



**UTILITY REGISTRATION, PERMITS,  
AND CONSTRUCTION**

# **City of Garland Directives**

## **Utility Registration, Permits, and Construction**

### **City of Garland**

#### **Registration**

##### **General**

All users constructing, installing, maintaining, or operating facilities in the City's ROW must register with the **City of Garland Engineering Department**.

Registration will be in the name of the entity that owns or will own the facility.

Must be renewed every two years before January 31 of 2001.

Refer to Appendix A for **Utility Company Registration Form**.

##### **Insurance and Bonds**

Owner must provide proof of liability insurance in the amount of \$6,000,000; \$1,000,000 primary plus \$5,000,000 umbrella.

Coverage must be on an "occurrence" basis and include personal injury, contractual liability, premises liability, medical damages, underground, explosion, and collapse hazards.

Each policy must include a cancellation provision in which the insurance company is required to notify the City in writing not fewer than thirty (30) days before canceling, failing to renew, or reducing policy limits.

Submit the required original certificate of insurance showing the City as an additional insured prior to any commencement of work. The certificate shall state the policy number; name of the insurance company; name and address of the agent or authorized representative of the insurance company; name, address and telephone number of insured; policy expiration date; and specific coverage amounts.

Applicant shall file a surety bond (form supplied by the City) which will be valid prior to the commencement of any construction through two full years after the completion of the construction from a surety company authorized to do business in the State of Texas (and acceptable to the City) in the amount of the estimated amount of the value of the work to be performed that year to guarantee that the restoration of the right-of-way in the event the applicant leaves a job site in the right-of-way unfinished, incomplete or unsafe.

Proof of insurance requirements may be met by utilities with a current franchise or license agreement which provides for insurance or bonds at least in the amounts enumerated above, or where the current franchise or license agreement provides an indemnity in favor of the City.

The City may allow the User to self-insure upon annual production of evidence that is satisfactory the City's Risk Manager.

### Plans of Record

Complete "Plans of Record" which indicate existing facilities must be supplied to the City in both written and digital format. The format will be specified by the City. Updated plans will be submitted no later than January 31 of each year.

### Types of Facilities

The Director may require or approve the location of facilities underground.

When poles are used, the type of poles, location, depth, upgrades; etc. shall be subject to the approval of the Director.

The Director shall approve the size of Facilities to be installed or require User to prove its need to install any particular size of Facilities, which are the subject of User's request for a permit.

### Size of utility structures

When used in this section "utility structures" shall mean any structure, including foundations and attachments, **above or below ground**, or any device attached to a pole, which is owned or used by a utility. Specifically excluded are devices or structures used to control or direct pedestrian or vehicular traffic on an adjacent roadway, and poles **20 inches** or less in diameter (steel or wood) whose aerial/bar/device connections are at least as high as applicable codes.

Utility structures installed after **November 1, 2002** will be **allowed** only to the extent they comply with the requirements below, the City's Code of Ordinances, and the City's Right-of-Way Management Standards and Directives. Unless otherwise approved by the Director, structures exceeding the dimensions specified below, **may not** be installed, **above or below ground**, on or within public rights-of-ways or easements. However, they may be installed adjacent to or along public right-of-way or easements provided the user and/or installer complies with all City statutes, ordinances, and procedures regarding property development, including, but not limited to zoning, platting, setbacks, screening and permitting requirements. In addition, all state and federal permits and statutes must be complied with.

### **Rights-of-Way with adjacent public utility easements.**

Utility structures will be allowed that do not exceed **5' x 5' x 5'** provided a general minimum width of **14 feet** is available between the back of street curb and the outermost right-of-way or easement line.

### **Rights-of-Way without adjacent public utility easements.**

Utility structures will be allowed that do not exceed **3' x 3' x 4'** provided a general minimum width **9 feet** is available between the back of street curb and the outermost right-of-way line. Subject to available room and approved location.

Height and/or depth of utility structures shall be measured from the lowest grade at any point **18 inches** or less from the side of the structure that faces the roadway to the lowest or highest point of the structure, excluding any pad or foundation not exceeding **6 inches** in height on which the utility structure rests.

Width of the structures shall generally be measured from the outermost limits of two opposite ends and parallel to the adjacent ground.

### **Location of Facilities**

Cutting or excavation of street, alley or sidewalk surfaces that are **less than five (5) years old is prohibited**, unless approved by Director. City shall allow cutting or excavation of a street, alley, or sidewalk surfaces, **older than five (5) years, granted the pavement replacement criteria of this document is met.**

Facilities shall be installed in accordance with the Utility Placement Standard. Variations may be approved by the Director. Refer to Appendix A for **Standard Utility Placements** exhibits for divided, undivided and alley paving sections.

Above ground facilities located within the right-of-way shall not be less than 1.5 feet from the face of curb or edge of pavement, or within six (6) inches of a sidewalk.

Facilities will be not be allowed that will interfere with reasonable horizontal or vertical working limits of all exiting facilities or proposed City facilities.

Transmission facilities, trunk mains, interceptors, or similar shall be installed **six (6) feet or deeper** unless approved by the Director.

## **Permit Application**

### **Submittal Requirements**

The following will be provided to the **City of Garland Engineering Department** with documentation in the format specified by the Director. Refer to Appendix A for example of **Utility Construction Permit Application**.

The name, address and phone numbers of the contractor or subcontractor who will perform the actual construction, including the name and telephone number of an individual with the contractor who will be available at all times during construction. Detailed emergency procedures and a list of "on-call" contacts. Refer to Appendix A for **Utility Contractor Registration Form**.

The construction and installation methods and materials to be employed for the protection of existing structures, fixtures, and Facilities within or adjacent to the right-of-way, and the dates and times work will occur, all of which (methods, dates, times, etc.) are subject to approval of the Director.

A statement that proof of insurance, bond or other required financial information is current and on file.

A statement of compliance with the NPDES stormwater permit requirements and other provisions of the federal Clean Water Act.

Three (3) sets of detailed engineering plans in accordance with the criteria listed in this document.

### **Engineering Plans/Construction Drawings**

Three (3) sets of Engineering Plans shall be submitted with each work permit application. They shall include the following information and be in the prescribed format:

24 " x 36" paper

A scale not to exceed 1" = 50' unless otherwise approved by the Director.

The proposed location and route of all Facilities to be constructed or installed and the applicant's plan for right-of-way construction.

Details of the location of all right-of-way and utility easements that applicant plans to use.

Details of all existing City utilities in relationship to applicant's proposed route.

Details of what applicant proposes to install, such as pipe size, number of interducts, valves, etc.

Details of plans to remove and replace asphalt or concrete in streets, driveways, alleys and sidewalks.

Drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, etc. including depth.

Handholes and/or manholes typical of the type of manholes and/or handholes applicant plans to use or access.

Complete legend of drawings submitted by applicant. Applicant may submit a standard legend for all permit applications, provided the applicant submits updated or revised versions of the standard details.

Traffic Control Plan in accordance with the City of Garland Traffic Control Standards and the Texas Manual on Uniform Traffic Devices.

Erosion Control Plans consistent with the City's permit with the United States Environmental Protection Agency (USEPA) through the National Pollution Discharge Elimination System (NPDES).

Provisions for compliance with all Federal, States, or City statutes.

All construction and installation shall be in accordance with the City's "Utility Standard Construction Drawings" unless otherwise indicated.

Refer to Appendix A **for Engineering Utility Plan Submittal Requirements.**

## **Work Permit**

### **General**

No person shall perform any construction, maintenance or installation of Facilities, whether aboveground or underground, in the right-of-way without first obtaining a construction work permit. Refer to Appendix A for an example of **Utility Construction Permit for Work in Right-of-Way and Easements.**

The permit will be in the name of the person who owns or will own the Facilities to be constructed, maintained, repaired, or upgraded. The permit must be completed and signed by a representative of the owner of the facilities to be constructed.

Emergency responses related to existing Facilities may be undertaken without first obtaining a permit; however the Director shall be notified in writing, on a form approved by the Director, on the next business day of any construction related to an emergency response; including a reasonably detailed description of the work performed in the right-of-way and an updated map of any Facilities that were moved or repaired.

**New facilities, services, and the like will not be considered an emergency and will be viewed as a violation of City Ordinance No. 5504.**

The phrase “construction, maintenance or installation of facilities” does not include the installation of facilities necessary to initiate service to a customer’s property, or repair or maintenance of existing facilities unless such repair or maintenance requires the breaking or cutting of pavement; the closure of a nonresidential traffic lane; or excavation within the right-of-way or boring.

A request for a permit, complete with all information required under this section, must be submitted at least ten (10) working days before the commencement of work proposed in the request, unless waived by the Director.

The Director may require a pre-construction meeting with the right-of-way User and the User’s construction contractor.

All construction and installation in the right-of-way shall be in accordance with the permit for the Facilities. The City shall be provided access to the work and to such further information to ensure compliance with the permit.

**A copy of the construction permit and approved engineering plans shall be maintained at the construction site and made available for inspection by the City at all times when construction or installation work is occurring.**

All construction or installation work authorized by permit must be completed in the time specified in the construction permit. If the work cannot be completed in the specified time periods, the right-of-way User may request an extension.

A copy of any permit or approval issued by federal or state authorities for work in federal or state rights-of-way located in the City shall be maintained at the construction site and made available for inspection by the City at all times when construction or installation work is occurring.

Requests for permits will either be approved or disapproved by the Director promptly after receiving all necessary information.

Permits are not transferable to another User or another location.

## **Construction**

### **General**

No person shall perform any construction, maintenance or installation of Facilities, whether aboveground or underground, in the right-of-way without first obtaining a construction permit.

Emergency responses related to existing Facilities may be undertaken without first obtaining a permit; however the Director shall be notified in writing, on a form approved by the Director, on the next business day of any construction related to an emergency response; including a reasonably detailed description of the work performed in the right-of-way and an updated map of any Facilities that were moved or repaired.

All work in the City's right-of-way, easements, or land shall be in accordance with the permit, the approved engineering plans, and the "Utility Construction Standard Drawings."

All construction shall be in conformance with all City codes and applicable local, state and federal laws.

The Director may require a pre-construction meeting with the right-of-way User and the User's construction contractor.

Users are responsible for obtaining line locations from all affected utilities at least forty-eight (48) hours prior to any excavation.

Right-of-way User will be responsible for verifying both the horizontal and vertical location of all affected Facilities whether by pot holing or hand digging prior to any excavation or boring with the exception of work involving lane closures, as discussed above.

Placement of all handholes, manholes or other access Facilities must be approved in advance by the Director.

Refer to Appendix A for **Utility Construction Checklist**.

### **Permits**

**A copy of the construction permit and approved engineering plans shall be maintained at the construction site and made available for inspection by the City at all times when construction or installation work is occurring.**

A copy of any permit or approval issued by federal or state authorities for work in federal or state rights-of-way located in the City shall be maintained at the construction site and made available for inspection by the City at all times when construction or installation work is occurring.

## On-Site

Three feet by three feet information signs, stating the identity of the person doing the work on the Facilities, telephone number and User's identity and telephone number, shall be placed in the right-of-way on each approach to the location where construction is to occur twenty-four (24) hours prior to the beginning of work in the right-of-way and shall continue to be posted at the location during the entire time the work is occurring.

