



**ENGINEERING SERVICES DEPARTMENT
250 W. FIRST STREET**

Return to: 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.

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