

# Rights-of-Way/Easement Use & Construction Permit (For Franchise Utility Companies and Their Sub-Contractors)

Per City of Woodcreek Code of Ordinances Chapter 92, Revised: December 2017

Email permit application to: [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov)

Date: \_\_\_\_\_

Facility Owner Name: \_\_\_\_\_

Facility Owner Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_ Office No. \_\_\_\_\_

Utility Contact email: \_\_\_\_\_

Contractor/Subcontractor: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

**24 HOUR EMERGENCY CONTACT :**

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

**Project Description**

Approximate location and route of all facilities to be constructed or installed and the applicants plan for rityt-Of-way construction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Description of the construction and installation methods to be employed for the protection of existing facilities within or adjacent to the right-of-way and the estimated dates and times work will occur:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Is the Applicant a "Network Provider" as defined by Chapter 283 of the Texas Local Government Code?	__ Yes __ No
Is the applicant registered as a user or occupant of rights-of-way?	__ Yes __ No
Is this permit related to a City project that is currently under construction or is planned for the Future?	__ Yes __ No
Maintenance or Repair of Existing Facility?	__ Yes __ No
New Facility or Relocation of Existing?	__ Yes __ No
Equipment or Work in Street or Alley?	__ Yes __ No
Top of Finished Line Deeper Than 3 Feet?	__ Yes __ No
Revised Submittal?	__ Yes __ No
Original Submittal	__ Yes __ No

**Proposed Communication Facility Type**

Access Lines                       Network Node (Small Cell, Radio Transceiver, or Antenna)  
 Node Support Pole                       Transport Facilities                       Macro Tower

**NO PERMIT APPLICATION SHALL BE COMPLETE WITYOUT SUBMISSION OF ALL REQUIRED DOCUMENTS AND THE APPLICABLE PERMIT FEE**

**Permit Fee Schedule**

Improvement Type	Fee	Quantity	Total
For certified telecommunications providers providing access lines (as defined in Chapter 283, Local Government Code:	No Fee	N/A	N/A
For persons occupying the rights-of-way of the City under a franchise agreement (Pedernales Electric & Aqua Texas	No Fee	N/A	N/A
Transport facilities (Generally Fiber Optic Cable): Spectrum & Frontier	No Fee	N/A	N/A
<b>Fees:</b>			
• Boring Fees			\$
• Professional Fees			\$
• Installation, Alteration, Removal or Construction Fee			\$
			\$
<b>Total Permit Fee</b>			\$

**Required Documentation**

**A map or site plan drawn to scale on 8 1/2 " x 11" or 11" x 17" paper and Digital Media showing:**

- The location of the proposed installation including GIS or street address information.
- The proximity of the proposed installation to design and historic districts of the City.
- The proximity to schools and municipal parks.
- The proximity to utility poles and/or pedestals, node support poles and other network nodes on a service pole, if any, and depicting the sidewalks and ramps onto sidewalks required by applicable codes, TAS or other law, including the Americans with Disabilities Act, paved street surface and all existing underground and overhead utilities in the right-of-way and utility easements.

**A Statement of Disclosure if the proposed installation is:**

- In a residential area
- In an underground compliance area or other area with under-grounding requirements

**Pre-Permit Survey**

- A pre-permit survey certifying that provider’s wireless facilities **or transport facilities can be installed on the identified structure in compliance with the applicable codes.**

**Construction Plans**

- Detailed, scaled, dimensioned, construction plans for each wireless facility, transport facility and ground equipment, including representative drawings or pictures of the intended network node and other installations and equipment. The plans shall also show a sectional profile of the right-of-way and identify all existing utilities and existing utility conflicts. Such plans shall show strict compliance with the ordinance, size limitations, maximum pole height limitations, and with all applicable codes.

**State and Federal Rights -of-Way Permits**

- If the project lies within a highway right-of-way, evidence of a permit from the state or federal government must be provided.

**Pole Location Map**

- A map showing the location of a proposed pole as well as an aerial map and a street view image. The map shall show any other pole capable of supporting network nodes and within 300 linear feet from the proposed pole.

**Dig Test**

- Certification of location and depth of utilities by Contractor/Subcontractor and copy of DIGTESS confirmation order.

**Proof of Liability Insurance**

- Proof of liability insurance or bond (certificate of insurance) in the amount of not less than \$1,000,000 personal injury and property damage:

**Other Plans, if Required by Work**

- Storm Water Pollution Prevention Plan (SWPPP)
- Trench Safety

- Contractors working in City ROW, streets and alleys must comply with City of Woodcreek Work Zone and Traffic Control Guidelines and the Texas Manual of Uniform Traffic Control Devices
- Tree Trimming Permit
- An electrical Permit, if otherwise required, and sealed engineered drawings for conduit size, circuit size, calculations for Amp, distances running and other related information.

**Service Poles**

- *Other Wireless Services* – An Application shall identify any other wireless service placed on service poles. If the requested placement has already been approved for collocation by other entities, the application for the service pole shall be denied.
- *Illustration of Collocation* - Representative drawings or pictures of the intended network node as intended to be collocated on the service pole shall be provided.
- *Plans and Drawings* – Engineering and construction plans and drawings related to the collocation of the network node on the service pole, including where the proposed transport facilities will be connected to the network node as electrical power connections, shall also be provided.
- *Pole Load Study* – For service pole placements, an industry standard pole load analysis shall be submitted with each permit application and attached as an exhibit to the pole agreement.
- *Pole Attachment License Agreement* – For collocations on service pole, the provider shall enter into a license agreement with the City prior to application for a permit. The permit application will be denied if this license agreement is not in place at the time the application is submitted. If the applicant is not the same as the licensee identified in the license agreement, the licensee shall sign the permit application or provide a letter of agency satisfactory to the City. The licensee in such license agreement shall be presumed to be the owner of the network node and ground equipment and shall be fully responsible for them and the rental fees payable to the City thereunder.
- *Pole Identification* – The City pole identification number or other identifier shall be provided.

**Permit Requirements**

- A copy of this permit must be on the construction site.
- See attached Permit Conditions and Restrictions
- No pavement shall be cut
- No alley or street shall be closed without 48 hours notice
- Contractors working in City ROW, streets and alleys must comply with City of Woodcreek Work Zone & Traffic Control Guidelines and the Texas Manual of Uniform Traffic Control Devices
- All OSHA guidelines must be followed including but not limited to trench safety, confined space entry, personal protective equipment and traffic control.
- Bollards and hard signs are not permitted and must be removed if found within 300 feet of proposed work location.
- Equipment installed in ROW or easements must not obstruct vehicle sight distance requirements.

**This Section to be Completed by the City**

Permit Reviewed and Issued by: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
**Public Works Director or Designee**

**City Construction Inspections:**

Trench Inspection: \_\_\_\_\_ Date: \_\_\_\_\_  
 Bore Inspection: \_\_\_\_\_ Date: \_\_\_\_\_  
 Back Fill Inspection: \_\_\_\_\_ Date: \_\_\_\_\_  
 Customers Notified: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Woodcreek**  
**41 Champions Circle, Woodcreek, TX 78676**  
**Office (512) 847-9390**