

## Permit Application and Plan Review Process for working within the Public Right-of-Way (Street and/or Easement)

The City of Hurst requires an Engineering Construction Permit for all work performed within Public Right-of-Way (Street and/or Easement). Anyone digging and/or doing aerial work (including tree trimming) for Private Development and/or Franchise Utility Company is required to obtain a permit from the Public Works Department-Engineering Division, 817-788-7076. See if you qualify for a Franchise Utility Exemption (last paragraph).

Checklist per City Ordinance No. 2365 for permit application:

1. Applicant must furnish accurate and complete information relating to the construction, reconstruction, removal, maintenance and repair of Facilities. This requirement includes a set of plans showing the alignment and limits of the project.
2. Applicant must allow at least 3 working days for the City to review the plans and permit application.
3. A minimum distance of two feet (horizontal) and one foot (vertical) must be maintained from our infrastructure for maintenance purposes.
4. No open cuts are allowed across streets therefore a bore is required.
5. A copy of applicant TxDOT permits when working on TxDOT R.O.W.
6. A copy of applicant's Liability Insurance per requirements.
7. Applicant will need to provide us a Traffic Safety Plan when working in our City Streets and/or TxDOT ROW (we have a Barricade Manual you can get on our website for free or you can also buy a paper copy for \$5).
8. Private Development construction requires work to be bonded for two (2) years and 100% of the cost of work within the Public Right-of Way. You must use one of two City of Hurst Standard Bond Forms (Water, Sanitary Sewer and Storm Sewer Bond or Curb and Gutter, Sidewalk, Driveway Approach, Street Bond).
9. Private Development inspection fees are based on 4% cost of construction with a minimum of \$250.
10. Applicant will need to make sure utilities are built within ROW and/or Easement.
11. Applicant will make sure not to block visibility and line of sight w/large cabinets and/or transformers.
12. Applicant must set up erosion control before beginning construction and maintain said erosion control for the duration of construction in accordance with City requirements.
13. Applicant must return right of way to a condition equal to or better than the condition of the right of way prior to construction. This includes landscaping, ground cover and sprinkler systems.
14. **Applicant shall indemnify and hold the City harmless from and against each and every claim, demand or cause of action that may be made or come against it by reason of, or in any way arising out of the closing, blocking, excavating, cutting, tunneling, or other work by the applicant under this permit from the City, if such permit is granted.**

Applicant will be contacted by City after plan review and if all requirements have been met, the City will finalize the application. **By agreeing electronically below, the applicant agrees to above checklist and to do the following:**

*Item #1:* Applicant agrees to contact our Inspector, inform him of your permit number, state when you plan to start your project, and when you are ready for an inspection and/or final inspection.

*Item #2:* Applicant agrees to call (817)788-7212 for line locates of existing City utilities giving them at least 48-hour advance notice and providing them your permit number. Also, call Texas811 by dialing 811 (previously known as DIG TESS, 1-800-DIG-TESS) for all other utilities.

**Item #3: Notify all residents that will be affected by letter or door hanger at least 72 hours in advance of construction. Explain type and duration of work. Make sure a contact name and number is on notification.**

***Franchise Utility Exemptions***

**Exemption #1:** If a Franchise Utility Company is doing routine maintenance that does not require excavation, does not block traffic lanes and/or sidewalks during peak traffic hours between 7:00-9:00 am and 4:00-6:00 p.m. on weekdays or does not block traffic lanes for more than two hours during any non-peak traffic period.

**Exemption #2:** In the case of a customer service interruption and imminent harm to property or Person ("Emergency Condition"), a Person may excavate the pavement of a street or Public Right-of Way without first complying with the City requirements. The City must be notified as promptly as possible at 817-788-7212 regarding the work performed under such Emergency Conditions and they shall comply with the City standards for restoration of the Public Right-of-Way. A permit application still needs to be completed ASAP after the emergency repairs have been done.

