replacement or upgrades of the facilities in the public rights-of-way, whether aerial or underground.**
    a. Major Construction Projects:
        i. Projects greater than 2,000 linear feet above grade or 500 linear feet below grade
        ii. Projects involving street closures;
        iii. Projects requiring the cutting or breaking of pavement or curb;
        iv. Projects within a roadway that is scheduled to be widened; or
        v. Projects that will take more than five (5) consecutive days to complete.

4. **Certificate of Insurance:**
    a. A user shall obtain and maintain insurance in the amounts reasonably prescribed by the city with an insurance company eligible to do business in the state and acceptable to the city throughout the term of occupancy of public rights-of-way. At the time of registration, a permittee shall furnish the city with proof of insurance. The city reserves the right to review the insurance requirements and to reasonably adjust insurance and limits when the city determines that changes in statutory law, court decisions, or the claims history of the industry or the permittee require adjustment of the coverage. For purposes of this section, the city will accept certificates of self-insurance issued by the state or letters written by the permittee in those instances where the state does not issue such letters, which provide the same coverage as required herein. However, for the city to accept such letters the permittee must demonstrate by written information that it has adequate financial resources to be a self-insured entity as reasonably determined by the city, based on financial information requested by and furnished by the city.

5. **Insurance Requirements:**
    a. Umbrella Liability Insurance:
        i. Combined single limit: $5,000,000.00
    b. Worker's Compensation and Employer's Liability:
        i. Each accident: $1,000,000.00
        ii. Disease, policy limit: $1,000,000.00
        iii. Disease, each employee: $1,000,000.00
    c. Comprehensive Automobile Liability:
        i. Personal Injury, each person: $500,000.00
        ii. Property damage, each occurrence: $500,000.00
    d. Commercial General Liability:
        i. Property damage: $1,000,000.00
        ii. Personal Injury: $1,000,000.00
        iii. Products-comp/op agg: $2,000,000.00
        iv. Aggregate: $2,000,000.00

_____ _____

Applicant Signature Date

_____ _____

Director of Public Works Approval Signature Date

Utility Line Locate Request Form

PLEASE COMPLETE ALL FIELDS

Name of Requestor:

_____

Company Name:

_____

Contact Phone Number:

_____

Contact Email:

_____

Type of work to be done:

_____

Location of Work:

_____

Special Instructions:

_____

_____

Email Completed Form to: publicworks@decaturtx.org