



**CITY OF DESOTO**  
**DEVELOPMENT SERVICES/ENGINEERING DIVISION**  
**R.O.W. PERMIT APPLICATION**

PERMIT NO:

**\*\*This Application Is Not a Permit\*\***

PERMIT MUST BE APPROVED PRIOR TO COMMENCING WORK  
 (PERMIT NUMBER IS REQUIRED)  
 48 HOURS NOTICE REQUIRED FOR CITY LINE  
 LOCATES FOR LINE LOCATE REQUESTS  
 CALL (972) 230-5724

EMAIL APPLICATIONS TO: [jcrear@desototexas.gov](mailto:jcrear@desototexas.gov) or for information call: 972.230.9642

EMERGENCY? YES \_\_\_ NO \_\_\_ If Yes, Describe \_\_\_\_\_  
 LOCATES NEEDED? \_\_\_Water/Sewer \_\_\_Signs/Signals *(All locates must be complete prior to project start date. For City locates, call Janice Johnson @ 972.230.5724. Contractor must obtain own locates.)*

- Failure to fill in ALL information may result in delay of permit approval.
- Application must be the applicant's actual signature, not computer generated or typed.
- One set of plans **MUST** be submitted with this application.
- **The Inspector MUST be notified prior to starting and at the completion of the job.**
- Failure to obtain a permit, show proof of permit or violation of special conditions may result in a citation and/or fine.
- Contact the City of DeSoto Water at (972) 230-5724 to request marking or existing City utility lines.
- This permit will expire on the project completion date listed below—if a project exceeds the estimated completion date the contractor **MUST** apply for a new permit.
- Permit will be voided if work does not commence with **90 calendar days** of permit approval.
- Read the "Conditions of the Permit" page and sign and date at the bottom - failure to do so may delay permit approval.
- PERMIT DOES NOT RELIEVE THE OWNER/CONTRACTOR THE RESPONSIBILITY OF CONTACTING DIG TESS AND OTHER UTILITY OWNERS.
- Fee - For non-franchise utilities (\$ value of work in ROW x 3.5% or \$100.00, whichever is greater)
- Contractor MUST notify all residents in the construction area 24 hrs.in advance of work commencing.

DATE OF APPLICATION: \_\_\_\_\_ VALUE OF WORK (TO BE PERMITTED): \$ \_\_\_\_\_

FEE: (\$ value of work in ROW x 3.5%/\$100, greater of the two) \$ \_\_\_\_\_

LOCATION OF PROJECT *(must be actual physical address – NO CROSS STREETS):* \_\_\_\_\_

NAME AND DESCRIPTION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_

PERMITEE: \_\_\_\_\_  
Contractor/Company Name & Address City/State/Zip Phone #

PROJECT OWNER: \_\_\_\_\_  
Owner/Company Name & Address City/State/Zip Phone #

CONTACT FOR PROJECT OWNER: \_\_\_\_\_  
Name Phone #

LIST OF SUBCONTRACTORS AND TYPE OF WORK EACH WILL PERFORM:

Company Name	Address	City/State/Zip	Type of Work Performed
Company Name	Address	City/State/Zip	Type of Work Performed
Company Name	Address	City/State/Zip	Type of Work Performed
Company Name	Address	City/State/Zip	Type of Work Performed
Company Name	Address	City/State/Zip	Type of Work Performed
Company Name	Address	City/State/Zip	Type of Work Performed

EMERGENCY CONTACT (PRIMARY): \_\_\_\_\_  
Name/Phone #

EMERGENCY CONTACT (SECONDARY): \_\_\_\_\_  
Name/Phone #

JOB FOREMAN/SUPERINTENDENT \_\_\_\_\_  
Name/Phone #

PROJECT START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ PRINTED NAME OF APPLICANT: \_\_\_\_\_  
*(By signing this application, you agree to re-establishing to pre-construction condition, any concrete or landscaping.)*

EMAIL ADDRESS OF APPLICANT: \_\_\_\_\_  
(Please print legibly)

**\*\* AN INITIAL RESPONSE TO THE PERMIT APPLICATION WILL TYPICALLY BE PROVIDED WITHIN 7-10 BUSINESS DAYS.**

For City use below this line \_\_\_\_\_

PERMIT APPROVED BY: \_\_\_\_\_ 1 SET OF PLANS SUBMITTED? \_\_\_ YES \_\_\_ NO

ENGINEERING NOTES/COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_  
Name Phone#

