



ROW CONSTRUCTION APPLICATION

Town of Westlake | 1500 Solana Boulevard, Building 7, Suite 7200 | Westlake, TX 76262

Phone: (817) 490-5729

Email: publicworks@westlake-tx.org

DATE SUBMITTED: _____ PERMIT #: _____

Contractor Information

Contractor Name:	
Company Name:	
Address – City – State – Zip:	
Phone:	Email:

Subcontractors

	Business Name	Email	Phone
Subcontractor 1:			
Subcontractor 2:			
Subcontractor 3:			

Owner Information

Land Owner Name:
Address – City – State – Zip:
Phone:

Project Description

Address:					
Subdivision:		Block:		Lot:	
Utility Type (check all that apply):	Gas	Electric	Cable	Water/Sewer	Other:
Type of Work (check all that apply):	Soil Bore	Trenching	Plowing	Excavation	Underground
	New Installation or Construction	Replace or Upgrade	Customer Service Tap	Emergency Repair	Aboveground
	Relocate	New Conduit	Existing Conduit	Pavement Cut	Other:
Depth of work (ft):			Total Linear Feet:		



ROW CONSTRUCTION APPLICATION

Town of Westlake | 1500 Solana Boulevard, Building 7, Suite 7200 | Westlake, TX 76262

Phone: (817) 490-5729

Email: publicworks@westlake-tx.org

Anticipated Duration (days):	Start Date:	End Date:
Description of Work:		

Right-of-Way Permit Drawing

New installations will be tied to the Town’s GPS control and location referenced to Right-of-Way and existing edge of pavement where applicable. All construction work requires applicable line locates prior to any excavation. All drawings must show the following:

- (a) Two (2) full size copies of constructions plans and one (1) PDF set drawn to scale of 1 inch = 50 feet;
- (b) Sectional details showing depth of anchors for poles and/or any other proposed equipment including spacing from exiting curb, driveways, sidewalk, light poles, and other pole or appurtenances;
- (c) Detail of the location of all right-of-way and utility easements which applicant plans to use;
- (d) Detail of all existing town utilities in relationship to applicant's proposed route;
- (e) Detail of what applicant proposes to install, such as network nodes, poles, pipes, size, number of innerducts, valves, or other facilities;
- (f) Detail of plans to remove and replace asphalt or concrete in streets (include the town standard construction details);
- (g) 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;
- (h) Handhole and/or manhole typicals of type of manholes and/or handholes applicant plans to use or access;
- (i) Complete legend of drawings submitted by applicant;
- (j) Traffic control plan, SWPPP, and trench safety plan;
- (k) Any additional information requested by staff per Chapter 79 of the Code of Ordinances.

Additional Requirements

- Contractors must register with the Town of Westlake as a ROW contactor;
- Contractor shall provide proof of insurance and bonds as required by Chapter 79 of the Code of Ordinances;
- Contractor must provide a copy of any permit or approval issued by federal or state authorities for work in federal or state right-of-way located in the Town of Westlake;
- Underground services located prior to permit issuance;
- Contractor is responsible for all line locates and lane closures (MUTCD standards);
- Call Public Works Department at 817-490-5729 to schedule locates for water and sewer utilities;
- Contractors shall be responsible for the protection, replacement or relocation of trees and existing ground cover disturbed;
- All projects shall include erosion control, SWPPP, and methods to clean and clear streets, sidewalks and lots of any mud, debris or other materials caused by construction;
- Approved permits must be picked up at the Town Hall the day before work begins and retained on the work site during the entire construction process;



ROW CONSTRUCTION APPLICATION

Town of Westlake | 1500 Solana Boulevard, Building 7, Suite 7200 | Westlake, TX 76262

Phone: (817) 490-5729

Email: publicworks@westlake-tx.org

- Upon issuance, permit will be null and void if construction has not begun within 180 days;
- Contractor shall contact the Town at least 24 hours in advance of the project unless authorized elsewhere and 24 hours prior to completion of work;
- Record drawings must be furnished to the Town by the contractor within 90 calendar days of completion of facilities in the right of way along with CAD(.dwg)/GIS(.shp) files;
- Contractor must restore work area to as good or better condition and mechanically compact all trenches;
- All applications shall include a before and after street view image;

Required Signatures

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.

Applicant shall indemnify and forever hold the Town of Westlake, Texas 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 Town if such permit is granted, unless otherwise provided in law.

Applicant does hereby indemnify and forever hold harmless the Town of Westlake, Texas, against any and all negligent acts, errors or omissions of the applicant's employees and contractors.

Contractor Name:

Signature of Contractor:

Date:

Owner Name:

Signature of Owner:

Date:
