

Permit Application and Plan Review Process for working within the Public Right-of-Way (Street and/or Easement)

The City of New Waverly requires an Engineering Construction Permit for all work performed within Public Right of-Way (Street and/or Easement). Anyone digging and/or doing aerial work (including tree trimming) for Private Development and/or Franchise Utility Company is required to obtain a permit from the Public Works Department, 936-344-6621.

Checklist for permit application:

1. Applicant must furnish accurate and complete information relating to the construction, reconstruction, removal, maintenance and repair of Facilities. This requirement includes a set of plans showing the alignment and limits of the project.
2. Applicant must allow at least 3 working days for the City to review the plans and permit application.
3. A minimum distance of two feet (horizontal) and one foot (vertical) must be maintained from our infrastructure for maintenance purposes.
4. No open cuts are allowed across streets therefore a bore is required.
5. A copy of applicant TxDOT permits when working on TxDOT R.O.W.
6. A copy of applicant's Liability Insurance per requirements.
7. Applicant will need to provide us a Traffic Safety Plan when working in our City Streets and/or TxDOT ROW.
8. Private Development construction requires work to be bonded for two (2) years and 100% of the cost of work within the Public Right-of Way.
9. Private Development permit and inspection fees are based on time spent with a minimum of \$250.
10. Applicant will need to make sure utilities are built within ROW and/or Easement.
11. Applicant will make sure not to block visibility and line of sight w/large cabinets and/or transformers.
12. Applicant must set up erosion control before beginning construction and maintain said erosion control for the duration of construction in accordance with City requirements.
13. Applicant must return right of way to a condition equal to or better than the condition of the

right of way prior to construction. This includes landscaping, ground cover and sprinkler systems.

14. Applicant shall indemnify and hold the City harmless from and against each and every claim, demand or cause of action that may be made or come against it by reason of, or in any way arising out of the closing, blocking, excavating, cutting, tunneling, or other work by the applicant under this permit from the City, if such permit is granted.

Applicant will be contacted by City after plan review and if all requirements have been met, the City will finalize the application. **By agreeing electronically below, the applicant agrees to above checklist and to do the following:**

Item #1: Applicant agrees to contact our Inspector, inform him of your permit number, state when you plan to start your project, and when you are ready for an inspection and/or final inspection.

Item #2: Applicant agrees to call (936)344-6621 for line locates of existing City utilities giving them at least 48-hour advance notice and providing them your permit number. Also, call Texas811 for all other utilities.

Item #3: Notify all residents that will be affected by letter or door hanger at least 72 hours in advance of construction. Explain type and duration of work. Make sure a contact name and number is on notification.

Franchise Utility Exemptions

Exemption #1: If a Franchise Utility Company is doing routine maintenance that does excavation, does not block traffic lanes and/or sidewalks during peak traffic hours between 7:00-9:00 am and 4:00-6:00 p.m. on weekdays or does not block traffic lanes for more than two hours during any nonpeak traffic period.

Exemption #2: In the case of a customer service interruption and imminent harm to property or Person ("Emergency Condition"), a Person may excavate the pavement of a street or Public Right-of Way without first complying with the City requirements. The City must be notified as promptly as possible at 936-344-6621 regarding the work performed under such Emergency Conditions and they shall comply with the City standards for restoration of the Public Right-of-Way. A permit application still needs to be completed ASAP after the emergency repairs have been done.