## **Exhibit A**

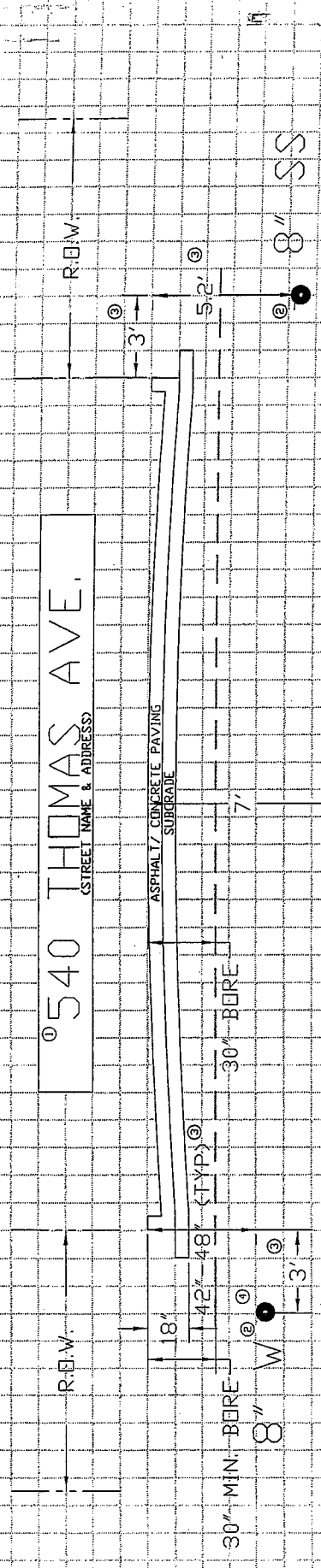
### **Insurance Requirements**

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| <ul style="list-style-type: none"><li>• Worker's Compensation<br/>Employer's Liability Insurance</li></ul> | Statutory<br>\$100,000/500,000/100,000                                   |
| <ul style="list-style-type: none"><li>• Commercial General Liability Insurance</li></ul>                   | Combined Single Limit of<br>\$1,000,000 per occurrence or its equivalent |
| <ul style="list-style-type: none"><li>• Comprehensive Automobile Insurance Liability</li></ul>             | \$500,000 per occurrence or its equivalent                               |

An insurance certificate shall contain the following required provisions:

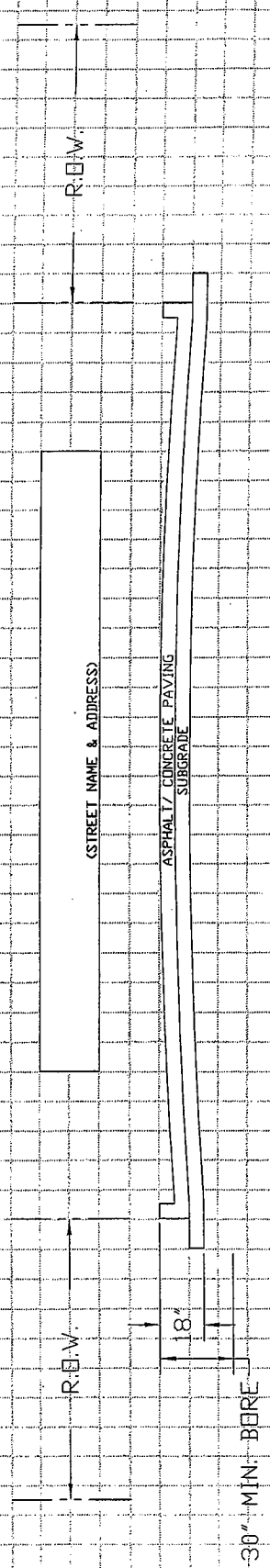
- 1) Name the City and its officers, employees, board members and elected representatives as additional insureds for all applicable coverage;
- 2) Provide for thirty (30) days notice to the City for cancellation, nonrenewal, or material change; and
- 3) Provide that notice of claims shall be provided to the City by certified mail.

540 THOMAS AVE.  
 (STREET NAME & ADDRESS)



ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE

- INSTRUCTIONS FOR PROFILE**
1. PROVIDE STREET NAME & ADDRESS
  2. SHOW WATER, SEWER & STORM DRAIN LINE IN PROFILE (IF APPLICABLE)
  3. PROVIDE HORIZONTAL & VERTICAL DIMENSIONS FOR ALL UTILITIES (1' GRID)
  4. PROVIDE ONE-FOOT (1') VERTICAL CLEARANCE FROM ALL CITY UTILITIES



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