

**A copy of the approved permit must be on the job site at all times.**  
This permit will not be issued without a valid line locate from 811 and La Vernia Public Works.



**FAILURE TO PERMIT AND COMPLY PRIOR TO STARTING WORK WILL  
RESULT IN PROJECT BEING SHUTDOWN.**

## **RIGHT-OF-WAY WORK PERMIT APPLICATION**

*Permit valid for 90 calendar days from date of approval.*

Submit permit application to the Permits Dept. by email to [permits@lavernia-tx.gov](mailto:permits@lavernia-tx.gov)

*Public Rights-of-Way means the areas on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the City has an interest. Contact TxDot for permits in their ROW.*

<b>Applicant</b> ( <i>Property Owner, Company, etc.</i> ): _____			
<b>Contact Name</b> ( <i>if different from above</i> ): _____			
<b>Project Location:</b> _____		<b>Permit Type/ Fee:</b> ____ / ____	
<b>Mailing Address:</b> _____			
<i>Street address</i>		<i>City</i>	<i>State</i> <i>Zip</i>
<b>Applicant Email:</b> _____		<b>Applicant Phone:</b> _____	
<b>Applicant Fax:</b> _____		<input type="checkbox"/> <b>Check here if work is to be completed by Homeowner</b>	

**Description of Work:** (Refer to the top of PAGE 3 for requirements regarding drawings. *Attach additional page if more room needed to permit*)


**Contractor Information** (*if known*):

<b>Contractor</b> ( <i>Individual, Company, etc.</i> ): _____	
<b>Contact Name</b> ( <i>if different from above</i> ): _____	
<b>Mailing Address:</b> _____	
<i>Street address</i> <i>City</i> <i>State</i> <i>Zip</i>	
<b>Email Address</b> _____	<b>Contractor's License #:</b> _____
<b>Daytime Telephone:</b> _____	<b>Cell Phone:</b> _____

EXT Permit Extension	Extension of time for existing permit currently under construction, which has not reached its expiration date.	Permit Application	<b>No Fee</b>
ROW Permit Fee	Shall be charged in line with comemrical or residential misc permit fees..	See Types A - E	\$125.00
PEN Penalty Fee	<b>Work performed within the right-of-way without an approved permit will be required to pay double the normal application fee and remove what was placed in the right-of-way without permit, and submit an application.</b>	See Types A - E	<b>2x permit type fee</b>

**Per Ordinance 28-203: Construction Standards:**

The working hours in the rights-of-way are 7:00 a.m. to 6:00 p.m. Monday through Friday. Work that needs to be performed after 6:00 p.m. Monday through Friday must be approved in advance. Any work performed on Saturday must be approved 24 hours in advance by the public works department. Directional boring is permitted only Monday through Friday 7:00 a.m. to 6:00 p.m., unless approved in advance. No work will be done, except for emergencies, on city holidays.

**(NOTE: PLANS SUBMITTED WITHOUT ALL APPLICABLE REQUIRMENTS WILL BE REJECTED)**

- Location map  North Arrow  Graphic Scale  All road names  Location in ROW- Width & Depth
- Depth under road/height above road  Landmark tie (for field location/verification)
- Existing and New utilities, meters, cleanouts marked  Bore profile  Pipe size  Total pipe length

## **APPLICATIONS FOR RIGHT-OF-WAY PERMITS WILL INCLUDE**

*(WHEN APPLICABLE)*

- One (1) set of plans. For sealed drawings, 11 x 17 in size sealed by a professional engineer, showing the proposed work within the public right-of-way or easement including the location of all conflicting utilities, existing surface improvements, proposed excavations, boring pits, pole installations, pavement cuts, driveway apron installations, etc. *(complete site plan sets are not necessary and may be rejected)*. **NOTE: All proposed installations shall maintain standards with our municipal code of ordinances.**
- A check for the application fee made payable to the “**City of La Vernia**”
- A legible site-specific traffic control plan, 11 x 17 in size. Part 6 of the Texas Manual on Uniform Traffic Control Devices (TMUTCD). More complex traffic control plans requiring detours or affecting multiple lanes of traffic will require a traffic control plan sealed by a licensed engineer.
- PUC Certificate for Telecommunication and Cable providers (CTP) and City of La Vernia Franchise *(if applicable)*
- Current Wireless Installation License Agreement with City of La Vernia *(if applicable)*
- Completed forms from Wireless Installation Program Pole Attachment Standards *(if applicable)*
- Current certificate of insurance *(contractor)*
- Application filled out completely and signed below by applicant.

**NOTE TO APPLICANT (PLEASE READ):** The application will not be reviewed until the Permitting Office has received all of the above items.

- The application is reviewed by multiple departments for compliance with City Ordinance and standards.
- Following review of the application, a notification will be sent to the individual listed below identifying any of the following:
  - Additional information that may be required
  - Performance Guarantee Requirements (Bonds, Financial Guarantee)
  - Insurance requirements (\$1,000,000 min. general liability listing the City of La Vernia as additional insured.)
  - If contractor is not known at time of application, it must be provided prior to issuance
  - If applicant is a homeowner that will do the work himself/herself, the requirements for Bond and Insurance Certificate will be waived.
- For emergency repairs, the utility company shall notify City Hall by phone (830-779-4541.)

Each contractor, subcontractor, utility company, and telecommunications firm shall be required to provide to the City twenty-four hour contact information whenever working within the City's rights-of-way. The designated individual or individuals shall be required to respond to the City within a reasonable period of time to address any matters involving work within the rights-of-way located within the City.

Complete the necessary information in the space(s) provided below for your particular situation.

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**EMERGENCY CONTACT INFORMATION**

COMPANY

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

24-HOUR TELEPHONE NUMBER: \_\_\_\_\_

By my signature, I certify that I have read this application and agree that the supplied information above is correct. I agree to comply with all applicable City ordinances, guidelines, standards, and State laws pertaining to the proposed construction. I understand and agree to pay all costs to repair or replace any property damaged while work is being performed under this permit and acknowledge that failure to pay these costs when due will constitute a violation of the terms of the permit and the City may avail itself to any and all legal remedies.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL CITY USE ONLY:**

Date submitted: \_\_\_\_\_ Received By: \_\_\_\_\_

Permit # (if applicable) \_\_\_\_\_  Approved  Rejected

Approval Granted By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit Valid Until: \_\_\_\_\_

Rejected By: \_\_\_\_\_ Date: \_\_\_\_\_

Form of Payment:  Cash  CC  Check # \_\_\_\_\_  **Remarks:**

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