

A copy of the approved permit must be on the job site at all times.

CC: Applicant
Public Works
Permit File



Page 1 of 4
Rev. 06/2012

Orig. to Project File

RIGHT-OF-WAY USE PERMIT APPLICATION

Permit valid for 90 calendar days from date of approval

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

Date of Submittal: _____ Applicant's Job # / Work Order # _____

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

Refer to the City of Coppell Ordinance No. 2001-944. Certificated Telecom Provider? Yes No

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

Project Name/Location or address _____

General Contractor _____ Contact # _____

E-mail address to return permit _____

Franchise Company:	Representative: _____
	Telephone #: _____
	E-mail address: _____
<i>(for contact if needed/if e-mail of approved permit is desired/permit cannot be e-mailed unless complete)</i>	

Utility Company Represented:

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

General Description of Work *(In accordance with Ord. No. 2001-944)*: PLEASE ATTACH PLAN OF PROPOSED WORK

Estimated Start Date _____ Estimated Completion Date* _____

* Completion requires submittal of Completion Verification Notice (see page 4)

➤ 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? Yes No
if YES, project must have City inspection prior to concrete replacement

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 applicant's 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). To schedule Public Works final inspection (Page 4) call 972-462-5155.

➤ 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 3:30 p.m. ONLY unless otherwise approved by City Engineer.

➤ Attach Work Order (franchise only) and/or 1 set of prints showing proposed work.

Locates for existing franchise utilities must be done 48 hours prior to beginning work. For City utility locates, call 972-462-5155 to schedule 48 hours prior to beginning work.

The application with signatures of Franchise and Contractor representatives must be submitted to Engineering Dept. for approval prior to beginning work. Submittals by e-mail should go to engineer@coppelltx.gov.

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

(if you want the approved permit returned via e-mail, provide a valid e-mail address on Page 1.)

Signature of Utility Company Representative

Date

Signature of Contractor Representative

Date

Signature of City Representative

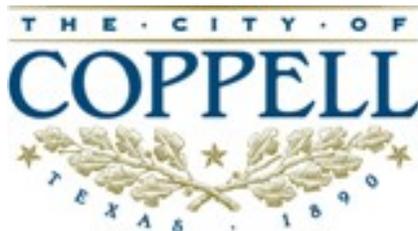
Date

Comments

[Empty rectangular box for 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 - ***1 800 DIG TESS*** and/or the following:

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/ 320-5455 (Mike Rasmussen)

AT&T LOCAL NETWORK

214/ 215-3031 (Rich Millenman)

COSERV Gas & Electric

940/ 321-7800 x 7624 (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)

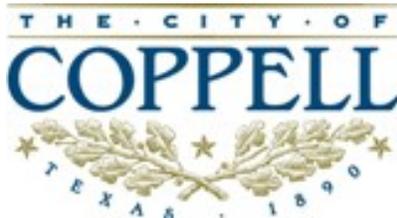
Atmos Energy

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.
- 17.**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 Work Order # (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 PUBLIC WORKS 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 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**