



Instructions for Right-Of-Way Utility Permit

Phase 1:

Email **signed** Utility Permit Sequence, signed ROW Construction Permit-Utilities, and an aerial route map with the coordinates in NAD 83 Texas State Plane South Central 4204 to Engineering@GalvestonTX.gov. Once this is submitted correctly, City Official Approval Authority (COAA) will review proposed route and will provide the GIS Utilities Map and first conditional approval under Phase 1B of the Utility Permit Sequence. When this is emailed to the Engineering Division, make sure you use the Job Name and Number.

Phase 2:

Utility firm can begin to prepare design plans and profile showing the engineered route and need to provide traffic control plan (TCP). Plans and profile need to be designed by a Texas Professional Engineer. You may be required to obtain additional permits or approval letters from other entities (TXDOT, UTMB, Coast Guard, Port of Galveston, etc.). Email plans and profile, TCP, and approval letters to the COAA for review. COAA will review and provide comments, if any. SW3P may be required. Permit contingent on Storm Water Pollution Prevention Control Plan (Composite Rock, Silt Fencing, etc.) to keep fill material out of the City's ROW and adjacent private property and legal easements, etc. When calling for inspections, failure may lead to red tag.

Phase 3:

Utility firm must provide a copy of the 811 ticket number and a copy of flyer or door hanger with the date notification was sent out. Once the utility firm has contracted with the contractor for execution and construction of the utility work, contractor shall paint mark the alignment of the bore (white paint with letters "proposed") in the field. Once white paint marked, COAA will verify easement and ROW access for the City to service the storm sewer utilities. Utilities Superintendent will verify sanitary sewer and water mains access, and Traffic (Assistant Director of Public Works or designee will verify traffic cables and fiber optic). If road closure is needed, please provide a completed Request for Notice of Road Closure. Before Final Conditional Approval is granted and the R.O.W. Construction Permit is issued, proof of Liability Insurance shall be obtained with the City of Galveston as a Certificate Holder on the policy for each project, and the contractor performing the construction shall add the City of Galveston as additional insured to the Performance Bond.

NOTE: Conditional Approval Expires 60 Days from Inception.