



**CITY OF SHAVANO PARK
PERMIT APPLICATION FOR WORK IN RIGHT-OF-WAY**

1. PROPERTY INFORMATION

Name of Company Performing Work (Applicant): _____

Company Address: _____

Contact Person: _____ Phone: _____

Email: _____ 24-hour Emergency Phone: _____

Fax: _____ Bonded: Yes No Insured: Yes No

For whom are you performing this work (if applicable): _____

Contact Person: _____ Phone: _____

Email: _____

2. PROJECT DESCRIPTION

Purpose of Work: _____

Location, including street address and any cross streets of the excavation: _____

Scheduled Start Date: _____ Scheduled Completion Date: _____

Schedule for restoration of the excavation located in portions of the right-of-way: _____

Method of Excavation:

Street Bore Ground Surface Street Cut Install Pole Other/Explain

Will the work be within the street? Yes No

Base material to be used: _____

3. INSURANCE DOCUMENTATION

An applicant shall provide documentation showing proof of the following insurance:

- a. General liability insurance of at least five hundred thousand dollars (\$500,000.00) for personal injury and one hundred thousand dollars (\$100,000.00) for property damage; and
- b. Umbrella coverage of at least one million dollars (\$1,000,000.00) on an occurrence basis and must include coverage for personal injury or death, contractual liability, premises liability, medical damages, and explosion and collapse hazards.

All insurance certificates must reflect the following certificate holder:

City of Shavano Park
900 Saddletree Court
Shavano Park, TX 78231

3. RESTORATION PLAN

An applicant shall restore property damaged or destroyed by construction on or adjacent to the right-of-way to a condition that is as good as or better than the pre-existing condition of the right-of-way or adjacent property, as determined by the director. Streets shall be restored based on their Pavement Condition Index (PCI) prior to construction, as determined by the director during the application process.

After permit is submitted the City shall provide the PCI condition of the street and require contractor to submit restoration plans.

4. TRAFFIC PLAN

Will work interfere with the normal flow of traffic on adjacent streets, sidewalks or public ways?

Yes No

If yes, Plans must be submitted. *Applicants must follow the Manual on Uniform Traffic Control Devices*

***If road closure is required, you MUST notify the
City of Shavano Park Dispatch at 210-804-0110***

5. TREE SURVEY

Does the work require the cutting down of trees or providing root protection?

Yes No

If yes, a tree survey must be submitted.

**CITY OF SHAVANO PARK
AGREEMENT FOR WORK IN RIGHT-OF-WAY**

The applicant is required to consult all utility companies operating in this area before marking and excavating. In granting this permit, the City of Shavano Park makes no representation as to the location of utility facilities in the area to be excavated or the effect of the permitted excavation on said utilities.

In consideration for the granting of an excavation permit by the City of Shavano Park, the above named applicant hereby agrees:

1. TO PERFORM THE EXCAVATION APPLIED FOR IN A PROFESSIONAL MANNER AND IN ACCORDANCE WITH THE CITY OF SHAVANO PARK CODE OF ORDINANCES.

2. TO IDEMNIFY THE CITY OF SHAVANO PARK, ITS OFFICIALS AND EMPLOYEES FROM ANY AND ALL COSTS, DAMAGES AND LIABILITIES WHICH MAY ACCRUE OR BE CLAIMED TO ACCRUE BY REASON OF ANY WORK PERFORMED UNDER A PERMIT ISSUED PURSUANT TO THIS APPLICATION.

Signature of Applicant

Date

Permission is hereby granted for the above named applicant to excavate as described in the above application and as amended below:

Public Works Director

Date

City Manager

Date

DOCUMENTS REQUIRED FOR RIGHT-OF-WAY PERMITS

- 1. Sets of plans showing the extent of the proposed work, must include:**
 - a. A description of the location of construction and facilities;
 - b. A description of the route of all facilities to be constructed on or about the designated right-of-way;
 - c. Location of all right-of-way easements which the permittee plans to use;
 - d. Location of existing city and third-party facilities;
 - e. Drawings of any bores, trenches, hand holes, manholes, switch gear, transformers, pedestals, poles, and the such-like, including any applicable depths and heights;
 - f. Detailed description of what the permittee proposes to construct, including but not limited to, if applicable, pipe sizes, the number of interducts, and valves.
 - g. Base material to be used
- 2. Proof of Insurance required:**
 - a. General liability insurance of at least five hundred thousand dollars (\$500,000.00) for personal injury and one hundred thousand dollars (\$100,000.00) for property damage; and
 - b. Umbrella coverage of at least one million dollars (\$1,000,000.00) on an occurrence basis and must include coverage for personal injury or death, contractual liability, premises liability, medical damages, and explosion and collapse hazards.
- 3. Restoration Plans in compliance with Section 34-232 of City Ordinances (if pavement is excavated or otherwise damaged)**
- 4. A traffic control plan in accordance with the TMUTCD (if there are lane closures)**
- 5. Tree Survey (if trees are impacted).**



**CITY OF SHAVANO PARK
PERMIT INFORMATION FOR WORK IN RIGHT-OF-WAY**

All work in City Right-of-Ways is controlled by Chapter 34 of the City of Shavano Park Code of Ordinances, ARTICLE V. - PUBLIC RIGHT-OF-WAY MANAGEMENT. The following is a synopsis of the requirements of the Ordinances:

1. No person or entity shall perform any construction of facilities in the right-of-way without first obtaining a right-of-way permit.
2. Construction considered an emergency relating to existing facilities may be undertaken without first obtaining a permit from the City. However, a contractor shall notify the director's office as promptly as possible ([210.493.3478](tel:210.493.3478) or contact@shavanopark.org) after beginning the emergency construction.
3. The City may require a pre-construction meeting with the applicant.
4. No Right-of-Way Permit shall be issued without complete payment of required fees.
5. A copy of the right-of-way permit and approved engineering plans shall be maintained at the construction site and made available for inspection.