Erosion control measures and advance warning signs, markers, cones and barricades must be in place before work begins.

Reflective barricades and flashing lights must be restored at the end of each day.

The right-of-way User shall be responsible for the workmanship and any damages by their contractors and subcontractors. A responsible representative of the User will be available to the Director at all times during construction.

The right-of-way User shall be responsible for storm water management and erosion control that complies with city, state and federal guidelines. Requirements shall include, but not be limited to, silt fencing in erosion areas until vegetation is restored, barricade fencing around open holes, and high erosion areas will require wire backed silt fencing.

## Excavations

Unless otherwise specifically allowed in writing by the Director, all excavations within the right-of-way shall be filled and compacted within twenty-four (24) hours of excavation and pavements of streets, alleys and sidewalks shall be completely restored within fourteen (14) days of excavation. Cement treated sand or flowable fill will be used as backfill for all trenches and excavations under vehicular and/or pedestrian paving. The backfill shall extend eighteen inches (18") beyond the street paving or six inches (6") of the edge of alley paving. Cement treated sand or flowable fill may be also required at special conditions as determined by the Director.

The Director must be notified twenty-four (24) hours in advance that construction is ready to proceed by either the right-of-way User or User's contractor or representative. Notification shall include the reference number assigned to excavation by the one-call system.

**User or User's contractor or subcontractor shall notify the Director immediately of any damage to other utilities, whether owned by City or privately owned, by using the R.O.W. Automated Phone System @ 972-205-3619 OPTION # 3.**

**User must not interfere with City utilities, in particular gravity dependent Facilities. A two (2) foot clearance must be obtained at all times.**

When a street, alley or sidewalk cut is required, prior approval must be obtained by the Director and all of the Director's requirements shall be followed. Repair of all street, alley and sidewalk removals must be made promptly to avoid safety hazards to vehicle and pedestrian traffic. **All concrete repairs must be inspected prior to the pour. For an inspection request, call 972-205-3619 OPTION # 3.**

Cutting or excavation of street, alley or sidewalk surfaces that **are less than five (5) years old is prohibited**, unless approved by Director. City shall allow cutting or excavation of a street, alley, or sidewalk surfaces **older than five (5) years granted the following criteria is met.**

### **New Subdivisions**

In order to document proper completion of Utility installations, the City of Garland will require a scheduled, on-site Final Acceptance Inspection of all subdivision utility installations. Final inspection requests are to be called in on the "R.O.W. Automated Phone System at 972-205-3619 OPTION # 3.

### **Concrete Streets, Driveways, and/or Drive Approaches**

- Pavement saw cut and removal shall extend to the limits of "good" concrete as defined by the City of Garland. This means concrete that is primarily free of failures and allows for proper doweling of the joints between the existing and new paving surfaces. The City's Inspector will determine the limits of "good" concrete prior to replacing the concrete paving.
- The minimum pavement replacement width shall be one (1) typical panel unless the excavation is a trench that runs parallel with the flow of traffic. In this case, the minimum pavement replacement width shall be one-half (1/2) of a typical panel, granted the concrete removal limits listed below are met. The width shall be defined as transverse to the flow of traffic (perpendicular to the edge of pavement). The limits of the edge of pavement, expansion joint, and/or saw joint (control joint) shall define a panel. Concrete removal limits shall be as follows:
  1. A minimum of one (1) foot beyond the edge of the excavation on each side.
  2. A maximum of three (3) feet from the edge of the excavation if needed to repair/replace inferior concrete.
  3. The minimum limits shall be no closer than five (5) feet of a joint or the edge of pavement. Should the minimum one (1) foot or maximum three (3) feet (items 1 and 2 above) fall within the five (5) foot boundary, removal to the edge of pavement, expansion joint, or control joint shall be required. The

Utility Company and/or the Contractor will assume the responsibility for all costs associated with the pavement replacement.

4. Should inferior concrete extend beyond the limits established as the contractor's responsibility (see item 3), the City may request that the concrete be replaced up to the limits of "good" concrete. The City would reimburse the cost difference. City participation is dependent upon the Utility Company receiving approval prior to pouring the concrete. Generally, this will not exceed an additional two (2) panels in any direction.

All trench backfill material under concrete paving shall be compacted cement treated sand (2 sacks cement per cubic yard of sand) or approved flowable fill. Cement treated sand or flowable fill will be used as backfill for all trenches and excavations under vehicular and/or pedestrian paving. The backfill shall extend eighteen inches (18") beyond the street paving or six inches (6") of the edge of alley paving. Cement treated sand or flowable fill may be also required at special conditions as determined by the Director.

- All pavement markings, striping, and buttons shall be replaced.
- Minimum concrete paving strength shall be Class 'C' as defined according to the *North Central Texas Council of Governments (NCTCOG) Standard Specifications for Public Works Construction, Third Edition 1998.*
- Refer to Appendix A for **Typical Concrete Street Removal/Replacement Detail.**

### **Concrete Alleys**

- Pavement saw cut and removal shall extend to the limits of "good" concrete. This means concrete that is primarily free of failures and allows for proper doweling of the joints between the existing and new paving surfaces. The City's Inspector will determine the limits of "good" concrete prior to replacing the concrete paving.
- The minimum pavement replacement width shall be one (1) panel (full width of the alley). The width shall be defined as transverse to the flow of traffic (perpendicular to the edge of pavement). Concrete removal limits shall be as follows:
  1. A minimum of one (1) foot beyond the edge of the excavation on each side.
  2. A maximum of three (3) feet from the edge of the excavation if needed to repair/replace inferior concrete.
  3. The minimum limits shall be closer than five (5) feet from a joint or the edge of pavement. Should the minimum one (1) foot or maximum three (3) feet (items 1 and 2 above) fall within the five (5) foot boundary, removal to the edge of pavement, expansion joint, or control joint shall be required. The

Utility Company and/or Contractor will assume the responsibility for all costs associated with the pavement replacement.

4. Should inferior concrete extend beyond the limits established as the Contractor's responsibility (see item 3), the City may request that the concrete be replaced up to the limits of "good" concrete. The City would reimburse the cost difference. City participation is dependent upon the Utility Company receiving approval prior to pouring the concrete. Generally, this will not exceed an additional two (2) panels in any direction.

All trench backfill material under concrete paving shall be compacted cement treated sand (2 sacks cement per cubic yard of sand) or approved flowable fill. Cement treated sand or flowable fill will be used as backfill for all trenches and excavations under vehicular and/or pedestrian paving. The backfill shall extend eighteen inches (18") beyond the street paving or six inches (6") of the edge of alley paving. Cement treated sand or flowable fill may be also required at special conditions as determined by the Director.

- All pavement markings, striping, and buttons shall be replaced.
- Refer to Appendix A for **Typical Concrete Alley Removal/Replacement Detail.**

### **Asphalt Streets**

- Pavement saw cut and removal shall extend to the limits of "good" asphalt. This means asphalt that is primarily free of failures. The City's Inspector will determine the limits of "good" asphalt prior to replacing the paving.
- The pavement replacement width shall extend beyond the width of the excavated trench up to three (3) feet each side.
- Refer to Appendix A for **Typical Asphalt Street Removal/Replacement Detail.**

### **Concrete Sidewalks**

- Should trench excavation exceed a depth of three (3) feet, the City may require compacted cement treated sand (2 sacks cement per cubic yard of sand) or approved flowable fill as trench backfill.

### **Directional Boring**

All directional boring shall have locator place bore marks and depths while bore is in progress. Locator shall place mark at each stem with paint dot and depth at least every other stem. Directional boring is allowed Monday thru Friday from 8:00am to 4:00pm. Missle Bores are not allowed to cross any street crossing.

## Lane Closures

Lane closures in school zones or on streets other than residential streets will be limited to after 8:00 a.m. and before 4:00 p.m. unless prior approval is obtained from the Director. Arrow boards will be required on lane closures, with all barricades, advanced warning signs and reflector cones placed according to the specifications contained in Chapter 33 of the City Code and Part 6 of the Texas Manual on Uniform Traffic Control Devices.

All lane closures must be included in the approved engineering plans or by separate approval from the Director.

## Working Hours

Working hours in the rights-of-way not involving traffic lane closures are 7:00 a.m. to 6:00 p.m., Monday through Friday. Work which must be performed before 7:00 a.m. or after 6:00 p.m. Monday through Friday must be approved by the Director in advance. Any work performed outside the above work hours must be approved twenty-four (24) hours in advance by the Director. Directional boring is permitted only Monday through Friday 8:00 a.m. to 4:00 p.m., unless approved by the Director in advance. No work may be done, except for emergencies, on City holidays or on Sunday's.

## Restoration

Users with Facilities in the right-of-way shall restore property affected by construction, repair, maintenance, installation, or upgrade of Facilities to a condition that is equal to or better than the most recent specification of the City's Public Works Design Guidelines. Restoration must be approved by the Director.

Restoration must be to the reasonable satisfaction of the Director. The restoration shall include, but not be limited to:

- Replacing all ground cover equal to the type of ground cover damaged during work or better either by sodding or seeding as required by Director;
- Installation of all manholes and handholes, as required;

- Backfilling and compacting all bore pits, potholes, trenches or any other holes shall be filled in daily unless other safety requirements are approved by the Director;

- Street and sidewalk repair that conforms with City specifications

- Leveling of all trenches and backhoe lines;

Restoration of excavation site to City's specifications;

Restoration of all landscaping, ground cover, and sprinkler systems.

Removal of all locate flags.

All concrete repairs must be inspected prior to the pour. For an inspection request, call 972-205-3619 OPTION # 3.

Restoration must be made in a timely manner and to the satisfaction of Director. If restoration is not satisfactory or not performed in a timely manner, then all of right-of-way User's work in progress, (except for that work related to the problem), will be halted and no other permit will be approved until all restoration is complete. The hold on right-of-way User's work will include work previously permitted but not complete.

### **Improperly installed, repaired, or maintained Facilities**

Any User of the City right-of-way shall properly install, repair, upgrade and maintain Facilities.

Facilities shall be considered to be improperly installed, repaired, upgraded or maintained if:

The installation, repair, upgrade or maintenance endangers public health, safety or welfare;

The facilities encroach upon private property or extend outside the right-of-way or easement locations.

Above ground facilities located within the right-of-way shall not be less than 1.5 feet from the face of curb or edge of pavement, or within six (6) inches of a sidewalk.

The Facilities do not meet the applicable state, federal, or local laws;

The Facilities are not capable of being located or maintained using standard practices;

The Facilities are placed in an area that interferes with another user's facilities. Nothing in this section shall diminish the authority of the Director to require specific placement of specific lines.

The Facilities are not installed or repaired according to the approved work permit, engineering plans, or Utility Construction Standard Drawings.

