



NETWORK NODE APPLICATION

Public Works Department

Date Submitted: _____

Permit #: _____

Registration Requirements

1. All new contractors and franchise owners must now register online via MyGov. Please use the following links:

- [Request a New Contractor Registration](#)
- [Renew a Contractor Registration](#)
- [Create a Log In](#) (used to submit permits/request inspections)
- [MyGov Guide](#)

2. Typical registration includes uploading the following information:

- Current Driver's License
- Certificate of Liability Insurance (COI)
- Surety Bonds

Contractor Type	1-Year Registrations
ROW Contractor	\$125.00
ROW Franchise Owner	No fee

3. Fill out Registration ID information on file with the Town of Westlake:

Type	Contractor Name	Business Name	Registration Id#
Contractor			
Owner			

Contractor Information

Company: _____

Contact: _____

Address: _____

City, State, ZIP: _____

Office Phone: _____

Email: _____

Mobile Phone: _____



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Landowner/Company Information

Company: _____

Contact: _____

Address: _____

City, State, ZIP: _____

Office Phone: _____

Email: _____ Mobile Phone: _____

Sub-Contractor List

- List any subcontractors that will be involved with the project
- Subcontractors must be registered before issuance of permit

Type	Contractor Name	Business Name	Registration Id#

Anticipated Construction Timeline

- I understand that I am required to notify the Town twenty-four (24) hours before construction will begin
- I understand that all town codes and state and federal laws must be followed, and the construction must be performed in a good and workman like manner

Anticipated Duration	Start Date	End Date



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Authorization to Use ROW

1. Check which method of Authorization

- Franchise** – if checked, provide Ordinance # and date: _____
- License** – if checked, provide Ordinance # and date: _____
- State Law** – if checked, check the applicable box below:
 - Utilities Code Chapter 66** – if checked, proceed to Q4 below
 - Local Government Code Chapter 283** – if checked, proceed to Q4 below
 - Local Government Code Chapter 284** – if checked, proceed to Q2 below
 - Other:** _____ – if checked, proceed to Q4 below

Network Nodes

2. Will facilities be located on a town structure?

- YES** – proceed to Q3
- NO** – proceed to Q4

3. Is there an agreement on file with the Town for the structure?

- YES** – attach the applicable Agreement
- NO** – **YOU MUST OBTAIN AN AGREEMENT WITH THE TOWN BEFORE PROCEEDING**

4. Identify each Network Node location (if beyond 10, attach more of this sheet)

Node	Node ID #	Address / Intersection	Latitude (WGS 1984)	Longitude (WGS 1984)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



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5. Identify each Network Support Pole Location (if beyond 5, attach more of this sheet)

Pole	Pole ID #	Address / Intersection	Latitude (WGS 1984)	Longitude (WGS 1984)
1				
2				
3				
4				
5				

Indemnity, Certification and Signature

- I. I understand that Municipal Authorization to use the right-of-way does not extend to the use of any other property or facilities and does not address or allow the use of third-party facilities and does not allow the use of adjacent private property
- II. I have read and completed and know the same is true and correct and hereby agree that if a permit is issued all provisions of the Town Ordinances, Adopted Codes and State Laws will be complied with weather herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or his duly authorized agent.
- III. To the extent allowed by state law, each person placing facilities in the public rights-of-way shall agree to promptly defend, indemnify and hold the town harmless from and against all damages, costs, losses or expenses
 - (i) For the repair, replacement, or restoration of town's property, equipment, materials, structures and facilities which are damaged, destroyed or found to be defective as a result of the person's acts or omissions,
 - (ii) From and against all claims, demands, suits, causes of action, and judgements for
 - (a) Damage to or loss of the property of any person (including, but not limited to the person, its agents, officers, employees and subcontractors, town's agents, officers and employees, and third parties); and/or
 - (b) Death, bodily injury, illness, disease, loss of services, or loss of income or wages to any person (including, but not limited to the agents, officers and employees of the person, person's subcontractors and town, and third parties), arising out of, incident to, concerning or resulting from the negligent or willful act or omissions of the person, its agents, employees, and/or subcontractors, in the performance of activities pursuant to this article.
- IV. This indemnity provision shall not apply to any liability resulting from the negligence of the town, its officers, employees, agents, contractors, or subcontractors.
- V. The provisions of this indemnity are solely for the benefit of the town and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.



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By signing this application, you are agreeing to comply with all applicable ordinances, including the [Right-of-Way Management ordinance](#) and agreeing to the indemnity terms above.

Contractor Name:

Signature of
Contractor:

Date:

Owner Name:

Signature of
Owner:

Date:



NETWORK NODE CHECKLIST

Public Works Department

Date Submitted: _____

Permit #: _____

Plan Requirements

Please fill out the checklist below in accordance with [Chapter 79 - Right of Way Management](#) of the Town of Westlake Code of Ordinances. Where a box is not checked, provide an explanation as to why this it is not applicable.

Plans Details:

- Two (2) half size copies of constructions plans and one (1) PDF set drawn to scale of 1 inch = 50 feet;
- Complete legend of drawings;
- Approximate location and route of all facilities to be constructed;
- Street view and aerial map;
- Current ROW lines and existing town facilities;
- Proposed underground conduit, type of casing required, overhead lines, network nodes, ancillary equipment or any other facilities to be installed;
- Cross-sectional profiles;
- Existing utilities and any existing or potential utility conflicts;
- Existing town pole or pole or light structures;
- Location of any school grounds adjacent to the ROW to be utilized

Additional Details:

- Location of all right-of-way and utility easements which applicant plans to use;
- All existing town utilities in relationship to applicant's proposed route;
- Proposes installations, such as network nodes, poles, pipes, size, number of innerducts, valves, or other facilities;
- Plans to remove and replace asphalt or concrete in streets (include the town standard construction details);
- Drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, network nodes, micro-network nodes, or other facilities, including depth located in public right-of-way;
- Handhole and/or manhole typicals of type of manholes and/or handholes applicant plans to use or access

Support Pole Details:

- Detail showing depth of anchor;
- Scaled dimensional drawings of the proposed pole;
- Spacing from existing curb, driveways, sidewalks, light poles, or other poles and appurtenances
- Before and after street view image

Traffic Control Plan:

- Traffic control measures;
- Advance warning signs, markers, barricades or cones that are to be used
- SWPPP;
- Erosion control measures to be used
- Trench Safety



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Plan Notes:

1. No facilities to be installed will obstruct an existing or planned sidewalk, walkway, bicycle lane for lane of vehicular traffic.
2. No facilities will interfere with town public safety radio system, traffic signal lights system or other town systems.

Is this project in State ROW?

- Yes – provide applicable permit (TxDOT, TRC, other state or federal authority)
- No

Record Plans/Files

- Right-of-way users will provide the town manager or designee with plans of record within 90 calendar days of completion of facilities in the right-of-way.
- All the items listed in the checklist above shall be submitted and updated in the plans of record.
- Submittal of plans of record shall be in digital format (PDF, .dwg, .shp)
- Users shall maintain accurate maps and other appropriate records of its facilities as they are actually constructed in the rights-of-way, including, upon request, the use of Auto CAD/GIS digital format.
- User will provide additional maps to the town upon request.