



**PUBLIC WORKS DEPARTMENT**  
**601 W. FIFTH STREET**  
**Phone 972.347.9969**

**2018 ROW USER CONTRACTOR OR SUBCONTRACTOR UTILITY  
REGISTRATION APPLICATION**

(ALL REGISTRATIONS EXPIRE ON DECEMBER 31<sup>ST</sup> ANNUALLY)

**Name, addresses and telephone numbers of any who will be working in the ROW on behalf of the Utility**

**Subcontractor/ Contractor Utility Name:** \_\_\_\_\_

**Type of Utility** \_\_\_\_\_

Texas PUC Certificate Number: \_\_\_\_\_

Ordinance number of any franchise agreement issued by the Town of Prosper: \_\_\_\_\_

**Name, addresses and telephone numbers of at least two (2) people who will be general, day-to-day contacts for the Subcontractor/ Contractor Utility (At least one of the addresses must be within the Dallas/Fort Worth area):**

Utility Contact Information (1):

Name: \_\_\_\_\_ Responsible Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Utility Contact Information (2):

Name: \_\_\_\_\_ Responsible Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Utility Contact Information (3):

Name: \_\_\_\_\_ Responsible Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name and mailing address of the officer or agent designated as the person authorized to receive service of process on behalf of the Utility:**

Name: \_\_\_\_\_ Responsible Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name and telephone numbers of at least two (2) people serving as emergency contacts who can be reached by telephone twenty-four (24) hours a day, seven (7) days a week.**

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

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

**Conditions of Registration**

In order to protect the public health, safety, and welfare, a Utility maintaining or operating existing facilities in the ROW must register with the ROW Manager in accordance with the following requirements:

1. The Registration must be made in the name of the ROW User that owns the Facilities.
2. Registration expires December 31 of the year Registration occurs. If the Utility fails to renew Registration by that date, the Town will send by certified mail a notice of noncompliance to the address listed on the Registration. If the Utility fails to renew Registration within thirty (30) calendar days after the date of sending the notification, the Facilities of the Utility will be deemed to have been legally abandoned.
3. Thereafter, Registration must be renewed annually within thirty days of its expiration. Inspections will not be performed and permits will not be issued to any individuals or companies who do not have a current registration with the Town of Prosper.
4. If the information provided as part of the Registration changes, the Utility must inform the ROW Manager, in writing, not more than thirty (30) days after the date the change occurs.
5. Upon completion of Registration, the Town will provide the ROW User a Registration Certificate. The ROW User may make as many photocopies of the Registration Certificate as necessary. The ROW User is responsible for ensuring that all Contractors listed on the application have a copy of the Registration Certificate on site when work is being conducted under the provisions of the ROW in the ROW. All Contractors and Subcontractors must fill out a registration form.
6. Nothing in this registration reviews a ROW User, Contractor, or Subcontractor from obtaining a ROW permit prior to performing work in the ROW.

**By signing below, I hereby acknowledge the Conditions of Registration as stated above.**

Applicants Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN TO: Public Works Department  
ATTN: ROW Manager  
Town of Prosper  
P.O. Box 307  
Prosper, TX 75078

Or email to: ROWPermits@prospertx.gov