**PERMIT CLOSEOUT:**

COMPLETED AND ACCEPTED  WORK NEVER INITIATED/PERMIT REVOKED

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_



CITY OF DESOTO
DEVELOPMENT SERVICES/ENGINEERING DIVISION

CONDITIONS OF THE PERMIT

- 1. Contractor shall comply with City of DeSoto ordinance for Right-of-Way (ROW) management (Article 3.1100). Plans shall clearly show the proposed facilities with respect to existing roadway, driveways, street intersections and visible structures within 10' of project. Plans shall also include a traffic control plan signed and sealed by a "Licensed Texas Professional Engineer". In addition, the plans shall clearly show the limits of construction, and street names and other pertinent labels to describe the location of the proposed facilities.
2. Contractor shall furnish, install, and maintain erosion control devices per the plans and in accordance with NCTCOG's storm water management practices for construction activities. The City may require additional Storm Water BMP's at no cost to the City.
3. Contractor shall repair all areas disturbed, damaged and destroyed which shall include, but is not limited to:
a) All yards with sod shall be re-sodded.
b) Contractor shall re-install iron rods and other property markers disturbed by construction.
c) All sprinkler systems shall be repaired immediately after backfill is complete.
d) Manholes, inlets and other structures must be replaced or repaired if damaged.
e) Cuts to pavement shall be restored in accordance with City of DeSoto standard details.
4. Contractor shall keep street free of dirt, silt, and other debris and sweep street at the end of each working day.
5. Contractor shall Curlex & Seed and/or Hydro Mulch all disturbed areas and include 4" of top soil. Seeding shall be as required by City Specifications.
6. Contractor shall comply with the Texas Manual on Uniform Traffic Control Devices and the traffic control plan approved in conjunction with this permit, if applicable. A traffic control plan may not be requested by the City based on initial assessment of the work scope during the permit review process. Approval of a permit with no traffic control plan does not preclude the City's determination that a traffic control plan is required once the permitted work begins. Should the City determine a traffic control plan is necessary at any time during the Contractor's performance of the permitted work, the City inspector will issue a written order to stop the work until a traffic control plan is implemented in compliance with the Texas MUTCD.
7. Clean up shall be conducted every 5' behind excavation crew.
8. All excavation within City ROW requires mechanical compactions. Compaction test reports must be submitted to the Construction Management Division.
9. At the end of each work day, the contractor shall erect a temporary security fence around all excavations.
10. Contractor will not be issued another permit until all work (current & previous) has been approved by the City of DeSoto.
11. Contractors listed on permit are responsible for all sub-contractors.
12. Non-conformance with the previously listed requirements will initiate a stop work order until corrections are made.
13. Upon completion of construction, make an appointment with the City Construction Inspector for Final Inspection.
14. A copy of the work permit MUST be kept with the Contractor on the job site for review by an Inspector, if requested.
15. I ACKNOWLEDGE THE ATTACHED SPECIAL CONDITIONS (Page 4) BY INITIALING HERE: \_\_\_\_\_

I hereby acknowledge and agree to the terms/conditions of the permit. (Form must be signed and dated to be valid)

APPLICANT: \_\_\_\_\_ TITLE: \_\_\_\_\_
(Print name)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_
(Must be actual signature, not computer generated or typed)



# CITY OF DESOTO

## DEVELOPMENT SERVICES/ENGINEERING DIVISION

### SPECIAL CONDITIONS FOR PUBLIC IMPROVEMENTS

#### PRIOR TO CITY APPROVAL TO PROCEED WITH WORK:

City approved set of construction plans sealed by a professional engineer licensed in the State of Texas.

#### ROW PERMIT – Ord. Ch. 3.113(g)

The Right Of Way Fee (for non-franchise utilities) is 3.5% of the construction cost for any civil work, which includes the following:

- Paving
- Water/Wastewater new installation or tap
- Storm Sewer/Drainage
- Fire lane work
- Driveways/Sidewalks
- Trails

Prior to any permit being issued an itemized list of the construction cost must be submitted to the City of DeSoto, along with a check or money order for the 3.5% Right of Way Fee or the flat rate of \$50.00; whichever is greater.

#### CONSTRUCTION BOND for work in City right-of-way (Ord. Ch. 3.1103 (g))

\$10,000 bond amount

\$2000 bond amount – where work not to exceed \$2000 in value for any one Permit that he may acquire for that work within the right-of-way

#### PUBLIC LIABILITY INSURANCE (Ord. Ch. 3.1103 (h))

Limits – Bodily injury or death in any one occurrence and in the aggregate - \$300,000

Injury or destruction of property in any one occurrence and in the aggregate - \$50,000

#### MAINTENANCE BOND – Subdivision & Development Ordinance, Section 11

Shall be forwarded to the City prior to issuance of City Permit for Construction (ROW Permit)

Shall be in the amount of ten percent (10%) of the contract price and cover a period of two (2) years, beginning upon final City acceptance of the project.

(an adjustment in the amount may be made upon project completion to reflect final contract cost)

#### PRIOR TO START OF PROJECT:

NOTIFY adjacent property owners of type of work to be performed and duration of project.

#### UPON PROJECT COMPLETION:

#### RECORD DRAWINGS – Subdivision & Development Ordinance, Section 11

Upon project completion the developer's engineer shall submit one (1) hard set of plans and one digital set of plans, for all street, drainage and utility improvements.

(Must be certified by the developer's engineer.)