## **APPENDIX A**

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**GARLAND RIGHT-OF-WAY MANGEMENT ORDINACE No. 5504 UTILITY  
COMPANY REGISTRATION FORM**

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

*Office Use Only*

TYPE OF UTILITY: \_\_\_\_\_

*Registration #* \_\_\_\_\_

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

WORK PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_

AFTER HOURS PHONE: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

OFFICE FAX NUMBER: \_\_\_\_\_

**CONTACT INFORMATION / LOCAL REPRESENTATIVE**

**1<sup>ST</sup> CONTACT**

**2ND CONTACT**

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

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

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

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

CITY: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

AFTER HOURS: \_\_\_\_\_

AFTER HOURS: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

PAGER: \_\_\_\_\_

PAGER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

TITLE: \_\_\_\_\_

CITY APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

**GARLAND RIGHT-OF-WAY MANAGEMENT ORDINANCE No. 5504**  
**CONTRACTOR REGISTRATION FORM**  
**& 24 HOUR EMERGENCY CONTACT INFORMATION**

**CONTRACTOR INFO.**

UTILITY NAME: \_\_\_\_\_  
TYPE OF UTILITY: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE & ZIP: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_

**1<sup>st</sup> CONTACT**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE & ZIP: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_  
AFTER HOURS: \_\_\_\_\_  
MOBILE PHONE: \_\_\_\_\_  
PAGER: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**2<sup>nd</sup> CONTACT**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE & ZIP: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_  
AFTER HOURS: \_\_\_\_\_  
MOBILE PHONE: \_\_\_\_\_  
PAGER: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

**3<sup>rd</sup> CONTACT**

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE & ZIP: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_  
AFTER HOURS: \_\_\_\_\_  
MOBILE PHONE: \_\_\_\_\_  
PAGER: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_

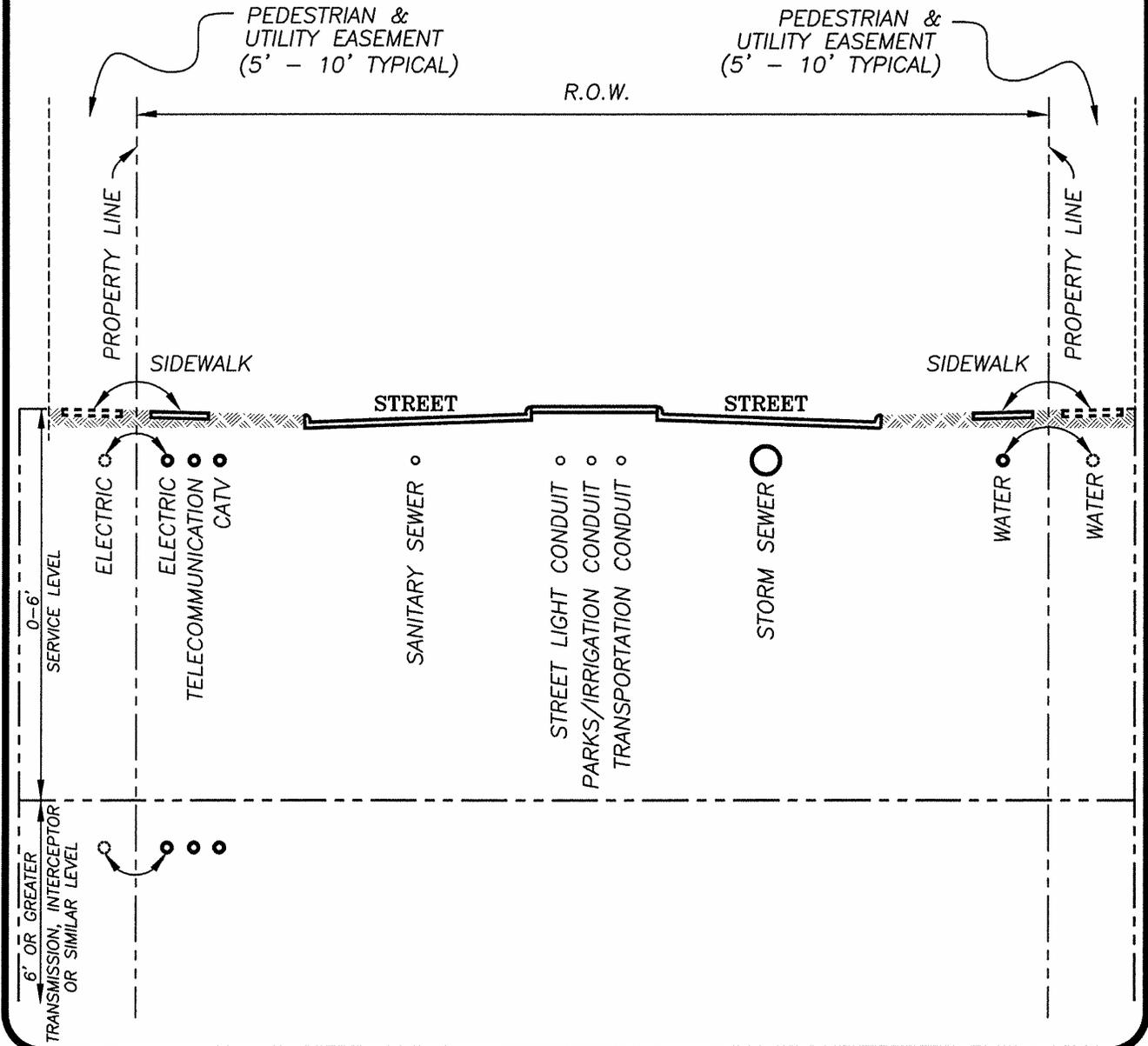
DATE: \_\_\_\_\_

*Office Use Only*

Registration # \_\_\_\_\_

STANDARD UTILITY PLACEMENTS

- WATER – NORTH & EAST PORTION OF R.O.W. (TYPICAL)
- SANITARY SEWER – UNDER CENTER OF PAVEMENT (TYPICAL)
- STORM SEWER – UNDER PAVEMENT
- ELECTRIC, TELECOMMUNICATION/CATV – SOUTH & WEST SIDES



**GARLAND**  
ENGINEERING DEPARTMENT

UTILITY LOCATIONS  
ON  
DIVIDED ROADWAY

PATH: J:\DATA\ENG\ACAD\STREET.DWG

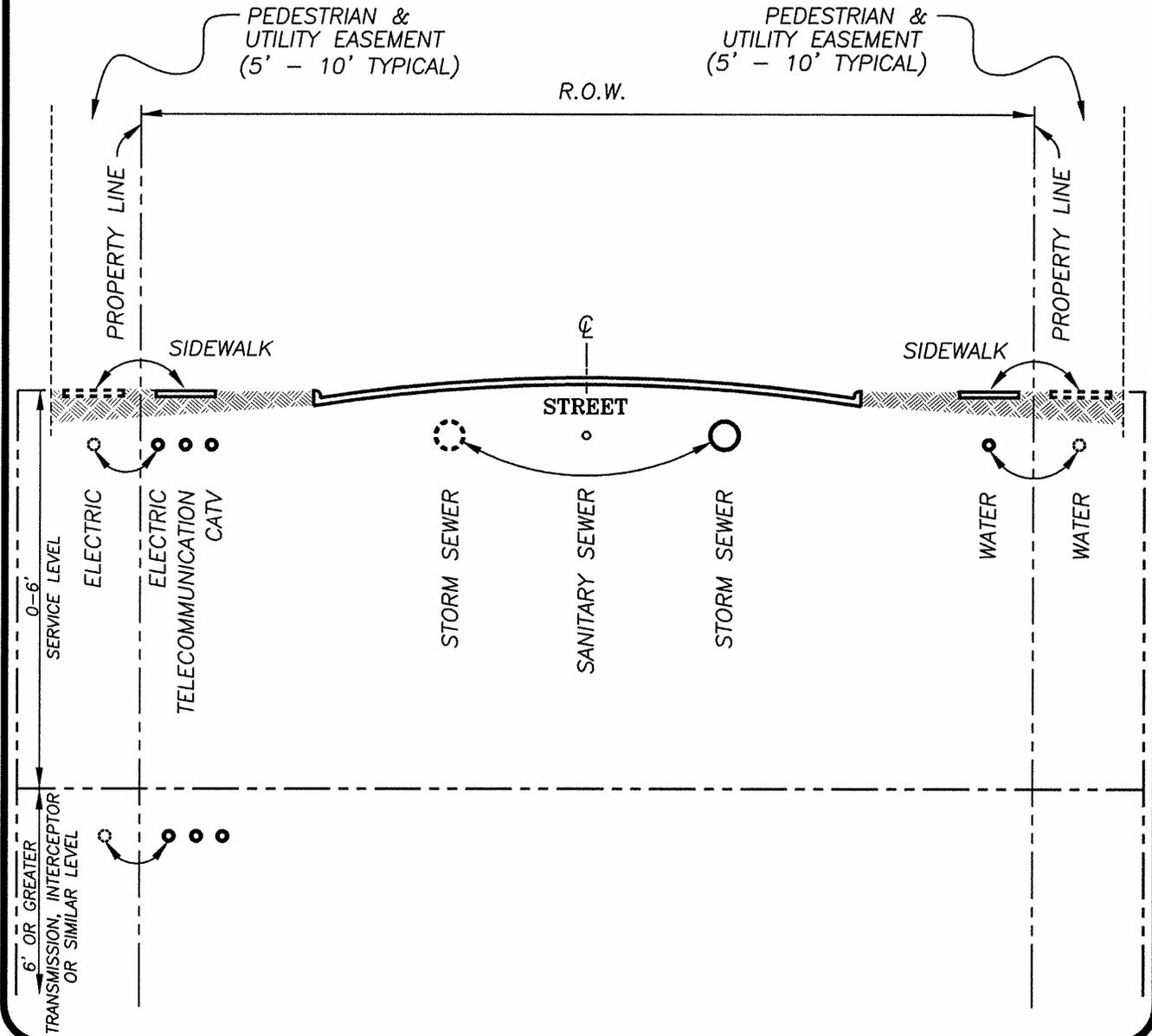
DRAWN: G.VANDERSLICE

DATE: 09/00

SCALE: N.T.S.

