



# CITY OF DESOTO DEVELOPMENT SERVICE/ENGINEERING DIVISION

PERMIT NO: \_\_\_\_\_

## R.O.W. PERMIT APPLICATION

**\*\*This Application Is Not a Permit\*\***

PERMIT MUST BE APPROVED PRIOR TO COMMENCING WORK (PERMIT NUMBER IS REQUIRED)

48 HOURS NOTICE REUIRED FOR CITY LINE LOCATES

FOR LINE LOCATE REQUESTS CALL (972) 230-5724

EMAIL APPLICATIONS TO: kpark@desototexas.gov or for information call: 972.230.9609

EMERGENCY? YES \_\_\_ NO \_\_\_ If Yes, Describe \_\_\_\_\_

LOCATES NEEDED? \_\_\_ Water/Sewer \_\_\_ Signs/Signals *(All locates must be complete prior to project start date.*

*For City locates, call Adrienne Sands @ 972.230.5724. Contractor must obtain own locates.*

- Failure to fill in ALL information may result in delay of permit approval.
- One set of plans MUST be submitted with this application.
- The Inspector MUST be notified prior to starting and at the completion of the job.
- Failure to obtain a permit, show proof of permit or violation of special conditions may result in a citation and/or fine.
- Contact the City of DeSoto Water at (972) 230-5724 to request marking or existing City utility lines.
- This permit will expire on the project completion date listed below—if a project exceeds the estimated completion date the contractor MUST apply for a new permit.
- Permit will be voided if work does not commence with 10 days of permit approval.
- Read the "Conditions of the Permit" on the reverse side, sign and date at the bottom—failure to do so may delay permit approval.
- PERMIT DOES NOT RELIEVE THE OWNER/CONTRACTOR THE RESPONSIBILITY OF CONTACTING DIG TESS AND OTHER UTILITY OWNERS.
- Fee - For non-franchise utilities (\$ value of job in ROW x 3.5% or \$50.00, whichever is greater)
- Contractor MUST notify all residents in the construction area 24 hrs. in advance of work commencing.

DATE OF APPLICATION: \_\_\_\_\_ FEE: (\$ value of job in ROW x 3.5%/\$50, greater of the two) \$ \_\_\_\_\_

LOCATION OF PROJECT: (Must be actual physical address—NO CROSS STREETS) \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

PERMITEE: \_\_\_\_\_  
*Contractor/Company Name Address City/State/Zip Co. Phone #*

CONTRACTING PARTY: \_\_\_\_\_  
*Utility Owner/Company Name Address City/State/Zip Co. Phone #*

CONTACT FOR CONTRACTING PARTY: \_\_\_\_\_  
*Name Phone #*

EMERGENCY CONTACT: \_\_\_\_\_ JOB FOREMAN: \_\_\_\_\_  
*Name/Phone # Name/Phone #*

PROJECT START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ PRINTED NAME OF APPLICANT: \_\_\_\_\_

*(By signing this application, you agree to re-establishing to pre-construction condition, any concrete or landscaping.)*

EMAIL ADDRESS OF APPLICANT: \_\_\_\_\_  
(Please print legible.)

For City use below this line \_\_\_\_\_

PERMIT APPROVED BY: \_\_\_\_\_ 1 SET OF PLANS SUBMITTED? \_\_\_ YES \_\_\_ NO

ENGINEERING NOTES/COMMENTS: \_\_\_\_\_

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INSPECTOR: \_\_\_\_, Victor Avila, Interim Construction Manager, 214.662.6816; Carlton Eurey, Construction Inspector (972) 922.1146

THIS PERMIT IS COMPLETED & ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

(Revised 05/2018)



# CITY OF DESOTO

## DEVELOPMENT SERVICE/ENGINEERING DIVISION

### CONDITIONS OF THE PERMIT

1. Contractor shall comply with City of DeSoto Right-of-Way (ROW) management article 3.1100. Plans shall clearly show the proposed facilities with respect to existing roadway, driveways, street intersections and visible structures within 10' of project. Plans shall also include a traffic control plan signed and sealed by a "Licensed Texas Professional Engineer". In addition, the plans shall clearly show the limits of construction, and street names and other pertinent labels to describe the location of the proposed facilities.
2. Contractor shall furnish, install and maintain erosion control devices per plans along project to comply with all DeSoto Storm Water Pollution. Prevention specifications and with NCTCOG's storm water management practices for construction activities.
3. Contractor shall repair all areas disturbed, damaged and destroyed which shall include, but is not limited to:
  - a) All yards with sod shall be re-sodded.
  - b) Contractor shall re-install iron rods and other property markers disturbed by construction.
  - c) All sprinkler systems shall be repaired immediately after backfill is complete.
  - d) Manholes, inlets and other structures must be replaced or repaired if damaged.
4. Contractor shall keep street free of dirt, silt and other debris and sweep street at the end of the working day.
5. Contractor shall Curlex & Seed and/or Hydro Mulch all disturbed areas and include 4" of top soil. Seeding shall be as required by City Specifications.
6. Contractor shall comply with MUTCD traffic control for work areas and per the traffic control plan for the project.
7. Clean up shall be conducted every 5' behind excavation crew.
8. All excavation within City ROW requires mechanical compactions. Compaction test reports must be turned in to Construction Management Department.
9. At the end of each work day, the contractor shall erect a temporary security fence at all excavations.
10. Contractor will not be issued another permit until all work (current & previous) has been approved by the City of DeSoto.
11. Contractors listed on permit are responsible for all sub-contractors.
12. Non-conformance with the previously listed requirements will initiate a stop work order until corrections are made.
13. Upon completion of construction, make an appointment with Construction Inspector for Final Inspection.
14. A copy of the work permit MUST be kept with the Contractor on the job site for review by an Inspector, if requested.
15. \_\_\_\_SEE /ACKNOWLEDGE ATTACHED SPECIAL CONDITIONS.

*I hereby acknowledge and agree to the terms/conditions of the permit. (Form must be signed and dated to be valid)*

CONTRACTOR/APPLICANT: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# CITY OF DESOTO

## DEVELOPMENT SERVICE/ENGINEERING DIVISION

### REQUIREMENTS FOR PUBLIC IMPROVEMENTS

#### **PRIOR TO CITY APPROVAL TO PROCEED WITH WORK:**

City approved set of construction plans sealed by a professional engineer registered in the State of Texas.

#### **ROW PERMIT – Ord. Ch. 3.113(g)**

The Right Of Way Fee (for non-franchise utilities) is 3.5% (10-01-2008) of the construction cost of any civil work, which includes the following:

- Water/Wastewater new installation or tap
- Storm Sewer
- Fire lane/Grading and sub-Base work
- Driveways/Sidewalks

Prior to any permit being issued an itemized list of the construction cost must be submitted to the City of DeSoto, along with a check or money order for the 3.5% Right of Way Fee or the flat rate of \$50.00.

#### **CONSTRUCTION BOND** for work in City right-of-way (Ord. Ch. 3.1103 (g))

\$10,000 bond amount

\$2000 bond amount – where work not to exceed \$2000 in value for any one Permit that he may acquire for that work within the right-of-way

#### **PUBLIC LIABILITY INSURANCE** (Ord. Ch. 3.1103(h))

Limits – Bodily injury or death in any one occurrence and in the aggregate - \$300,000

Injury or destruction of property in any one occurrence and in the aggregate - \$50,000

#### **MAINTENANCE BOND** – Subdivision & Development Ordinance, Section 11

Shall be forwarded to the City prior to issuance of City Permit for Construction (ROW Permit)

Shall be in the amount of ten percent (10%) of the contract price and cover a period of two (2) year, beginning upon final City acceptance of the project.

(an adjustment in the amount may be made upon project completion to reflect final contract cost)

#### **PRIOR TO START OF PROJECT:**

NOTIFY adjacent property owners of type of work to be performed and duration of project.

#### **UPON PROJECT COMPLETION:**

#### **RECORD DRAWINGS** – Subdivision & Development Ordinance, Section 11

Upon project completion the developer's engineer shall submit one (1) hard set of plans and one digital set of plans, for all street, drainage and utility improvements.

(Must be certified by the developer's engineer.)