



**RIGHT-OF-WAY/EASEMENT
CONSTRUCTION PERMIT
APPLICATION**

Revised 1/1/2021

CONTRACTOR INFORMATION (must be registered with the Town of Northlake)

Company: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Fax: _____
Email: _____

SUB-CONTRACTOR INFORMATION (must be registered with the Town of Northlake)

Subcontractor: _____ Project Foreman: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Fax: _____
Email: _____

CLASSIFICATION OF PERMIT

New Installation in ROW Situations Customer Service Tap on Pre-Existing Line Emergency Repair

Specific Site Location:

Type of Construction:

Bore Set Utility ROW Excavation: _____ Depth: _____ Linear Feet

Trenching/Plowing: _____ Depth: _____ Linear Feet

Required Utility Locates:

Sewer Telephone/Electric Natural Gas Water

Other: _____

Describe type of construction:



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PERMIT REQUIREMENTS

Submittal requirements: email the following to M.J. Randolph: mrandolph@town.northlake.tx.us for plan review.

- Completed ROW/Easement application form. (Allow 2 weeks to process)
 - a.) Use of ROW may require a ROW construction agreement approval by Town Council or franchise agreement if applicable.
 - b.) Crossing of established floodplains may require a separate Floodplain Development Permit.
- Provide vicinity map showing termination location of pipeline at both ends.
- Provide plan/profile of actual crossing location showing all known utilities within ROW (use MTP ultimate width).
- Provide projected start and completion dates.
- All crossings to be encased full width of ultimate ROW based on thoroughfare plan.
 - a.) If roadway not shown on thoroughfare plan, use 62'
 - b.) Designate casing type (min. schedule 40 steel)
 - c.) Install markings at existing ROW line (fence line) both sides
 - d.) bore holes of 1" greater diameter than casing shall be pressure cement grouted
 - e.) specify and provide leak-proof end-seals
- All roadway crossings to be bored by auger or other approved dry method. No tunneling or wet bores allowed without special approval.
- Top of encasement shall be a minimum of 7' below the lowest ditch line or 7' below roadway crown, whichever is deeper.
- Uncased crossing may be considered if applicant provides
 - a.) Minimum 8' below the lowest ditch line or 8' below roadway crown, whichever is deeper.
 - b.) Minimum 1 step increase in design pipe wall thickness.
- ROW excavation will require compaction testing to 95% SPD at field determined locations by inspector; surface to be restored to original or better conditions.
- Pipelines parallel to existing ROW shall be aligned with future thoroughfares and set back no closer to centerline than 4' inside ultimate ROW line.
- Cross country pipelines are requested to provide safety tape at 1 foot above top of pipe with pipe cover at minimum 4 feet below existing grade.
- Traffic control devices required in accordance with TxDot Uniform Manual for Traffic Control or as agreed with Public Works.
- Environmental controls as specified under TCEQ permit requirements.
- Notify Public Works at 940-465-1664 a minimum of 72 hours prior to work after receiving approved permit from Public Works Director.

Administrative Review Performed on: _____, 20____

Public Works Director: _____

APPLICANT INFORMATION

Applicant is: Owner Contractor Other: _____

I have carefully examined the completed application and know the same to be true and correct, and hereby agree to comply with all applicable Ordinances of the Town of Northlake whether herein specified or not. I, the undersigned, do hereby certify that I am the authorized agent/contractor/owner of the property above described and that I am applying for this permit at the request and with the permission of the same. I authorize the Town's Inspector to enter my property to complete any inspections necessary in conjunction with the issuance of the permit.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____