STANDARD UTILITY PLACEMENTS

- WATER – NORTH & EAST PORTION OF R.O.W. (TYPICAL)
- SANITARY SEWER – UNDER CENTER OF PAVEMENT (TYPICAL)
- STORM SEWER – UNDER PAVEMENT
- ELECTRIC, TELECOMMUNICATION/CATV – SOUTH & WEST SIDES



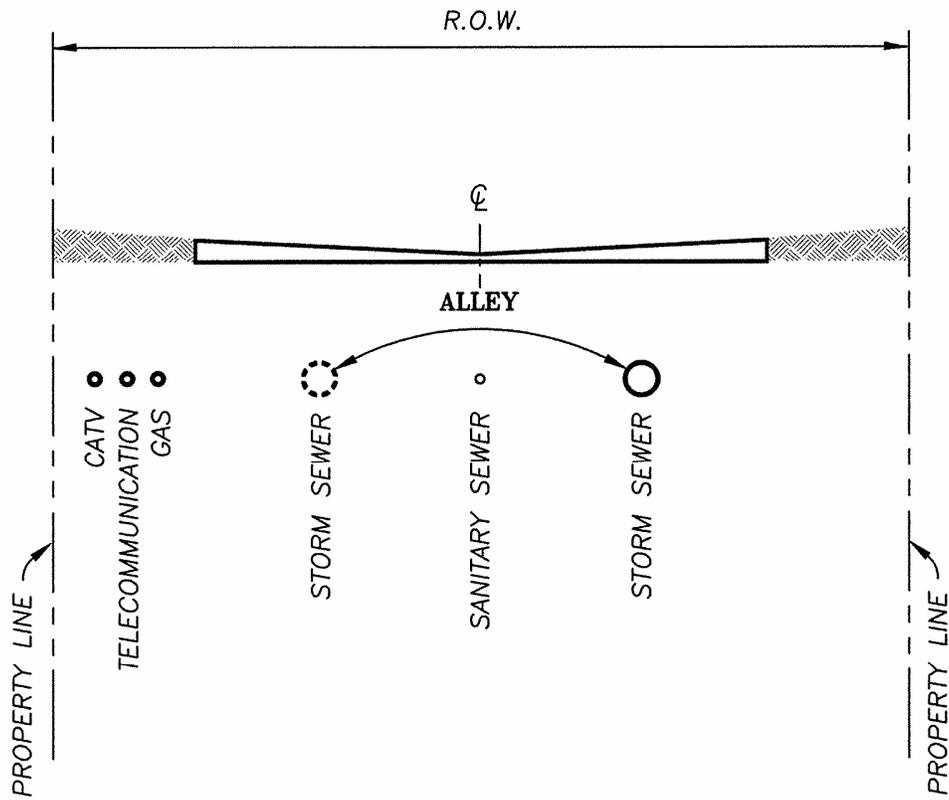
**GARLAND**  
ENGINEERING DEPARTMENT

UTILITY LOCATIONS  
ON  
UNDIVIDED ROADWAY  
PATH: J:\DATA\ENG\ACAD\STREET2.DWG

DRAWN: G.VANDERSLICE  
DATE: 09/00  
SCALE: N.T.S.

STANDARD UTILITY PLACEMENTS

SANITARY SEWER – UNDER CENTER OF PAVEMENT (TYPICAL)  
 STORM SEWER – UNDER PAVEMENT  
 ELECTRIC, TELECOMMUNICATION/CATV – SOUTH & WEST SIDES



**GARLAND**  
 ENGINEERING DEPARTMENT

UTILITY LOCATIONS  
 ON  
 ALLEY

PATH: J:\DATA\ENG\ACAD\STREET1.DWG

DRAWN: G.VANDERSLICE

DATE: 09/00

SCALE: N.T.S.

# GARLAND

## City of Garland Permit Application

**FOR OFFICE USE ONLY:**

Permit Application Number - - -

Date of Application

Date Approved Application

Type of Utility (Telephone, Gas, Electric, or Cable)

### Utility Company Information

Utility Company		Address		Suite No.
City	State	Zip Code	Phone No.	Fax No.

E-Mail Address: \_\_\_\_\_

Representative \_\_\_\_\_  
Title \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Pager No. \_\_\_\_\_

Name (Contractor): \_\_\_\_\_  
Contact (Contractor): \_\_\_\_\_  
Mobile Phone (Contractor): \_\_\_\_\_

### Proposed Construction

New/Relocated Facility	<input type="checkbox"/>	Alley	<input type="checkbox"/>
Maintenance/Repair of Existing Facility	<input type="checkbox"/>	Street	<input type="checkbox"/>
Emergency Repair	<input type="checkbox"/>	Subdivision/Abstract	<input type="checkbox"/>
		Other (Easement, etc)	<input type="checkbox"/>

**Approved**

Yes	No	Primary Street	Secondary Street	From	To	Comments	Mapsco Number
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____

**Approved**

Yes	No	Subdivision/Abstract	Mapsco Number
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Approved**

Yes	No	Other Description	Mapsco Number
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Proposed Begin Construction Date \_\_\_\_\_

Proposed End Construction Date \_\_\_\_\_

**Plan Submittal Information**

Yes	Delinquent	N/A	Plan Requirement
<input type="checkbox"/>	<input type="checkbox"/>		Five (5) sets of engineering plans, signed and sealed by an Engineer licensed to practice in the State of Texas, must be submitted with the permit application.
<input type="checkbox"/>	<input type="checkbox"/>		Engineering plans shall include the proposed, approximate location and route of all Facilities to be constructed or installed and the applicant's plan for right-of-way construction.
<input type="checkbox"/>	<input type="checkbox"/>		Engineering plans shall not exceed a scale of one inch (1") equals fifty feet (50') unless otherwise approved by the Director.
<input type="checkbox"/>	<input type="checkbox"/>		Engineer plans shall include all existing and/or proposed rights-of way and utility easements that applicant plans to use.
<input type="checkbox"/>	<input type="checkbox"/>		Engineering plans shall include details of the location of all existing City and non-City utilities and facilities in relationship to applicant's proposed route.
<input type="checkbox"/>	<input type="checkbox"/>		Engineering plans shall include details of what applicant proposes to install, such as pipe size, number of interducts, valves, etc...
<input type="checkbox"/>	<input type="checkbox"/>		Engineering plans shall include details of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, etc. (including depth)
<input type="checkbox"/>	<input type="checkbox"/>		The name, address, and phone numbers of the contractor or subcontractor who will perform the actual construction, including the name and telephone number of an individual with the contractor who will be available at all times during construction. Such information shall be required prior to the commencement of any work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering Plans shall include details of removing and replacing asphalt or concrete in streets, driveways, alleys and sidewalks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering plans shall contain a complete traffic control plan including proper barricading, traffic detours, work zones, signage, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof that all necessary and applicable State and Federal permits have been obtained for the proposed project and that the User is in compliance with those permits is required. Proof shall be a written statement by the User or copies of permits and letters obtained from the other entities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof that project complies with the NPDES stormwater permit requirements and other provisions of the Federal Clean Water Act. Engineering plans shall include a complete Stormwater Pollution Prevention Plan where applicable.

**Engineering Firm Information**

<b>Engineering Firm</b>	<b>Address</b>			<b>Suite No.</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Phone No.</b>	<b>Fax No.</b>
<b>E-Mail Address</b>	_____			
<b>Engineer Title</b>	_____	<b>Mobile No.</b>	_____	
	_____	<b>Pager No.</b>	_____	

**Applicant:**

<b>Utility Company</b>	<b>Representative</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
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**Approved By:**

<b>City Representative</b>	<b>Signature</b>	<b>Date</b>
----------------------------	------------------	-------------



**CITY OF GARLAND  
ENGINEERING UTILITY PLAN SUBMITTAL  
REQUIREMENTS**

800 MAIN STREET, 3rd FLOOR

P.O. BOX 469002

GARLAND, TEXAS 75040

TEL: 972-205-2170

FAX: 972-205-2675

The Utility Company and the engineer are encouraged to meet with the Engineering Department to review site specific concerns. This overview is a work in progress. If you feel that a particular item is unclear or more information should be provided please contact us for clarification.

The Utility Company or it's engineer shall submit five complete sets of engineering plans to the City of Garland Engineering Department. All plans shall be submitted on 24"x36" paper and include a cover sheet with table of contents. The project name, engineer's name, license number, and date shall be on all plan sheets and state "Preliminary Not For Construction".

**A complete set of engineering plans shall include the following stapled together. These are minimum requirements, additional plans / details may be required where site conditions dictate:**

- The proposed, approximate location and route of all Facilities to be constructed or installed and the applicant's plan for right-of-way construction.
- Engineering plans signed and sealed by a registered engineer at a scale not to exceed one-inch (1") equals fifty feet (50') unless otherwise approved by the Director. A north arrow shall be included.
- Details of the location of all right-of-way and utility easements that applicant plans to use.
- Details of all existing City and non-City utilities and facilities in relationship to applicant's proposed route.
- Details of what applicant proposes to install, such as pipe size, number of interducts, valves, etc.
- Details of plans to remove and replace asphalt or concrete in streets, driveways, alleys and sidewalks.
- Drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, etc. (including depth).
- Handholes and/or manholes typical of the type of manholes and/or handholes applicant plans to construct, use or access.

- ❑ Complete legend of drawings submitted by applicant. Applicant may submit a standard legend for all permit applications, provided the applicant submits updated or revised versions of the standard details.
- ❑ Five sets of engineering plans must be submitted with the permit application.
- ❑ The name, address and phone numbers of the contractor or subcontractor who will perform the actual construction, including the name and telephone number of an individual with the contractor who will be available at all times during construction. Such information shall be required prior to the commencement of any work.
- ❑ The construction and installation methods and materials to be employed for the protection of existing structures, fixtures, and Facilities within or adjacent to the right-of-way, and the dates and times work will occur, all of which (methods, dates, times, etc.) are subject to approval of the Director.
- ❑ A traffic control plan including proper barricading, traffic detours, work zones, signage, etc...
- ❑ Statements of compliance with the NPDES stormwater permit requirements and other provisions of the Federal Clean Water Act.
- ❑ A statement that all necessary and applicable state and federal permits have been obtained for the project and that User is in compliance with those permits.

Engineering plans are reviewed for compliance with the following City of Garland documents and other criteria:

- ◆ Right-of-Way Management Ordinance
- ◆ Traffic Management Standards
- ◆ Thoroughfare Plan
- ◆ Public Works Design Guidelines
- ◆ State Highway 190 Development Standards (where applicable)
- ◆ Water and Sewer Master Plans (where applicable)
- ◆ National Pollutant Discharge Elimination System (NPDES) Permit
- ◆ North Central Texas Council of Governments Specifications for Public Works Construction

Staff will notify the applicant of necessary corrections and comments. Resubmission of two to three sets of corrected engineering plans along with the prior marked-up plans will be required until "approval" is given to the engineering plans.

#### Full Engineering Plan Release

Plans are released for construction once all the mark-ups are addressed. An approval letter will be sent to the developer's engineer, identifying the number of plan sets needed for stamping and details. The construction inspector will recognize only plans bearing the City of Garland's RELEASE FOR CONSTRUCTION stamp. No unstamped plans should be present on the job site. The City of Garland will not accept any work constructed using unstamped plans.

All applicable fees and taxes must be paid.

The utility company and contractor shall schedule a pre-construction meeting with the Engineering Department at (972) 205-2170 a minimum of seventy-two (72) hours prior to the start of construction.

The following permits, analysis, easements, plans, etc. must be acquired, completed, and submitted prior to full engineering plan release:

- ◆ All engineering plans shall be complete;
- ◆ Provide evidence showing compliance with the Corps of Engineers wetlands and waters of US regulations;
- ◆ Highway permits from the Texas Department of Transportation for any work within state right of way, if applicable;
- ◆ DART License Agreement or Railroad permit, if applicable;
- ◆ Excavation safety plans prepared by a licensed professional engineer in the State of Texas, for utility excavation(s) exceeding a five-foot depth.

