



## ROW Application Checklist

Registered utility providers applying for a Right of Way Permit to conduct work within public Right of Way (ROW), pursuant to the ROW Construction Management Ordinance 19-2439, may use this checklist to ensure an accurate, complete submittal, and prevent delays or denial of applications.

**Applications must be submitted online in Community Development (e-TRAKiT),** by a company pre-registered with the City of Denton Public Works Inspections Division. Login information is acquired during the registration process, which must be complete prior to applying for a permit. Refer to the last page of this checklist for ROW permit applicability.

### DOCUMENTATION

Documentation illustrating the scope of the proposed work must be attached with the application at the time of submittal.

An application will not be considered complete or distributed for review without all items listed in the table below as required, at minimum. Documents listed as optional may be necessary based on the scope of work, preemptive submission of which will aid in timely processing of a request.

### RIGHT OF WAY APPLICATION DOCUMENTS

APPLICATION SUB-TYPE & DESCRIPTION	REQUIRED DOCUMENTS	OPTIONAL DOCUMENTS
<b>Repair/Replacement</b>		
Exchange or maintenance to an existing facility without any change to its material composition, function, location, and size.	Construction Plan	Utility Profile/ Cross-sections
	Traffic Control Plan	Erosion Control Plan
	Public Notice	City Standard Details
		Letter of Authorization
		Construction Schedule
		Before/after images of installation
<b>New Service Connection or Extension of Service Area - Underground ONLY</b>		
Underground installation of a facility where none previously existed, which excludes aerial attachments to utility poles.	Construction Plan	Erosion Control Plan
	Utility Profile/ Cross-sections	City Standard Details
	Traffic Control Plan	Letter of Authorization
	Public Notice	Construction Schedule
		Before/after images of installation



New Service Connection or Extension of Service Area - with Aerial Attachments		
Installation of aerial attachments to utility poles where none previously existed, which may also include ground level facilities.	Construction Plan	Utility Profile/ Cross-sections
	Traffic Control Plan	Erosion Control Plan
	Letter of Authorization (if DME poles)	City Standard Details
	Public Notice	Construction Schedule
		Before/after images of installation
Disconnection of Service		
Removal of existing or abandoned facilities.	Construction Plan	City Standard Details
	Traffic Control Plan	Letter of Authorization
	Public Notice	Construction Schedule
Upgrade of Existing Facility - Underground ONLY		
Exchange of an existing facility with significant alteration in material composition, function, location, and/or size, and which excludes aerial attachments to utility poles.	Construction Plan	Erosion Control Plan
	Utility Profile/ Cross-sections	City Standard Details
	Traffic Control Plan	Letter of Authorization
	Exhibit of Material Changes	Before/after images of installation
	Public Notice	Construction Schedule
Upgrade of Existing Facility - with Aerial Attachments		
Alteration of material composition, function, location, and/or size of existing aerial attachments to utility poles, which may also include ground level facilities.	Construction Plan	Utility Profile/ Cross-sections
	Traffic Control Plan	Erosion Control Plan
	Exhibit of Material Changes	City Standard Details
	Letter of Authorization (if DME poles)	Before/after images of installation
	Public Notice	Construction Schedule
Relocation		
Mandated spatial adjustment to an existing facility at the bequest of the City, to accommodate public improvements or use of ROW.	Construction Plan	Erosion Control Plan
	Traffic Control Plan	City Standard Details
	Utility Profile/ Cross-sections	Letter of Authorization
	Public Notice	Construction Schedule
		Before/after images of installation
Temporary Traffic Control (only)		
Use of Temporary Traffic Control without any other ROW construction activity.	Traffic Control Plan	Letter of Authorization
	Public Notice	Construction Schedule



Emergency Repair		
Repairs conducted by a registered utility provider to immediately restore existing service and safety of the ROW. Immediate notice is required.		Construction Plan
		Traffic Control Plan
		Exhibit of Material Changes
		Utility Profile/ Cross-sections
		Letter of Authorization
		Construction Schedule
		Before/after images of installation

Prepare documentation in the table above, as described:

**Construction Plan**

Illustration of the geographical location and extent of a work area, placement of existing and proposed facilities, identification of areas to be excavated, and the staging area for equipment and work vehicles. While engineered plans are not generally required, basic components of a formal construction plan are expected including a title block, legend, and indication of cardinal direction. Utility pole numbers and ownership must be labelled for aerial work. Where appropriate for the scope of work, this plan may also include trench protection or similar safety measures.

**Traffic Control Plan**

Illustration of the placement and type of all traffic control devices to be used about the work area. Traffic Control Plans (TCP) must comply with the Texas Manual of Uniform Traffic Control Devices (TMUTCD), as periodically updated. Typical TCPs from the TMUTCD and/or Texas Department of Transportation (TxDOT) are acceptable if safely applicable to the proposed scope of work, local traffic conditions, and subject street classification and layout.

