



Engineering & Public Works Department

RIGHT-OF-WAY (ROW) PERMIT PROCEDURES

For permit information, please contact the Community Development Department at (469) 429-4788 and located at 3815-B Sachse Road, Sachse, Texas 75048. Fees are due at the time the permit is picked up and shall be payable to the City of Sachse. All plans submitted for permitting shall be drawn to an approved scale or dimensioned if allowable.

RIGHT OF WAY PERMIT

1. Complete and submit one (1) page ROW permit application.
2. No permit fees for ROW permit.
3. Provide two (2) complete set of plans and include the following:
 - a. Site plan
 - b. Standard traffic control plan if applicable
 - c. Erosion control plan if applicable
 - d. Detail and section plan (indicating all utilities components, location, and dimensions, etc.).
2. Contact the permit office at least 24 hours in advance for the ROW permit.
3. Locate all other utilities.
4. Contact Sachse Public Works for water and sewer location prior any construction, call 972-495-7600.
5. Responsible and repair all damaged existing erosion control devices during construction if applicable.
6. Minimize interference with the use of public and private properties.
7. Complete an even or better final grading for the construction site.
8. Subject for inspection at all time.



RIGHT-OF-WAY & EASEMENTS CONSTRUCTION PERMIT

Public Works & Engineering Department
3815-B Sachse Rd, Sachse, TX 75048
Phone: (469) 429-4788 Fax: (972) 675-9812

No. _____

FRANCHISED OR LICENSED UTILITY COMPANY: _____

Contact Person _____ Phone # _____

APPLICANT:

Company Name _____ Applicant Name _____

Address _____ City _____ State _____ Zip _____

(Area Code) Telephone # _____ 24-Hour Emergency Phone # _____ ID Driver License # _____

SUBCONTRACTOR PERFORMING THE WORK:

Company Name _____ Contact Person _____

(Area Code) Telephone # _____ 24-Hour Emergency Phone # _____

TYPE OF WORK: (CABLE, PIPING, GAS, WATER, SEWER, ETC) _____

LOCATION & DESCRIPTION OF WORK: (INCLUDE WORK DISTANCE) _____

ANTICIPATED START DATE _____ ANTICIPATED COMPLETION DATE _____

WILL ANY PAVEMENT BE REMOVED? (REQUIRED) _____ **YES** _____ **NO**

WILL TRAFFIC LANE OR SIDEWALK CLOSURE BE REQUIRED? (REQUIRED) _____ **YES** _____ **NO**

PERMIT CONDITIONS:

- SUBMIT 2 COPIES OF PLANS AND PROVIDE A TRAFFIC CONTROL PLAN IF TRAFFIC LANE OR SIDEWALK CLOSURE IS REQUIRED
- BE AWARE OF YOUR RESTORATION RESPONSIBILITIES
- THE CONTRACTOR IS RESPONSIBLE AND REPAIR ALL DAMAGED EXISTING EROSION CONTROL DEVICES DURING CONSTRUCTION
- MINIMIZE INTERFERENCE WITH THE USE OF PUBLIC AND PRIVATE PROPERTY
- RED TAG OR CITATION WILL BE ISSUED IN CASE OF VIOLATIONS
- THE CONTRACTOR SHALL CONTACT THE PERMIT OFFICE AT LEAST 24 HOURS IN ADVANCE,
- CONTACT PUBLIC WORKS FOR WATER AND SEWER LOCATION PRIOR ANY CONSTRUCTIONS AT 972-495-7600. (PLEASE CALL DIG-TESS AT 1-800-344-8377, REQUIRED)
- NO ROW PERMIT IS REQUIRED IF THE PROJECT IS APPROVED BY ENGINEERING DEPARTMENT.
- PROOF THAT PROJECT COMPLIES WITH THE TCEQ STORMWATER PERMIT REQUIREMENTS. PLANS SHALL INCLUDE A COMPLETE "SWPPP" WHERE APPLICABLE.

Applicant _____ Date _____ City Approval _____ Date _____

CITY COMMENTS: _____