# GARLAND

City of Garland

## Utility Construction Permit for Work in Right-Of-Way and Easements

Permit Number - - -  
Date Approved Permit

### Utility Company Information

Utility Company \_\_\_\_\_ Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Representative \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Title \_\_\_\_\_ Pager No. \_\_\_\_\_

### Proposed Construction

**LOCATIONS MARKED "No" HAVE NOT BEEN APPROVED AS A PART OF THIS PERMIT AND SHALL BE RESUBMITTED UNDER A NEW APPLICATION.**

Type of Utility  
New/Relocated Facility  Alley   
Maintenance/Repair of Existing Facility  Street   
Emergency Repair  Other (Easement, etc)   
 Subdivision/Abstract

Approved		Primary Street	Secondary Street	From	To	Comments	Mapsco Number
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____

Approved		Subdivision/Abstract	Mapsco Number
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Approved		Other Description	Mapsco Number
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Begin Construction Date \_\_\_\_\_ End Construction Date \_\_\_\_\_  
Pre-Construction Meeting \_\_\_\_\_ Final Restoration Date \_\_\_\_\_

### Contractor Information

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Forman \_\_\_\_\_ Pager No. \_\_\_\_\_

**A PERMIT IS REQUIRED ON THE JOB SITE AT ALL TIMES  
PERMITTEE SHALL NOTIFY THE CITY OF GARLAND ENGINEERING DEPARTMENT A MINIMUM  
OF 24 HOURS PRIOR TO BEGINNING WORK AND WITHIN 24 HOURS AFTER COMPLETING  
WORK USING THE R.O.W. AUTOMATED PHONE SYSTEM AT 972-205-3619. DAMAGES TO  
OTHER UTILITIES WILL BE REPORTED IMMEDIATELY .**

Permittee:

Company	Representative	Title	Signature	Date
_____	_____	_____	_____	_____

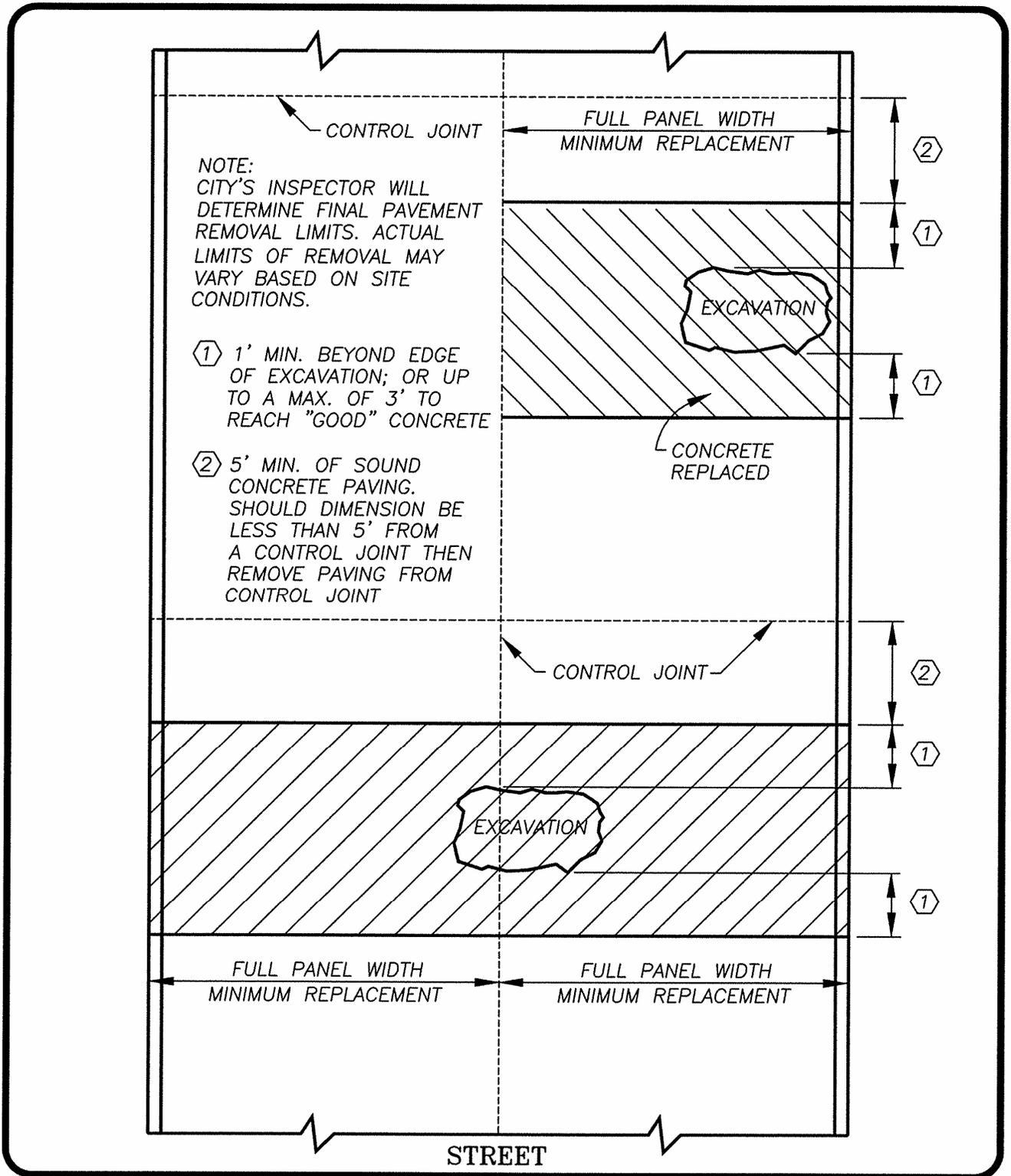
City Representative	Signature	Date
_____	_____	_____

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# UTILITY CONSTRUCTION CHECKLIST

THIS "CHECKLIST" IS INTENDED FOR GENERAL INFORMATION ONLY, AND DOES NOT INCLUDE ALL REQUIREMENTS OF GARLAND'S R.O.W. ORDINANCE No. 5504.

- \_\_\_ CONSTRUCTION / MAINTENANCE PERMIT OBTAINED
- \_\_\_ PERMIT AND ENGINEERED PLANS POSTED ON SITE
- \_\_\_ STATE AND/OR FEDERAL PERMITS POSTED ON SITE
- \_\_\_ CITY OF GARLAND UTILITY CONSTRUCTION STANDARD DRAWINGS ON SITE
- \_\_\_ UTILITY LINE LOCATES CALLED A MINIMUM OF 48 HOURS PRIOR TO ANY EXCAVATION
- \_\_\_ EXISTING UTILITIES LOCATED BY POT HOLING OR HAND DIGGING
- \_\_\_ DIRECTOR NOTIFIED A MINIMUM OF 24 HOURS PRIOR TO START OF WORK
- \_\_\_ IDENTITY INFORMATION SIGNS POSTED A MINIMUM OF 24 HOURS PRIOR TO START OF WORK
- \_\_\_ EROSION CONTROL MEASURES IN PLACE
- \_\_\_ STORM WATER MANAGEMENT IN PLACE
- \_\_\_ STREETS, ALLEYS AND SIDEWALKS LESS THAN FIVE (5) YEARS OLD CAN NOT BE CUT
- \_\_\_ LANE CLOSURES IN SCHOOL ZONES AND OTHER THAN RESIDENTIAL STREETS IS LIMITED TO AFTER 8:00 AM AND BEFORE 4:00 PM
- \_\_\_ WORKING HOURS NOT INVOLVING TRAFFIC LANE CLOSURES ARE 7:00 AM TO 6:00PM
- \_\_\_ EXCAVATIONS UNDER PAVING (STREET, ALLEY or SIDEWALK) REQUIRE CEMENT STABILIZED SAND BACKFILL AND/OR FLOWABLE FILL
- \_\_\_ EXCAVATIONS BACKFILLED AND COMPACTED IN LIFTS WITHIN 24 HOURS
- \_\_\_ STREET ALLEY, AND SIDEWALK INSPECTIONS REQUESTED AND RESTORED WITHIN 14 DAYS
- \_\_\_ RESTORE TOP SOIL LANDSCAPING, GROUND COVER AND SPRINKLER SYSTEMS
- \_\_\_ REMOVE UTILITY LOCATE FLAGS
- \_\_\_ DIRECTOR NOTIFIED WITHIN 24 HOURS OF COMPLETION OF WORK
- \_\_\_ NEW SUBDIVISION FINAL ACCEPTANCE INSPECTION REQUESTED



**GARLAND**  
ENGINEERING DEPARTMENT

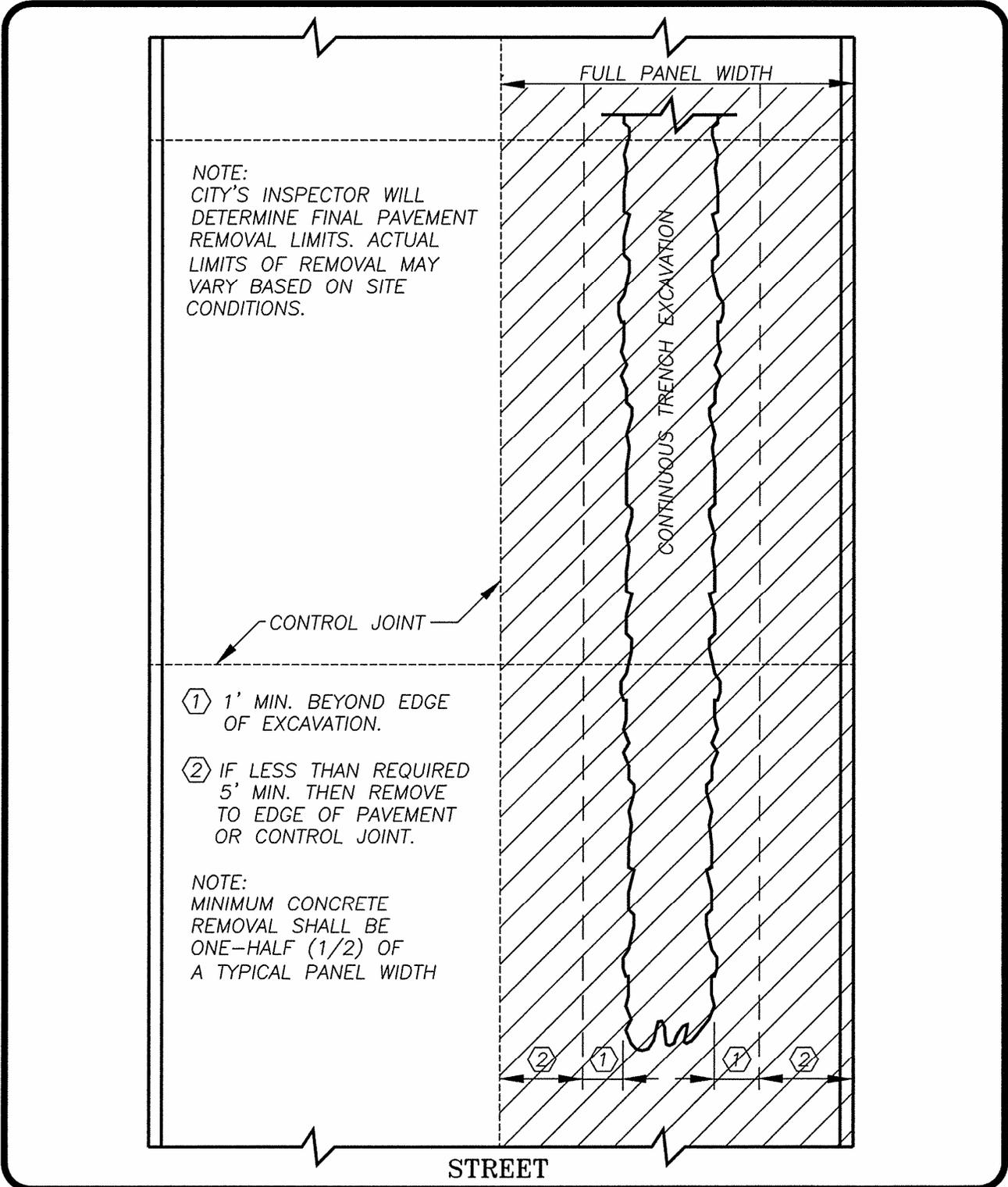
TYPICAL CONCRETE STREET  
REMOVAL/REPLACEMENT  
EXAMPLE 1

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DRAWN: G.VANDERSLICE

DATE: 10/00

SCALE: 1" = 5'

