



CITY OF RICHLAND HILLS, TEXAS

DEPARTMENT OF NEIGHBORHOOD SERVICES

PUBLIC RIGHT-OF-WAY CONSTRUCTION PERMIT

(Please Print)

Date Received: _____ By: _____ Permit #: _____

1) Provider Classification:

- a) Franchised or Licensed Utility Company: _____
- b) Contact Person: _____
- c) PH#: _____ FAX#: _____
- d) E-mail: _____

2) Contractor performing work:

Company Name: _____ PH#: _____

Address: _____

City/St./Zip: _____

Field Supervisor Name: _____

Field Supervisor 24hr. Emergency Contact Phone #: _____

Field Supervisor Email Address: _____

3) Project Location:

a) Address: _____ Street Name: _____

Location and general description of work in the Public ROW or Easement, include linear feet of facilities in the ROW if applicable: _____

b) Will your work involve removing and/or excavating any pavement, curb and gutter or sidewalk?

_____ Yes _____ No

If Yes, give details and location: _____

MECHANICAL COMPACTION REQUIRED ON ALL EXCAVATIONS NO MISSLES ALLOWED

c) Will your work involve blocking the Public ROW? _____ Yes _____ No

If Yes, give street & address & nearest street intersection: _____

d) Anticipated work duration

Start date: _____ Finish date: _____

4) REQUIREMENTS

- a) A permit(s) must be acquired prior to beginning work. Permits are available at, and must be returned to, the Community Development Dept., 3200 Diana Dr. Permit Fee is \$50.
- b) Permit(s) must be displayed on the job site
- c) City utilities must be exposed with a minimum of 2 ft. separation between the City of Richland Hills utility lines and all franchise utility lines.
- d) Street crossing must be bored by directional methods.
- e) Three (3) copies of construction plans must be submitted five (5) working days prior to beginning work.
- f) All underground utilities must be located and marked prior to beginning work. **Contact the Public Works Dept. for Water & Sewer line locates-817-616-3830.**
- g) Proof of insurance is attached or on file.
- h) The contractor shall contact the Community Development Department at least 48 hrs. in advance of the start of the project unless authorized by the City.
- i) Construction hours are Monday – Friday, 7:00 a.m. – 7:00 p.m. No Saturday or Sunday work allowed without prior approval from the authorized agent of the City of Richland Hills.
- j) This permit becomes null and void if construction has not begun within 30 days.
- k) Above ground route/location markers are not permitted except as required by law.

Applicant shall indemnify and forever hold the City harmless 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 permit from the City if such permit is granted, unless otherwise provided by law.

Signed: _____ Date: _____
Authorized Agent of Provider

Reviewed By: _____ Date: _____
Kenneth Cross, PW Superintendent, City of Richland Hills

Approved: _____ Date: _____
Don Dixon, Chief Building Official, City of Richland Hills

PERMIT FEE: <u>\$50.00</u>		
PAID: _____	Cash _____ Charge _____	Check # _____