



ROW PERMIT NUMBER \_\_\_\_\_

FRANCHISED OR LICENSED UTILITY COMPANY: \_\_\_\_\_

Contact Person	Phone #	Email Address
<u>APPLICANT:</u>		

Company Name	Applicant Name

Address	City	State	Zip

(Area Code) Telephone #	24-Hour Emergency Phone #	Email Address

SUBCONTRACTOR PERFORMING THE WORK:

Company Name	Contact Person

(Area Code) Telephone #	24-Hour Emergency Phone #	Email Address

**(REQUIRED):** Location & Description of Work: (include street names, termination points and linear feet of cable work)

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1. WILL ANY PAVEMENT BE REMOVED (THIS INCLUDES UTILITY LOCATES)? *If Yes, refer to REQUIRED ITEM#1 on the next page.*  YES  NO
2. WILL TRAFFIC LANE OR SIDEWALK CLOSURE BE REQUIRED? *If Yes, refer to REQUIRED ITEM#2 on the next page.*  YES  NO
3. WILL WORK LAST MORE THAN 7 DAYS? *If Yes, refer to REQUIRED ITEM#3 on the next page.*  YES  NO
4. 811 CONFIRMATION NUMBER, IF MORE THAN ONE LIST ALL  YES  NO

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ANTICIPATED START DATE: \_\_\_\_\_ ANTICIPATED COMPLETION DATE: \_\_\_\_\_



PERMIT NUMBER \_\_\_\_\_

### REQUIRED DOCUMENTS:

*(Failure to submit all required documents, ROW Application will not be processed).*

- Completed ROW Application, signed & dated.
- Current Certificate of Insurance, naming the city of Anna as additional Insured.
- Site Drawings.
- Submit Via Email To: [jgolleher@annatexas.gov](mailto:jgolleher@annatexas.gov)

### REQUIRED ITEMS BEFORE CONSTRUCTION:

- **ITEM #1:**
  1. Call 24 HRS before replacement of concrete - Public Works Office 972-924-4510.
- **ITEM #2:**
  1. Copy of legible site specific traffic control plan "LINE DRAWING ONLY, NO AERIAL PHOTO." Plan must include: North arrow, Street name & area of construction.
- **ITEM #3:**
  1. A 3 feet by 3 feet information sign stating the identity of the person doing the work, a local telephone number and owners identity shall be placed at the location where construction is to occur 48 hours prior to the beginning of work in the Right-of-Way and shall continue to be posted at the location during the entire time the work is occurring. The informational sign will be posted on the Public Right-of-Way 100 feet before the construction location commences, unless other posting arrangements are approved by the Director.
  2. When projects last more than seven calendar days, the Owner shall also provide written notification to all adjacent property occupants 48 hours prior to the beginning of construction. Information fliers shall include the person doing the work, a local telephone number, Owner's identity, and proposed schedule.
  3. Owner shall provide the notice above to record and occupants (if applicable) of all properties abutting the same Public Right-of-Way within 300 linear feet of any area where facilities are to be relocated or removed prior to initiating such work.
  4. A copy of legible site specific traffic control plan "LINE DRAWING ONLY, NO AERIAL PHOTO." Plan must include: North arrow, Street name & area of construction.

### EMERGENCY NUMBERS:

- For all incidents involving damage the City of Anna's Public Works Department must be notified call at 972-924-4510
- For accidents involving injuries or affecting Public Safety call 911
- For incidents/accidents affecting Atmos Gas call 1-800-460-3030
- For incidents/accidents affecting Oncor Electric Delivery call 1-888-313-4747
- For incidents/accidents affecting GCEC Electric Delivery call 1-903-482-7183
- AT&T/SBC Customer Service Bureau Manager on Duty 1-800-286-8313

### ADDITIONAL INFORMATION:

- ALL PERMITS WILL BE EMAILED TO FRANCHISED OR LICENSED UTILITY COMPANY, APPLICANT, AND SUB CONTRACTOR FOLLOWING APPROVAL.
- 48 HOURS PRIOR TO COMMENCING WORK THE CONTRACTOR SHALL CONTACT: PW Department at 972-924-4510
- UTILITY LINE LOCATES: TRAFFIC AND WATER LOCATES ARE DONE ON AN INCREMENTAL BASIS AND NO WORK WILL BE PERMITTED UNTIL ALL LOCATES ARE MARKED IN THE FIELD. VISIT OUR WEBSITE TO OBTAIN UTILITY LOCATE FORM UNDER PUBLIC WORKS DEPARTMENT ([www.annatexas.gov](http://www.annatexas.gov)).
- THIS PERMIT WILL BECOME NULL AND **VOID** IF CONSTRUCTION HAS NOT BEGUN WITHIN **30-DAYS**. ABOVE GROUND ROUTE/LOCATION MARKERS ARE NOT PERMITTED.
- ALL UTILITY LOCATE MARKINGS SHALL BE REMOVED BEFORE COMPLETION OF THE PROJECT.
- THIS CONSTRUCTION PERMIT MUST REMAIN ON PROJECT SITE WHEN WORK IS BEING PERFORMED.