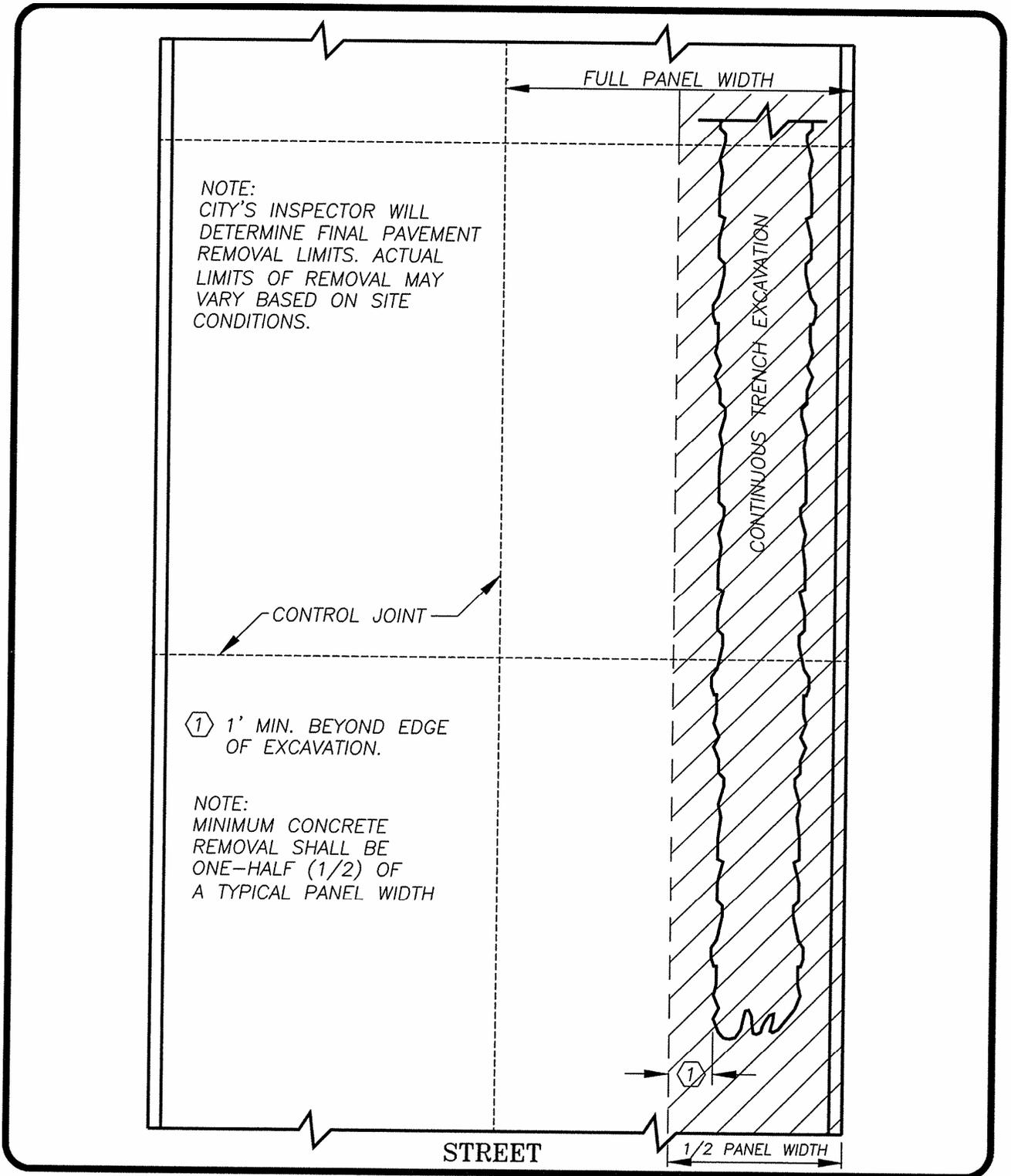


**GARLAND**  
ENGINEERING DEPARTMENT

TYPICAL CONCRETE STREET  
REMOVAL/REPLACEMENT  
EXAMPLE 2

PATH: J:\DATA\ENG\ACAD\STREETS5.DWG

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DATE: 10/00  
SCALE: 1" = 5'



**GARLAND**  
ENGINEERING DEPARTMENT

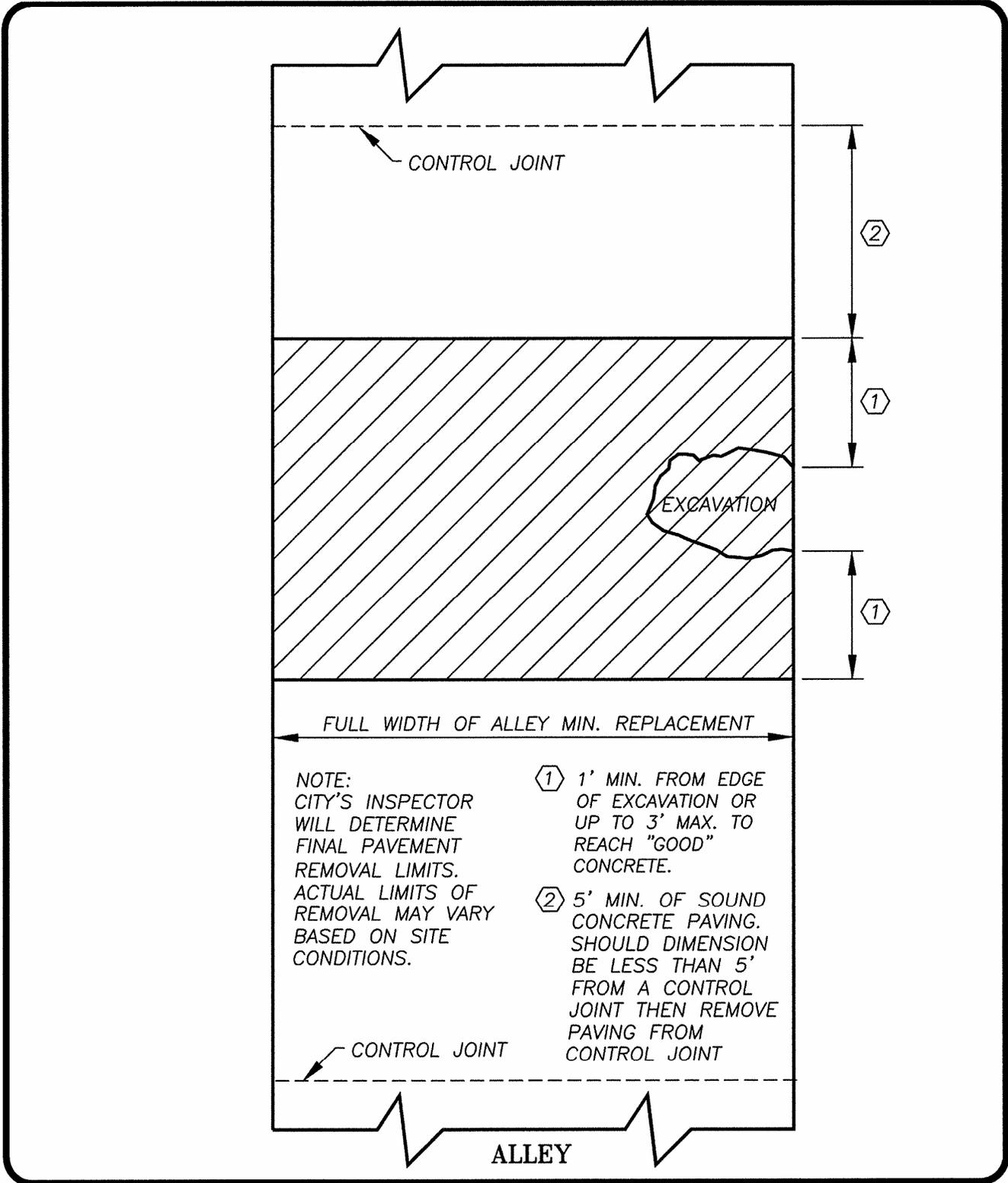
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REMOVAL/REPLACEMENT  
EXAMPLE 3

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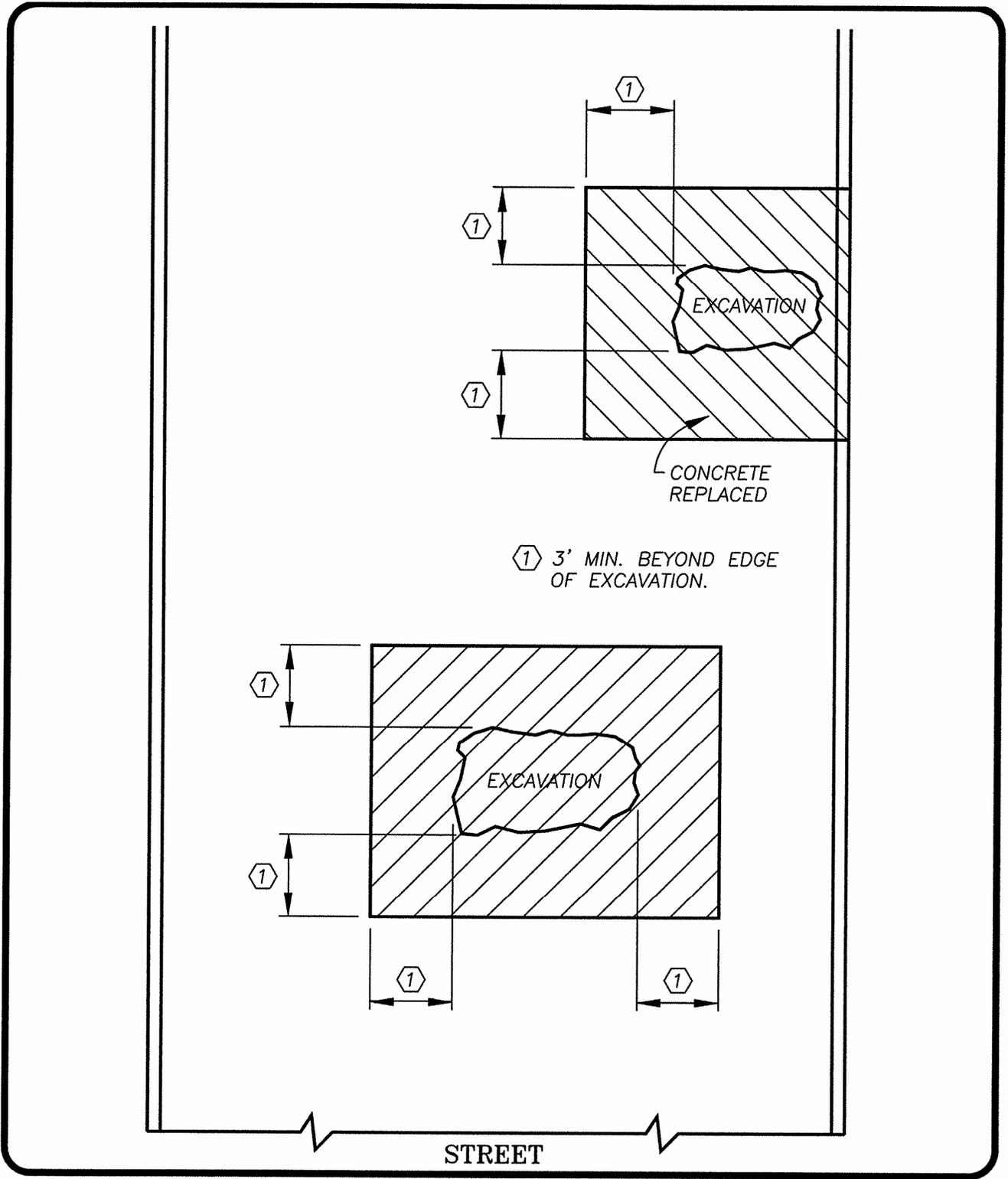
DRAWN: G.VANDERSLICE

