

ROW Contractor Registration Form

A ROW Utility Provider with an existing, active registration must complete and submit this form to request that a ROW Contractor act on their behalf regarding ROW construction activity and/or applications; amending their existing ROW Utility Provider Registration.

This form may also be used to notify that an existing ROW Contractor will no longer be representing the ROW Utility Provider and remove their access to act on behalf of the utility company in eTRAKiT.

Omissions or inaccuracies on the form may result in processing delay or denial of the request.

REGISTRATION NUMBER: _____
VALID DATE RANGE: ___ / ___ / ___ - ___ / ___ / ___
APPLICABLE FEES: _____
*** THIS BOX TO BE COMPLETED BY CITY OF DENTON ***

UTILITY PROVIDER CONTACTS

This request is submitted by:

ROW UTILITY PROVIDER CONTACT

Registration Number: _____

Company: _____ Contact Name: _____

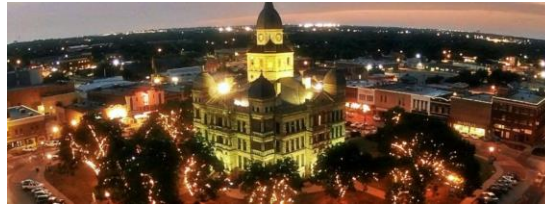
Address: _____ City: _____ State: _____ Zip: _____

Office Phone: (_____) _____ - _____ Cell Number: (_____) _____ - _____

Email Address: _____

The entity above hereby requests that the contracted company identified below:

- Be granted access to submit permit applications, request inspections, and represent the utility regarding ROW construction activity.
- Have an existing account **deactivated** such that they will no longer be able to represent the utility regarding ROW construction activity.



CONTRACTOR CONTACTS

In the space below, list all contacts for the construction company subject to this request.

CONTRACTOR

Company: _____ Contact Name: _____
Address: _____ City: _____ State: ____ Zip: _____
Office Phone: (____) ____ - _____ Cell Number: (____) ____ - _____
Email Address: _____

CONTRACTOR

Company: _____ Contact Name: _____
Address: _____ City: _____ State: ____ Zip: _____
Office Phone: (____) ____ - _____ Cell Number: (____) ____ - _____
Email Address: _____

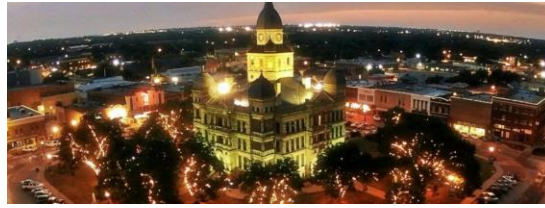
CONTRACTOR

Company: _____ Contact Name: _____
Address: _____ City: _____ State: ____ Zip: _____
Office Phone: (____) ____ - _____ Cell Number: (____) ____ - _____
Email Address: _____

CONTRACTOR

Company: _____ Contact Name: _____
Address: _____ City: _____ State: ____ Zip: _____
Office Phone: (____) ____ - _____ Cell Number: (____) ____ - _____
Email Address: _____

Include additional copies of this page if more space is required.



SUBMISSION & REVIEW

Complete registration requests may be submitted online in Community Development under “apply for Contractor AEC” from the online eTRAKiT portal at <https://dntn-trk.aspgov.com/eTRAKiT/>

Upload this form and all supporting documentation in TRAKiT to ensure timely processing of the request.

Or, deliver to:

City of Denton
Public Works Inspection Division
Development Services Center
401 North Elm Street
Denton, Texas 76201
(940)349-8910

Registration requests will be reviewed within 30 business days of submittal of all required documentation, information, and fees.

If the registration request is granted by the City of Denton Public Works Inspection Division, the applicant will be provided with the registration number and additional direction for how to access and apply for ROW permits in eTRAKiT.

MAINTAINING REGISTRATION

Any change to an approved registration request, such as utility contacts, contractors, insurance coverage, or transfer of ownership, must be reported in writing to the City by the utility provider within 30 days, and prior to application for any permit.

Good standing with the registration requirements, state, federal, and city codes, city specifications, and policies of the Public Works Inspection Division for coordinating on ROW Construction work is necessary to continue to apply for permits and work within City Rights-of-Way.

APPLICABILITY

Applicants who are not affiliated with a utility provider, and whom will not be installing permanent, privately-owned, infrastructure in the public Right-of-Way, should contact Development Services regarding the registration process for a General Contractor.