



**APPLICATION FOR ROW PERMIT**  
TOWN OF PROSPER, TEXAS

PERMIT NO. \_\_\_\_\_

OWNER: \_\_\_\_\_ Day Phone: \_\_\_\_\_

OWNER CONTACT: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ Day Phone: \_\_\_\_\_

CONTRACTOR CONTACT: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

SUB CONTRACTOR: (If used) \_\_\_\_\_ Day Phone: \_\_\_\_\_

SUB CONTRACTOR CONTACT: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ Tree Permit: \_\_\_\_\_

STREET NAME & INTERSECTION: \_\_\_\_\_

PROJECT DESCRIPTION: (Indicate all utilities that will be installed): \_\_\_\_\_

DOES THIS WORK REQUIRE A TEMPORARY LANE CLOSURE? (Circle One) **YES / NO** If YES, approved traffic control plan required per condition #3 below. If NO, all work in the ROW requires signage per TMUTCD requirements.

DOES THIS WORK REQUIRE A CREEK CROSSING? (Circle One) **YES / NO** If, YES, approval from **THE CORP OF ENGINEERS** is required and attached BEFORE this permit can be approved.

DOES THIS WORK CROSS AN EXCLUSIVE EASEMENT? (Circle One) **YES/NO** If YES, must provide an encroachment agreement between FRANCHISE and YOUR UTILITY before ROW permit is accepted.

PERMIT SUB TYPE: (Circle One) ELEC FIBEROPTIC GAS TELE TV CABLE MISC.

**TWO SETS OF LEGIBLE CONSTRUCTION PLANS WITH A LOCATION MAP AND AN ORIGINAL ROW APPLICATION MUST BE SUBMITTED. FACSIMILES OR COPIES WILL NOT BE ACCEPTED.**

**TYPE OF CONSTRUCTION** (CHECK ALL THAT ARE APPLICABLE):

**ABOVE GROUND**

- \_\_\_\_\_ SURVEYING OR OTHER NON-CONSTRUCTION INVESTIGATIONS
- \_\_\_\_\_ AERIAL (Cable-describe) \_\_\_\_\_
- \_\_\_\_\_ POLES (Indicate size & number) \_\_\_\_\_
- \_\_\_\_\_ TEMPORARY (Indicate date when poles will be removed) \_\_\_\_\_
- \_\_\_\_\_ PERMANENT
- \_\_\_\_\_ STREET LIGHT INSTALLATION (Includes drilling for bases & pulling cable)

**UNDER GROUND**

- \_\_\_\_\_ TRENCHING (Maintain 4' separation between franchise utilities and water/sewer mains).
- \_\_\_\_\_ STREET CUT (Approved by ROW Manger )
- \_\_\_\_\_ ALLEY CUT (Approved by ROW Manger )
- \_\_\_\_\_ STREET BORE (Minimum depth of 36" as per city specifications).
- \_\_\_\_\_ ALLEY BORE (Minimum depth of 24" as per city specifications).
- \_\_\_\_\_ DRILLING (Describe) \_\_\_\_\_
- \_\_\_\_\_ PULL CABLE
- \_\_\_\_\_ IRRIGATION

**THE TOWN OF PROSPER MUST MEET ON SITE FOR LINE LOCATES BEFORE WORK CAN BEGIN. REQUEST LOCATES 48 HOURS IN ADVANCE. WITHOUT LOCATES YOUR JOB WILL BE SHUT DOWN UNTIL LINE LOCATES CAN BE PROVIDED. WORK AUTHORIZED BY THIS PERMIT SHALL BEGIN WITHIN (15) FIFTEEN CALENDER DAYS FROM THE DATE ISSUED OR THE APPLICATION MUST BE RESUBMITTED.**

Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**ROW Dept. ONLY**

Reviewed by: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**PERMIT CONDITIONS: Non Compliance will result in job shut down!**