DATE: 12/00

SCALE: 1" = 5'



	TYPICAL CONCRETE ALLEY REMOVAL/REPLACEMENT	DRAWN: G.VANDERSLICE
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		SCALE: N.T.S.



**GARLAND**  
ENGINEERING DEPARTMENT

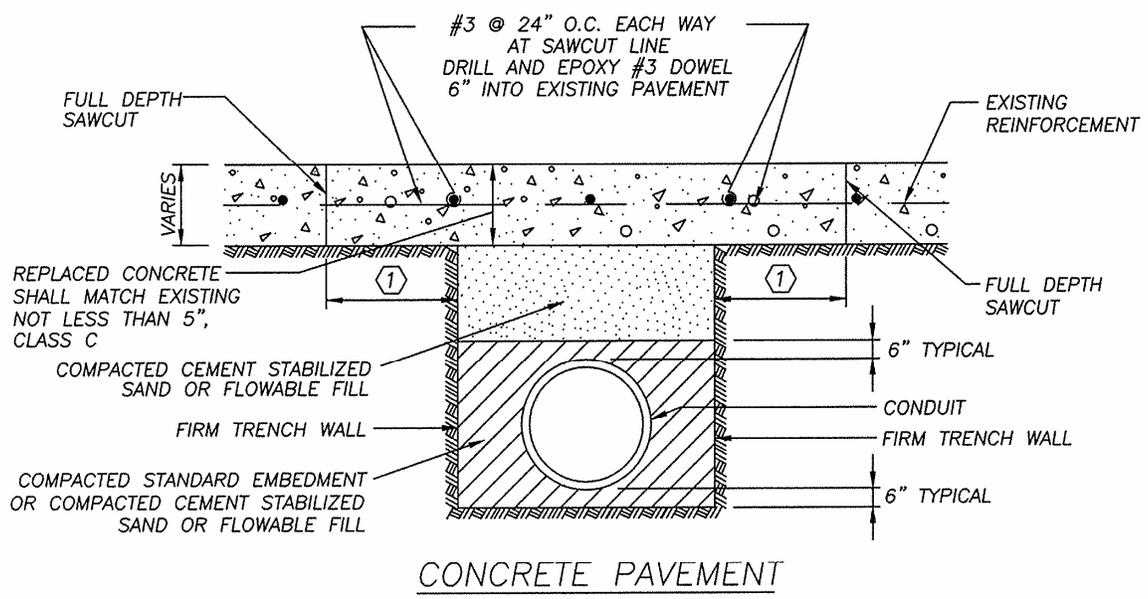
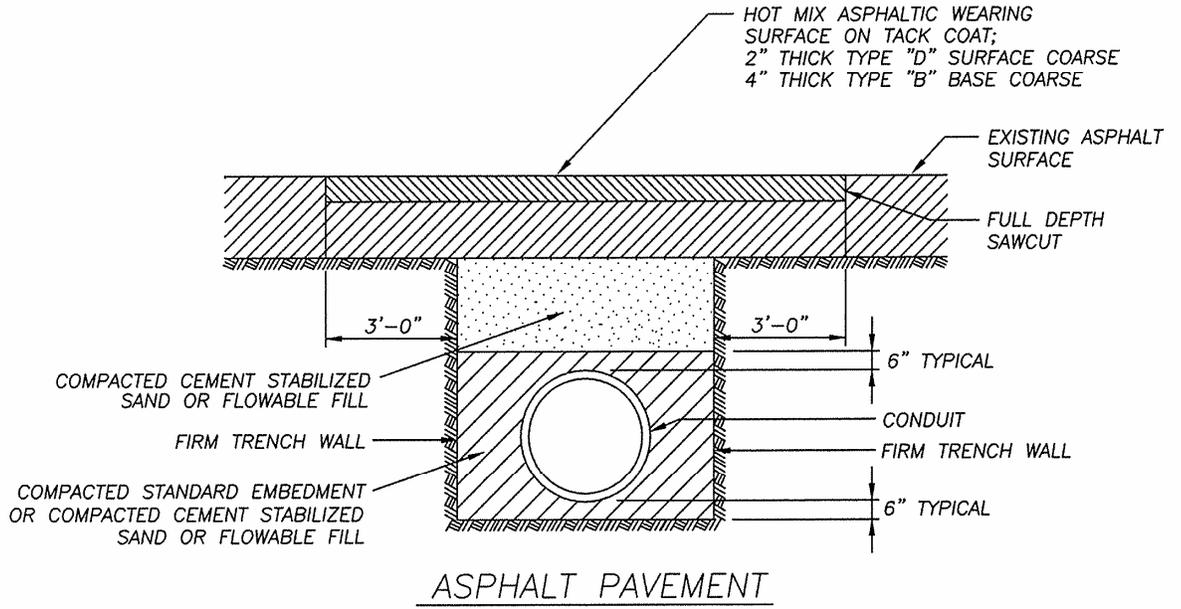
TYPICAL ASPHALT STREET  
REMOVAL/REPLACEMENT

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DRAWN: G.VANDERSLICE

DATE: 10/00

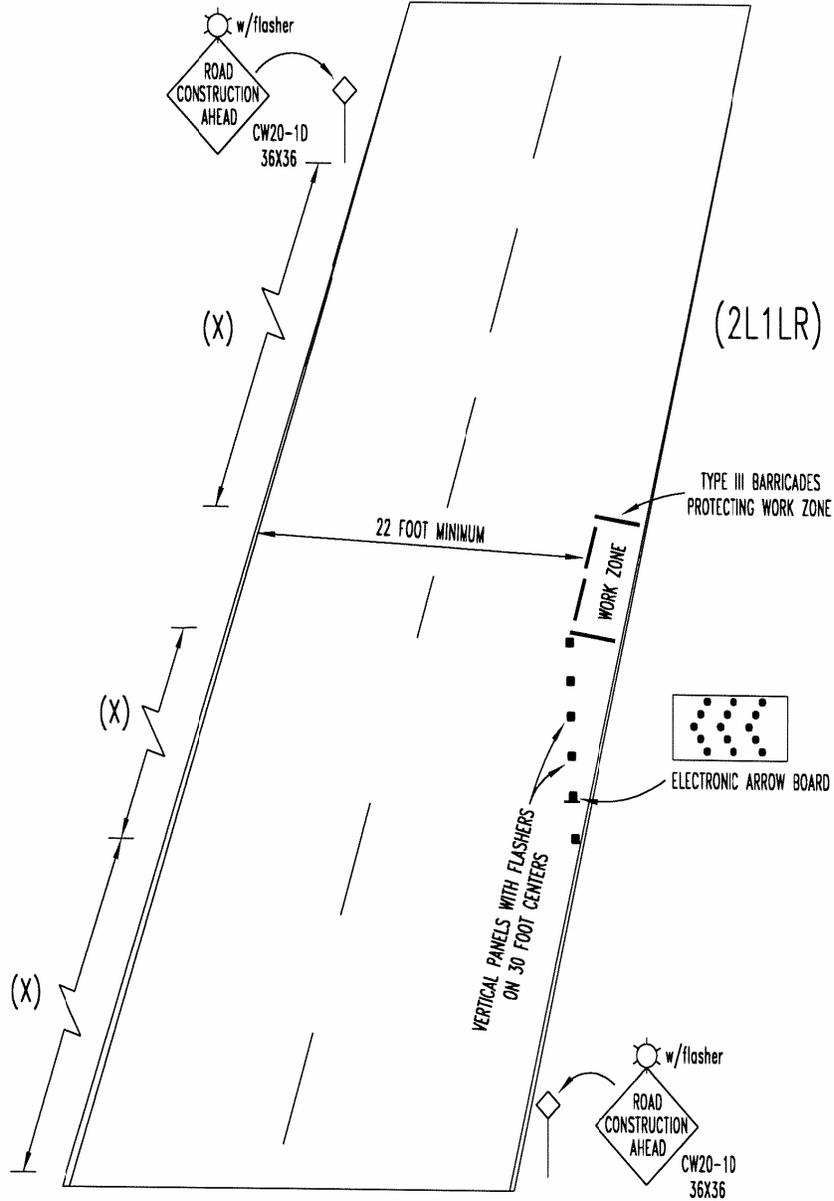
SCALE: 1" = 5'



① MIN. 1'-0" OR MAX. 3'-0" UNLESS WITHIN 5' OF A CONTROL JOINT

	PAVEMENT REMOVAL AND REPLACEMENT	DRAWN: COG
	PATH: J:\DATA\ENG\ACAD\STREET9.DWG	DATE: 10/00
		SCALE: N.T.S.