Authorized hours of right-of-way construction. Unless approved in writing by the director, any work activity governed by this article is restricted to the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, except for city holidays.

Construction Standards. All work shall be performed by the applicant at the expense of the applicant, in accordance with the following:

- (1) All gas, oil, water, sewer, electric, telephone and public utility mains, feeders and conduits laid in the streets, alleys and public property in the City shall be laid with the top of the pipe at least two (2) feet below the surface of the ground and all gas service pipes from such mains to the property lines shall be laid with the top of such pipe at least sixteen (16) inches below the surface of the ground. All such pipes shall be so laid as not to interfere in any manner with water pipes or mains, sanitary sewers or storm sewers or pipes, cables or conduits of other utilities already installed. At street intersections, street and alley intersections or other place where it is likely that the street grade will be lowered, the mains, service pipes, etc. shall be laid at a greater depth than two (2) feet, as specified in the permit.
- (2) Paving shall be saw cut to at least one (1) foot on each side of trench.
- (3) A clean, vertical wall excavation in line with and no larger in plan than the surface cut to a depth of three (3) feet is reached is required. Below the three-foot depth, the excavation may be widened as the depth increases. Adequate shoring must be used to prevent collapse during the work. Where any dispute exists as to shoring requirement, it shall be resolved by the decision of the City Engineer.
- (4) The excavator, while the excavation is open, must have it barricaded and protected with flares until the excavation has been approved for backfilling and until the same is backfilled. Nothing herein shall be construed as limiting the responsibility of the excavator in seeing

that the excavation is made safe for traffic and pedestrians who may use the street, alley and other public property.

- (5) All trenches shall be backfilled promptly but only after the lines have been placed, tested, inspected and the City certifies that it is in accordance with the city ordinances, regulations and specifications.
- (6) Backfilling shall be done in six (6) inch layers and pneumatic hand-tamped or otherwise compacted to insure adequate density. The required density shall be equivalent to a ninety (90) per cent Proctor Density and shall be approved before base or other topping is applied.
- (7) For asphalt paving, a six (6) inch concrete base shall be poured. The concrete shall be of two thousand (2,000) psi specification and contain no reinforcing.
- (8) The concrete shall be covered after inspection with asphalt the same thickness and equivalent specifications as the original asphalt.
- (9) If work requires lane closures, contractor must submit a traffic control plan in accordance with the TMUTCD.
- (10) If work required the cutting down of trees or providing root protection then a tree survey must be submitted.

Restoration required. An applicant shall restore property damaged or destroyed by construction on or adjacent to the right-of-way to a condition that is as good as or better than the pre-existing condition of the right-of-way or adjacent property, as determined by the director. Streets shall be restored based on their Pavement Condition Index (PCI) prior to construction, as determined by the director during the application process.

After permit is submitted the City shall provide the PCI condition of the street and require contractor to submit restoration plans.

Inspections required. (1) Backfill (prior to surface patch) and (2) Final inspection. The initial inspection is included in the permit application fee. Any failed inspection that requires a re-inspection will be assessed a re-inspection fee of \$50.

Insurance required. An applicant shall provide documentation showing proof of the following insurance:

- a. General liability insurance of at least five hundred thousand dollars (\$500,000.00) for personal injury and one hundred thousand dollars (\$100,000.00) for property damage; and
- b. Umbrella coverage of at least one million dollars (\$1,000,000.00) on an occurrence basis and must include coverage for personal injury or death, contractual liability, premises liability, medical damages, and explosion and collapse hazards.

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900 Saddletree Court
Shavano Park, TX 78231

Non-transferability of permits. No permit issued under this article shall not be transferable from the applicant receiving the permit to another person or entity without the written approval

Penalties.

- (1) *Pavement degradation recovery penalty:* The pavement degradation recovery penalty is due upon failure of an applicant's restoration within 1 year after completion or upon failure of an applicant to restore the right of way. Fees will be assessed on a basis of \$50.00 per square yard of right-of-way which experienced failure.
- (2) *Unpermitted work penalty:* With the exception of emergencies, any work done in the public right of way without first obtaining a permit will result in a penalty of \$500.00 per day of unpermitted work.
- (3) *Non-COMPLIANCE with TMUTCD penalty:* In the event of non-compliance with the TMUTCD standards the city shall levy a civil penalty of \$1,000.00 for each observed incidence.
- (4) Failure to relocate facilities in the time allowed will result in a penalty of \$100.00 per day for each day of delay.