



City of Belton

~ Public Works ~

CITY PUBLIC RIGHTS-OF-WAY CONSTRUCTION PERMIT

CITY OF BELTON ORDINANCE NO. 2016-30

PROPOSED CONSTRUCTION START DATE: _____

ESTIMATED COMPLETION DATE: _____

COMPANY INFORMATION

Company Name	_____	Email	_____
Contact Person	_____	Address	_____
Phone*	_____		_____

*Must be 24-hour phone number for contact after business hours and on weekends/holidays.

Type of Utility or Construction. Check all that apply.

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Structural/Civil Construction (i.e., buildings, homes) | <input type="checkbox"/> Certificated Telecommunications Provider | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Grading/Fill | <input type="checkbox"/> Cable or Video Service Provider | <input type="checkbox"/> Water |
| <input type="checkbox"/> Street or Sidewalk Lighting | <input type="checkbox"/> Gas | <input type="checkbox"/> Sewer |
| | | <input type="checkbox"/> Other: _____ |

CONSTRUCTION INFORMATION [ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY OR REQUIRED]

1. Location of Work

- Addresses and nearest intersections
- List locations and widths of rights-of-way (ROW) and easements within area of work
- Detail of all existing utilities in relation to the area of work
- Drawings or plat submitted with Permit Application: **YES or NO**
 - Format: **Electronic or Hard Copies (1 Set)**

Describe Location:

2. Description of Work

- Purpose of work
- Number of pipes/conduit, sizes, depths, boxes, material types, location of all infrastructure being installed
- Describe the protection of existing utilities and infrastructure
- Describe areas where asphalt or concrete will be removed and replaced (provide drawings and details for replacement materials)

Describe Work:

3. Will traffic or driveways be blocked at any time? A traffic control plan is required if a collector or arterial is affected.

Describe lane closures, times, durations, and traffic control plan:

Return Form to: City of Belton Department of Public Works
 Attn: Director of Public Works, P.O. Box 120, Belton, Texas 76513
 Or electronically to: publicworks@beltontexas.gov



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MATERIALS

Backfill Materials to be used (check all that apply)

- Gravel; Depth: _____
- Native Soil; Depth: _____
- Flowable fill; Depth: _____
- Washed Sand; Depth: _____
- Crushed Limestone; Depth: _____
- Other: _____

Surface Replacement (check all that apply)

- Concrete driveway; Qty: _____
- Curb and gutter; LF: _____
- Concrete pavement; SF and Depth: _____
- Local Street; min 2-inch Type "D" HMAC; SF: _____
- Collector/Arterials; min 2-inch Type "C" HMAC; SF: _____
- Hydromulch or Sod; Type and Qty: _____
- Other: _____

REQUIREMENTS AND ACKNOWLEDGEMENT

1. Refer to and adhere to City Ordinance 2016-30 for Chapter 20 Sections 141-152 for Construction in Public Rights-of-Way.
2. A person must obtain an approved permit prior to any excavation, construction, installation, expansion, reconstruction, relocation, alternation, removal, maintenance, operation, or repair of the person's facilities.
3. The Director of Public Works may request a pre-construction meeting with the permittee or the user as part of the permit approval process.
4. Once a permit is issued, the person shall contact the City's Construction Inspector at (254) 933-5823 a minimum of forty-eight (48) hours prior to undertaking any work within the public ROW.
5. A copy of an approved permit must be on site at all times. The City reserves the right to close down the job site if an approved permit is not on site.
6. All City of Belton standard details, ordinances, and design guidelines must be followed.
7. All excavation laws apply. At minimum, Texas 811 and the City of Belton shall be contacted for utility locates.
8. Pavement and ROW shall be left at equal or better condition.
9. Permit is only valid for duration stated between the approved start and completion of work time.
10. If the person fails to act upon any permit within 90 calendar days of issuance, the permit shall become invalid and the person will be required to obtain another permit.
11. Upon permit expiration, the permittee must immediately cease all work and/or remove any equipment authorized by the permit unless reapplication is made prior to the expiration date and a new permit is issued.

By this application for a construction permit to perform work within the public right-of-way, I, as the lawful representative of _____, not the contractor but a representative of the facility owner with authority to bind the owner, hereby acknowledge that I agree to the requirements of this permit to the terms and conditions of the City of Belton Ordinance 2016-30 Chapter 20 Sections 141-152.

Name

Signature

Date



City of Belton

~ *Public Works* ~

CITY USE ONLY

Additional Information Required: _____

- | | |
|---|--|
| <input type="checkbox"/> Pre-Photos taken and attached to permit | <input type="checkbox"/> 48-hour notice before construction begins |
| <input type="checkbox"/> Fee paid or waived | <input type="checkbox"/> Pre-construction meeting required |
| <input type="checkbox"/> Permit submitted three (3) business days
notice before beginning construction | <input type="checkbox"/> Certificate of insurance and bond |

Reviewed By: _____
Name Signature Date

PERMIT APPROVED: YES NO

CITY USE ONLY

Post-Construction Inspection Notes: _____

- | | |
|--|--|
| <input type="checkbox"/> Embedment/compaction adequate | <input type="checkbox"/> Post-Photos taken and filed |
| <input type="checkbox"/> Additional work required | |

Reviewed By: _____
Name Signature Date

POST-CONSTRUCTION APPROVED: YES NO