1. A Right of Way Permit is required for all construction and associated activities not covered by Town of Prosper Engineering Services, or reviewed in a preconstruction meeting. The ROW number issued to each permit is required for Water and Sanitary Sewer Locates.
2. **Call TOWN OF PROSPER TOWN HALL AT 972-347-9969 TO SCHEDULE LOCATES.** No line locates will be provided without an approved permit.
3. All Contractors must comply with all state and local traffic, O.S.H.A. and other applicable safety codes and assumes all related liability. Localized traffic issues and traffic plans must be approved by the Director of Public Works, at 972-347-9969 and submitted with this ROW permit for acceptance. All required permits will be attached to this request.
4. Contractor shall be responsible for the protection, replacement, or relocation of trees and existing ground cover disturbed. Trees are not permitted within four feet of any "wet" utility. Contractor must restore work site/area to existing condition or better (i.e. landscaping, lawn, any irrigation and erosion control if damaged or removed).
5. All projects shall include erosion control, SWPPP plan, and methods to clean and clear streets, sidewalks, and lots of any mud, debris, or other materials caused by construction processes.
6. Contractor shall notify Prosper Public Works at 972-347-9969 at least 24 hours prior to construction. In case of emergency after normal working hours, notify the Prosper Police Department at 972.347-9002.
7. All construction shall comply with Town of Prosper Construction Standards. A meeting discussing these standards may be required or scheduled by request at the Town of Prosper Public Works 972-347-9969.
8. No utility lines shall be within four feet horizontally of all water or sewer lines. 18" vertical separation is standard required for separation of crossings. 36" depth is required under all streets and fire lanes; 24" is required under alley from bottom of pavement structure to top of bore or deeper if required clearing other utilities. Compliance failure resulting in concrete breakage will necessitate complete replacement from joint to joint. Where water meter cans exist or proposed, the proposed utility line(s) shall be placed on the customer's side of the can so that there is at least two (2) feet clear distance. Utility Elevation or Location by a Non-Destructive method CAN BE REQUIRED by the ROW inspector.
9. Saturday is not allowed. No Sunday work is allowed. The noise ordinance and traffic impedance beyond working hours will be enforced by the Police Dept. **Contractors ARE NOT permitted to perform any type of work on designated Town HOLIDAYS.**
10. Upon completion of construction, schedule an appointment with ROW Department for a Final Inspection. Additional permits will be withheld pending Final Inspection for previous construction permits.
11. **Allow five working days for permit review after all permit information is received.**
12. The use of missiles is not an approved construction method for tunneling, and may NOT be used in any Town ROW, Esmt, Franchise UE; city engineered or approved HOA or greenscape area. Failure to comply will result in having the contractor removed from the approved Franchise list.
13. All excavation within Town right-of-way or future right-of-way requires mechanical compaction equal to adjacent undisturbed materials. Contractors who allow uneven final grade causing water ponding, sunken ditches, ruts, erosion or other damages will be removed from the approved Franchise list.
14. The lime stabilization on road bedding required by engineering extends one foot beyond the back of curb. No digging will be allowed within one foot behind curbs or edges of pavement.
15. Minimum depth of cover for all bores shall be 36" under street, 24" under alley from bottom of pavement structure to top of bore or deeper if required clearing other utilities. Shallow bores shall be flowable cement filled and abandoned in place. (see concrete damages mentioned above.)
16. Applicant shall be responsible for securing all easements and other permits that are either indicated or may be required for this project.
17. For construction in new developments that will have water and sanitary sewer facilities, work under this permit is not allowed to begin until said facilities have been completed and verified by the Town.
18. Notification of intent, to all affected residents/builders is required by signage and door hangers 48 hours before any site work may be started.
19. This permit and accompanying construction plans shall remain at the job site at all times. Failure to comply will result in job shut down.

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(Applicant's Signature)

(Applicant's Printed Name)

(Date)

(Phone Number)

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(Contact email address – **Optional: for return of permit**)

**Permits and locates may be emailed to ROWPermits@prosper.tx.gov**

By signing above, I (the Applicant) acknowledge and agree that the work as described herein shall conform to the CONDITIONS OF THE PERMIT as stated above and any additional requirements that may be indicated below.

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This section is for Town of Prosper use only.

RECORD DRAWINGS NOT AVAILABLE. CONTACT DEVELOPER FOR DETAILS OF CONSTRUCTION.

ADDITIONAL PERMIT REQUIREMENTS ATTACHED.

**PERMIT NOT VALID WITHOUT ATTACHMENTS. 8x11 ONLY**

TXDOT, or NTTA Permit, or Engineering approval REQUIRED.

OTHER (DESCRIBE) \_\_\_\_\_