



ENGINEERING SERVICES DEPARTMENT  
250 W. FIRST STREET

Return to: [rowpermits@prospertx.gov](mailto:rowpermits@prospertx.gov)

## TOWN OF PROSPER WATER AND SEWER LINE LOCATE REQUEST FORM

ROW Permit RNN/ROW \_\_\_\_\_

Locate Request ID (Town Use Only): \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Field Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address of Locate: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Is area marked? How? \_\_\_\_\_

Detailed description of the area to be located:

\*You may attach a map, however, a detailed description of the area to be located is required. Locates must be requested **at least 48 hours** (Town of Prosper business hours) in advance of work. Work **may not** begin until locates have been completed, and a job **will be shut down** until locates can be provided. Locates will not be accepted by any entity not listed on the ROW Permit or not registered with the Town of Prosper. Locates can be requested by emailing [rowpermits@prospertx.gov](mailto:rowpermits@prospertx.gov).

It is your responsibility to protect the water and sewer facilities during the course of your work and to immediately notify The Town of Prosper Engineering Services Department of any damage to these facilities. **This form must be filled out in its entirety or the request will not be completed.**

**Your Locate Request ID will be emailed to you when this form has been processed. The Request ID is not a confirmation of locate completion.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date