



RIGHT-OF-WAY (ROW) PERMIT APPLICATION

The City of Edinburg requires a ROW permit for:

- Any work in the right-of-way including, but not limited to (those require an additional form for the specific type of work):
 - Curb and gutter removal and replacement
 - Driveway Apron Replacements*
 - Street Cuts
 - Planting Trees or Removing Trees*
 - Service Walks
 - All Sump Pump Connections
 - Utility Improvements / Repairs
 - Work where sidewalk will be removed and replaced

Please complete the checklist below and include the following items with the submittal package to:

City of Edinburg
 Edinburg Service Center
 Department of Public Works
 1201 N Doolittle Rd.
 Edinburg, Texas 78539
 (956) 388-8210
 Hours M-F 8 AM to 5 PM

Provided			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Plat of Survey highlighting the area in which the work will be conducted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. A Surety Bond must be provided for contractors only for either: <ul style="list-style-type: none"> a. \$10,000 or 1.5 times the estimate of cost of work, whichever is greater, being site specific by indicating the address of the job site OR b. \$75,000 to perform & Complete work for a period of one calendar year from the effective date of the bond
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Insurance Certificates must be provided: <ul style="list-style-type: none"> a. Contractors need Certificates of insurance listing the City of Edinburg as Additional Insured b. Homeowners do not need to provide anything.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A Copy of a TXDOT and/or County Permit, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Residential Driveway Apron Permit Application & \$48 recording fee, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Agreement for Non-Standard pavement or Sidewalk & a \$52 recording fee, if applicable.

- 7. Protected Tree Removal Application Form, if applicable.
- 8. Traffic Control Plan, if applicable.

Applicant is responsible to call DIGGTESS (Texas811) to obtain locations of underground utilities and Contact the City of Edinburg for Water and Sewer Line spotting (956-388-8212) prior to excavating.

Please allow a minimum of one (1) week for permit review and issuance of either permit or comments from the date of submittal.

Please allow a minimum of twenty four (24) hours' notice prior of any street closures.

When designing and replacing existing material please use the details in the 2014 Standards Manual (available at <http://www.cityofedinburg.com/engineer.php>) to comply with City standards. If at any time there are questions regarding any of this information please contact the Department of Public Works or the Engineering Department.

Please contact the Engineering Department at least 48 hours in advance to schedule a **REQUIRED INSPECTION**. Required Inspection include:

- **Curb:**
 - Inspect proof roll of sub-grade and base
 - Inspect forms, rebar, and cur thickness before pouring
 - Inspect grades of the curb to positive drainage
 - Final inspection when restoration/new is completed
- **Driveway Apron:**
 - Inspect width at curb and sidewalk
 - Inspect forms and Slopes before pouring
 - Final inspection when restoration/new is completed
- **Junction Box / Sump Pump Connections:**
 - Inspect connection point to junction box
 - Inspection grade in conjunction with curb or overflow route
 - Final inspection when restoration/new is completed
- **Sidewalk:**
 - Inspect sidewalk depth and thickness
 - Inspect forms, slopes and expansion joints before pouring
 - Inspect grade in conjunction with curb or overflow route
 - Final inspection when restoration/new is completed
- **Utility Improvements:**
 - Ensure that there is proper installation, including trench protection and backfill
 - Ensure proper slope and grades
 - Inspect connections points
 - Inspect backfill and compactions
 - Inspect Pavement and landscape
 - Verify proper testing has been completed (air, vacuum, mandrel, televised, etc.)
- **Utility Repairs:**
 - Ensure that proper connection or repair has been made with trench backfill as necessary
 - Inspect backfill and compaction
 - Inspect roadway or pavement replacement meeting specifications
 - Final inspection when restoration is completed
- **Mailboxes:**
 - Inspect to make sure that installation complies with United States Postal Service code.

NOTE: not every application will require each inspection. Please contact the Department regarding questions about inspections.

Please refer to the 2014 Engineering Standards Manual for Specifications and details.

CITY OF EDINBURG RIGHT-OF-WAY PERMIT APPLICATION

Application Date: _____

I, _____, do hereby apply for a permit for the following described

Work located at _____

Estimated Cost: \$ _____

Description of proposed work: _____

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Curb | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Mailbox |
| <input type="checkbox"/> Driveway Apron | <input type="checkbox"/> Utility Improvement | <input type="checkbox"/> Parkway Tree |
| <input type="checkbox"/> Junction Box/Sump Pump | <input type="checkbox"/> Utility Repair | <input type="checkbox"/> Other _____ |

Estimated time from commencement of construction until restorations are complete: _____

Construction will be completed in:

- Driveway Only ½ of Street Full Street

Other- Describe location: _____

Owner of the Property:

Name: _____

Address: _____

City: _____

State, Zip: _____

Telephone #: _____

Email: _____

Applicant:

Name: _____

Address: _____

City: _____

State, Zip: _____

Telephone #: _____

Email: _____

General Contractor:

Contractor:

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State, Zip: _____

State, Zip: _____

Telephone #: _____

Telephone #: _____

Email: _____

Email: _____

I agree to comply with the City of Edinburg’s Engineering Standards, I further agree to indemnify the City of Edinburg and its employees for any loss, liability or damages that may result or accrue from or because of the conduct of the applicant, its employees and/or agents relating to the work covered by the permit. I also agree to conform to OSHA guidelines for work completed in open trenches and/or confined spaces.

Applicant Signature: _____

Date: _____

FOR STAFF USE ONLY

Date Permit Received: _____

Received By: _____

Permit # _____

City Franchised Operator	Yes	No	
Bond Required	Yes	No	Amount _____
Cash deposit Required	Yes	No	Amount _____
Approved	Yes	No	By _____ Date _____

EXHIBIT OF WORK

INSURANCE INFORMATION