

Department of Public Works and Engineering

Water and/or Sanitary Sewer Installation within

TxDOT right-of-way Permit Application Form

**CITY OF HOUSTON**

**Please submit an electronic copy of the entire application, plan and profile of proposed water and/or sanitary sewer connection within TxDOT ROW, a map of the area and a traffic control plan (if required) to:** **UAS@houstontx.gov****. There can be no more than 5 files and the combined size of all files cannot exceed 5MB.**

**Note:** Storm sewer requests are **not** submitted through this process and must be submitted directly to TxDOT.

Please send files directly, not via Dropbox, website, etc. as we will **not** access external sites to download files. If the files exceed the 5MB limit, **they must be condensed**. The cover sheet, overall layout and the specific sheets related to the work to be performed in TxDOT’s ROW are required.

The applicant may be contacted at any time during the review process for additional information. The project information will be submitted to TxDOT and we will notify the applicant when TxDOT sends updates. We, Utility Analysis, act as a liaison between the applicant and TxDOT. This means we upload the information provided to us to TxDOT’s online permit system, the UIR. If TxDOT has any comments, we notify the applicant, wait for the applicant’s response and update the application in the UIR system based on the information provided to us by the applicant.

**Note:** We do not control TxDOT’s response time. We will do our part to submit the information provided to us as quickly as possible and will update the applicant as we receive updates from TxDOT.

\*If the request is related to a 2” or smaller water meter, **a water meter easement may be required**. Please contact Crystal Speights at crystal.speights@houstontx.gov or (832) 394-8991 for more information **BEFORE** submitting a TxDOT permit application.

**Please direct any questions regarding TxDOT Permit applications to** **UAS@houstontx.gov****.**

**Project Information**

|  |  |
| --- | --- |
| Applicant Name: | Click here to enter text. |
| Company: | Click here to enter text. |
| Email: | Click here to enter text. |
| Phone Number: | Click here to enter text. |
|  |
| TxDOT District: | Houston |
| Request Type: | Regular Installation Request |
| Proposed Construction Schedule (Tentative): | **Beginning:** | Month | Day | Year | **Finishing:** | Month | Day | Year |
| Installation Purpose: | Public Utility Installation |
| Installation Class: | Choose an item. |
| Installation Location: |[ ]  Aerial |[ ]  Buried |[ ]  Aerial and Buried |
| Description: | Click here to enter text. |
| Special Comments: | Click here to enter text. |

**Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. |[ ]  Yes |[ ]  No |[ ]  N/A | Are the utility plans legible, drawn to scale, and accurately dimensioned? |
|  | Comment: | Click here to enter text. |
| 2. |[ ]  Yes |[ ]  No |[ ]  N/A | Is the location of the proposed utility line clearly shown on the plans? |
|  | Comment: | Click here to enter text. |
| 3. |[ ]  Yes |[ ]  No |[ ]  N/A | Is the profile of the bore shown on drawings? |
|  | Comment: | Click here to enter text. |
| 4. |[ ]  Yes |[ ]  No |[ ]  N/A | Is the right of way line clearly shown and the distance of the utility line from the edge of pavement shown on the plans? |
|  | Comment: | Click here to enter text. |
| 5. |[ ]  Yes |[ ]  No |[ ]  N/A | Do the plans show how the proposed installations connect to existing infrastructures on both ends of the proposed utility? |
|  | Comment: | Click here to enter text. |
| 6. |[ ]  Yes |[ ]  No |[ ]  N/A | Do the plans show the required slack coil to be placed in adjacent vault/handhole/manhole/duct bank? Minimum of 50' of slack coil for installations greater than 500' or minimum of 100' of slack coil for installations greater than 1,000'. |
|  | Comment: | Click here to enter text. |
| 7. |[ ]  Yes |[ ]  No |[ ]  N/A | For aerial installations, do the plans clearly show and differentiate between existing poles and new poles? |
|  | Comment: | Click here to enter text. |
| 8. |[ ]  Yes |[ ]  No |[ ]  N/A | For aerial installations, do the plans call out the vertical and/or horizontal clearance? |
|  | Comment: | Click here to enter text. |
| 9. |[ ]  Yes |[ ]  No |[ ]  N/A | Are other existing utility lines shown on the plans? Including vertical elevations and horizontal alignments. |
|  | Comment: | Click here to enter text. |
| 10. |[ ]  Yes |[ ]  No |[ ]  N/A | It is understood that a copy of the permit MUST be on the job site during any construction. |
|  | Comment: | Click here to enter text. |
| 11. |[ ]  Yes |[ ]  No |[ ]  N/A | It is understood that it responsibility of the utility owner to contact TxDOT 48 hrs prior to the start of construction using the UIR System. It is also the owners to responsibility to contact TxDOT once the construction is complete. |
|  | Comment: | Click here to enter text. |
| 12. |[ ]  Yes |[ ]  No |[ ]  N/A | Download TxDOT details for water and sanitary sewer, as applicable, from <https://www.publicworks.houstontx.gov/pds/taps-and-meter.html> and include in plan submittal. Do the plans comply with TxDOT standards? |
|  | Comment: | Click here to enter text. |
| 13. |[ ]  Yes |[ ]  No |[ ]  N/A | During construction/installation, your contractor may need to discharge produced groundwater or chlorinated flush water. If you or your contractor wants to send these or other discharges to the TxDOT right-of-way, they will need to be approved separately by signed agreement. The discharges CANNOT be approved by this utility permitting system. For additional details on the separate signed agreement, please contact Tricia Collette at (713) 802-5568. Do the plans / permit application contain these discharges? |
|  | Comment: | Click here to enter text. |