**Construction Schedule**

As most utility repair/replacement work is substantially complete within a single day, it is standard for a fully reviewed and issued ROW Permit to be valid for two months from the date of issuance. For any work in the ROW that will take longer than one week to complete, submittal of a construction schedule is recommended to describe any planned phasing of the work, known material/equipment obstacles or other make-ready work required, and including the anticipated date to begin and end construction.

**Public Notification**

Informational material such as a flyer, door hanger, or letter which is to be distributed by the applicant to property owners adjacent the work area after a ROW permit is issued, prior to submission of a locate ticket, and in advance of commencement of construction. The notice must include contact information for the utility, brief description of the work, and anticipated construction dates (which may be updated once a permit is issued, prior to distribution).



**Utility Profile/ Cross-section**

Illustration of the proposed placement of a facility in proximity to adjacent utilities. Mitigating measures in situations where the minimum separation (24" from nearest surface) from adjacent city utility lines and/or minimum depth (36" below top of curb) should be made clear on the plan.

**Letter of Authorization**

Describes any written pre-approval applicable to the work, including but not limited to, work upon TxDOT or UPRR Rights of Way, collocation on DME utility poles, or encroaching private property.

**City Standard Details**

Specifications of the City of Denton which establish minimum standards for construction and repair of (excavated) City infrastructure.

**Before/after images of installation**

Images and/or photos illustrating how the existing ROW will be

**Erosion Control Plan**

Illustration of the placement and type of erosion control measures to be used about the work area for watershed protection. Plan required where the impacted work area is an acre or more.

**Exhibit of Material Changes**

Technical specifications, illustrations, and/or itemized list identifying existing materials, how they will be upgraded or revised, and how the change may impact service, functionality, or access and use of the ROW.

## REQUIRED INFORMATION

Prepare to provide the following general information pertaining to the proposed work:

- Utility provider's local contact: company, name, phone, address, and email
- General Contractor's local contact: company, name, phone, address, and email
- Location and scope of the proposed work
- Anticipated work schedule

## FEES

Fees may apply dependent upon the utility providers registration status, as posted on Development Services fee schedule.



## SUBMISSION & REVIEW

**Applications must be submitted online in e-TRAKiT by a registered company, here:**

<https://dntn-trk.aspgov.com/eTRAKiT/>

Login information is acquired during the ROW Utility Provider Registration process, which must be complete prior to applying for permits.

Submitted applications will be reviewed and approved or denied within 10 business days. An expedited review of two business days may be requested for more urgent work upon showing reasonable cause for urgency which is acceptable to the Public Works Inspections Division. Expedited application fees apply.

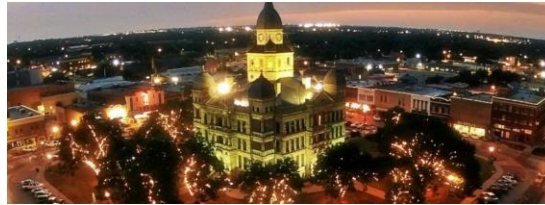
If an application under review escalates to an emergency repair as defined by the ROW Construction Management Ordinance, the utility provider should promptly contact Development Services at (940)349-8360 to change the pending application type to an emergency repair, and expedited review.

For additional assistance with applying, contact:

City of Denton  
Development Services Center  
401 North Elm Street  
Denton, Texas 76201  
(940)349-8360

## RESOURCES

Additional resources pertaining to ROW construction are available online at [www.cityofdenton.com](http://www.cityofdenton.com), including the process and frequently asked questions on scheduling required inspections for an issued permit, City of Denton Standard Specifications & Details, ROW Construction Management Ordinance, and Development Services Fee Schedule.



## APPLICABILITY

ROW Permits apply to construction activities requiring any of the following within public ROW or other easements dedicated for City use:

- Excavation
- Installation of new facilities
- Temporary traffic control devices
- Occupation of a work area in the ROW

As ROW is established by filed plat, prior to construction or acceptance of public improvements, the applicability of permits extends to construction within a land development and any improvement that is not specifically covered by an itemized exhibit and development contract with the City of Denton.

ROW Permits do not generally apply to activities for beautification of landscaping (mowing, planting, pruning) unless paving excavation or traffic control will be required to safely complete the work. However, it is still important to follow excavation guidelines and utility location process of the Texas Pipeline Damage Prevention Program, as administered by the Railroad Commission of Texas, to prevent damage to underground utility lines.

Public Utility Easements are excluded from the Right of Way by definition, so permits will not be required for work limited to a PUE, if the work does not impact adjacent ROW.