

**DRY BORE / STREET CUT / SAW CUT PERMIT APPLICATION
FOR WORK IN
RIGHT-OF-WAY / EASEMENT**

Submit permit application to the Engineering Dept., Town Center, 255 Parkway Blvd. or by e-mail to engineer@coppelltx.gov (see button below)

Date Submitted: _____ Work Order # (if applicable) _____

PERMIT FEE: **\$100.00**
(No charge to Utility Companies with approved Franchise/ROW Use Agreement)

- Plans provided and approved
(Erosion Control/safety fences must be installed prior to beginning work)

Project Name / Location: _____

Company Name: _____
Address: _____
Telephone #: _____ Emergency Telephone #: _____
Permit issued to (Contractor Name) _____

Utility Company Represented:

- Oncor Electric Delivery Atmos Energy Verizon SBC/AT&T
 Time Warner Cable CoServ Electric/Gas Other * _____

** If "Other" is checked, please note that franchise or right-of-way use agreements will be required.*

General Description of Work (provide copy of approved plans):

➤ Was contact made with City and/or utility companies to locate existing utilities?
if NO, Reason: _____ Yes No

➤ Is removal of existing streets, alleys, or sidewalks necessary?
if YES, must have City inspection prior to concrete replacement Yes No

A COPY OF THE APPROVED PERMIT MUST BE ON THE JOB SITE AT ALL TIMES.

Representative(s) of the Contractor must adhere to all construction standards approved by the City of Coppell, which includes but is not limited to: Erosion Control Ordinance, compaction requirements (density tests may be required at the applicants expense) and barricading according to the Texas Manual on Uniform Traffic Control Devices. Area(s) affected must be restored to as good condition as before the commencement of work (grading, drainage, vegetation, and erosion control).

- **Any excavation requiring closing of a street/alley must be reported prior to closing to the following:**
Police Department @ 972-304-3600
Fire Department @ 972-304-3512
Street Department @ 972-462-5150
Engineering Department @ 972-304-3679

- **Attach barricade plan / trench safety plan if a lane or street closure is required.**

NOTE: Street closures are allowed from 9:00 a.m. until 4:00 p.m. ONLY unless otherwise approved by City Engineer.

- **Attach Work Order (franchise only).**

- **Contact must be made with City and utility companies to locate existing utilities 48 hours prior to beginning of work.**

Printing your name indicates your acceptance of the terms and conditions of this form:

Signature of Utility Company Representative

Date

Signature of Contractor Representative

Date

Signature of City Representative

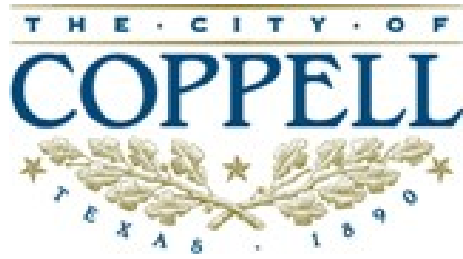
Date

(Application with signatures needs to be submitted to the Engineering Department before approval.)

➤ **Comments:** _____

- **NOTE: Notify City Inspector at 972-304-3679 prior to beginning work and prior to backfill for concrete, trench, ditch and open pit inspections. Backfill must meet all construction standards approved by the City of Coppell.**

Applicant shall indemnify and forever hold harmless against the City of Coppell each and every claim, demand or cause of action that may be made or come against it by reason of or if any way arising out of the closure, blocking, excavating, cutting, tunneling, or other work by the applicant under permit from the City, if such permit is granted.



**UTILITY RELOCATION CHECKLIST FOR WORK WITHIN
CITY OF COPPELL RIGHTS-OF-WAY OR EASEMENTS**

Listed below are minimum requirements for utility relocation projects:

1. A copy of the valid approved City of Coppell permit is required on the project at all times.
2. Notify adjacent property owners (commercial & residential) of project timeline; provide them with contact names and phone numbers.
3. Proper erosion control measures must be taken.
4. Follow Texas MUTCD standards for work in traffic zones.
5. Sod is to be replaced when necessary.
6. Irrigation repairs must be performed in a timely manner.
7. Follow OSHA recommended trench safety at all times.
8. Repair existing utilities that are damaged, including but not limited to clean-outs, water valves, and SS manholes.
9. Densities may be required in trench lines (ASTM).
10. Care and repair of street signage is the responsibility of the contractor.
11. No work is to be done in collector roadways before 9:00 a.m. or after 3:00 p.m.
12. Prior notice of work activity on weekends and holidays must be in writing.
13. Line locates must be performed in advance by contacting -

CITY OF COPPELL UTILITIES DIVISION coppelltx.gov/utility-operations-division

972/ 462-5155

CITY OF COPPELL ENGINEERING DEPT.

972/ 304-3679

HOMEOWNER ASSOCIATIONS

972/ 304-3678 (Planning Department)

TIME WARNER CABLE

214/ 320-5433 (Phillip Gwin)

AT&T LOCAL NETWORK

214/ 215-3031 (Rich Milleman)

COSERV Gas & Electric

940/ 321-7800 x7624 (Greg Ward)

EXPLORER PIPELINE

918/ 493-5100 (Patrick Nwakoby)

ONCOR Electric Delivery

972/ 323-8917 (Larry Redick)

VERIZON COMMUNICATIONS

972/ 318-5277

FEDERAL EMERGENCY MGMT. ADMIN.

940/ 898-5138

TEXAS COMM. on ENVIRONMENTAL QUALITY

817/ 588-5800

DENTON CO. LEVEE DISTRICT

214/ 352-5118 (Richard Hightower)

Atmos Energy

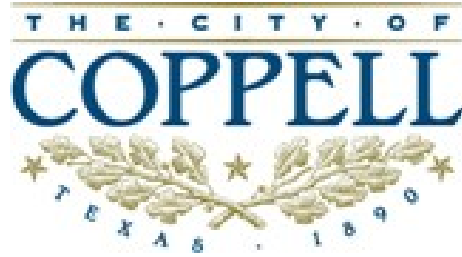
972/ 360-4428 (Gary Dickinson)

1 800 DIG TESS for line locates

(344 - 8377)

14. Contaminants must be removed from work area daily and disposed of properly outside the City.
15. Streets, sidewalks and alleys must be kept clean of construction material and debris.
16. "Clean-up" requires returning work area to pre-project condition or better.

Contractor is required to contact Public Works Division for Completion Verification Notice. (see pg. 4)



UTILITY RELOCATION IN RIGHT-OF-WAY OR EASEMENT

COMPLETION VERIFICATION NOTICE

Contact City of Coppell Public Works Division at 972-462-5155 to schedule an inspection with Utility & Streets personnel to verify that your project has been completed to City of Coppell specifications. *Failure to schedule verification inspection may delay future projects.*

Franchise Utility Name

Project Location / Applicant's WorkOrder # (if applicable)

Sub-contractor Company Name

24 hr.Contact Number

Date of Verification Appointment

Time of Verification Appointment

INFORMATION BELOW TO BE COMPLETED BY CITY OF COPPELL PERSONNEL

❖ Inspected by of Utilities Maintenance Division on

and found to be acceptable / not acceptable because

Follow-up needed? Yes No Follow-up scheduled for

❖ Inspected by of Streets Maintenance Division on

and found to be acceptable / not acceptable because

Follow-up needed? Yes No Follow-up scheduled for

A copy of this completed notice can to be provided to the address below or e-mailed by using the button below:

City of Coppell Engineering Dept.
255 Parkway Blvd., Coppell TX 75019
Office: 972-304-3679 Fax: 972-304-3570