# 2 LANE ROADWAY ONE LANE ROADWORK



1  
6

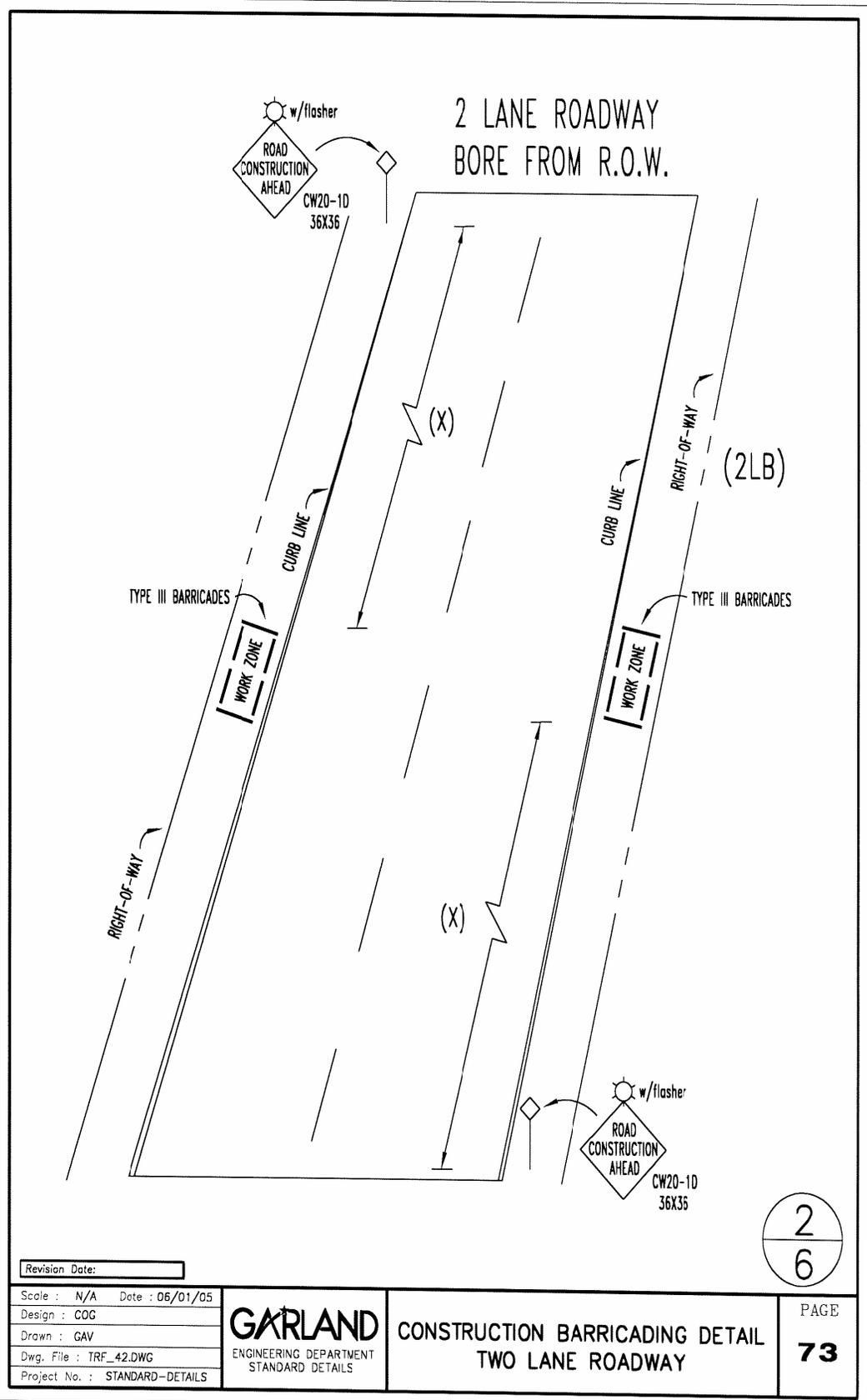
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Drawn : GAV
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Project No. : STANDARD-DETAILS

**GARLAND**  
ENGINEERING DEPARTMENT  
STANDARD DETAILS

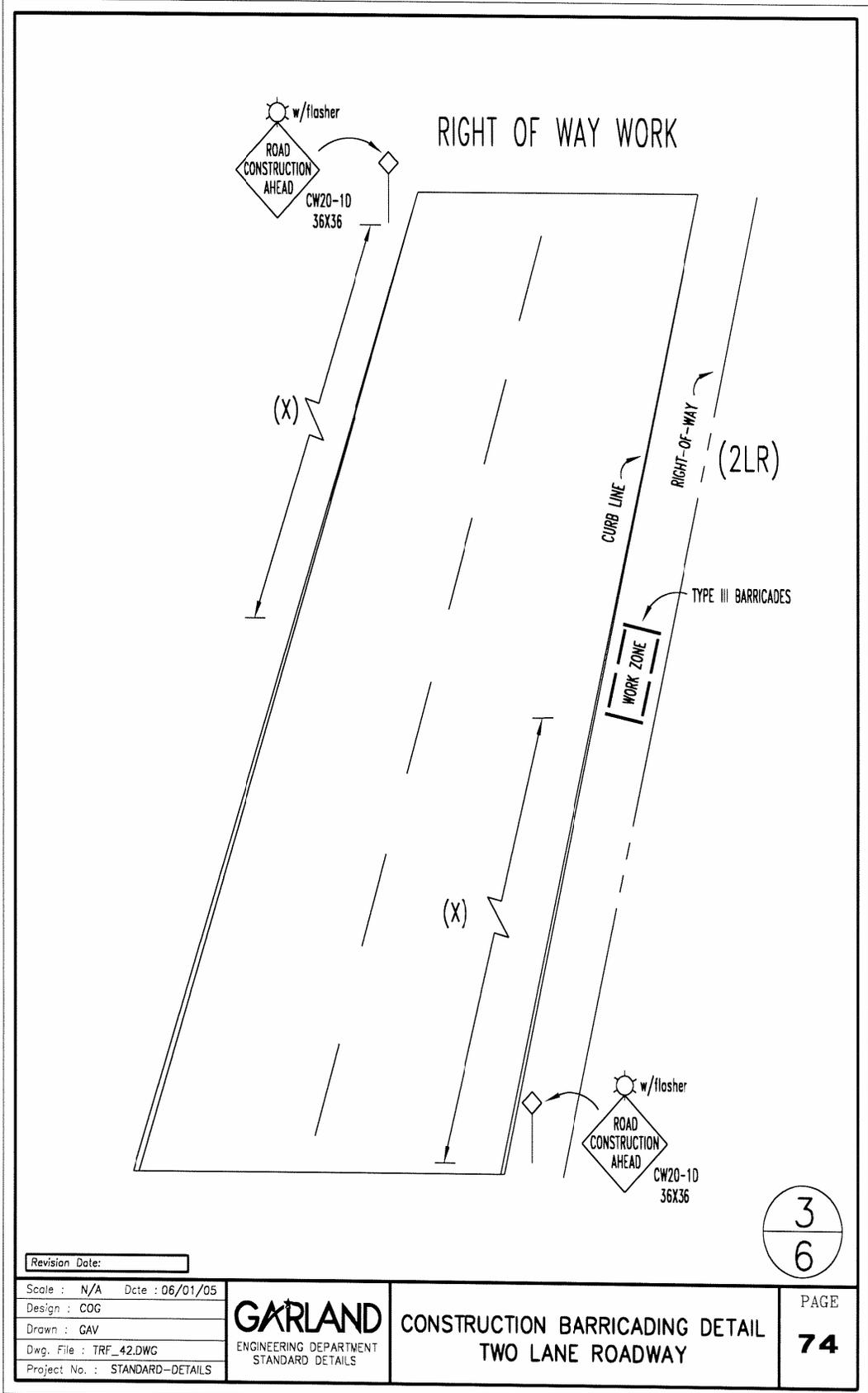
**CONSTRUCTION BARRICADING DETAIL  
TWO LANE ROADWAY**

PAGE  
**72**

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Revision Date:

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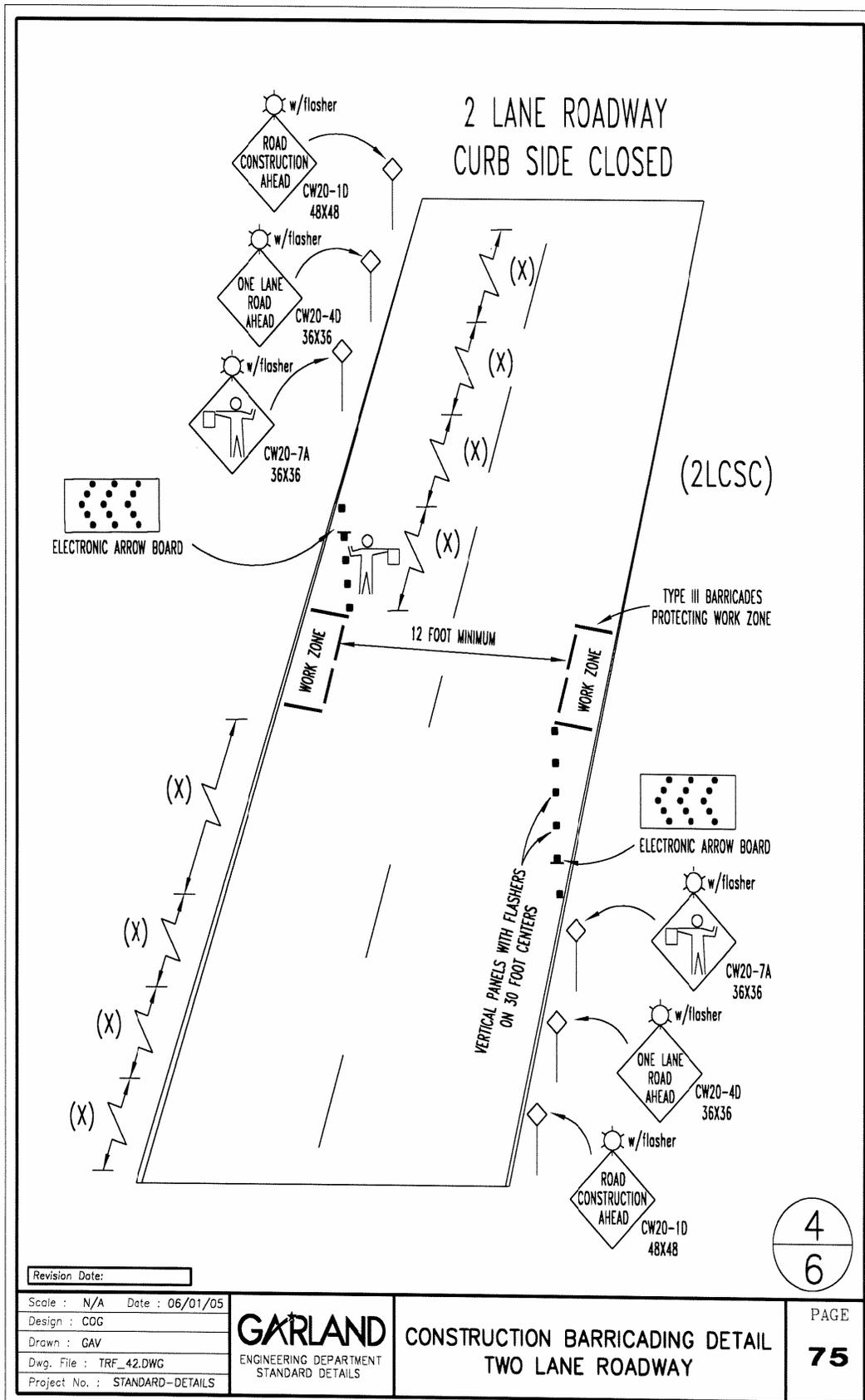
**GARLAND**  
 ENGINEERING DEPARTMENT  
 STANDARD DETAILS

**CONSTRUCTION BARRICADING DETAIL  
 TWO LANE ROADWAY**

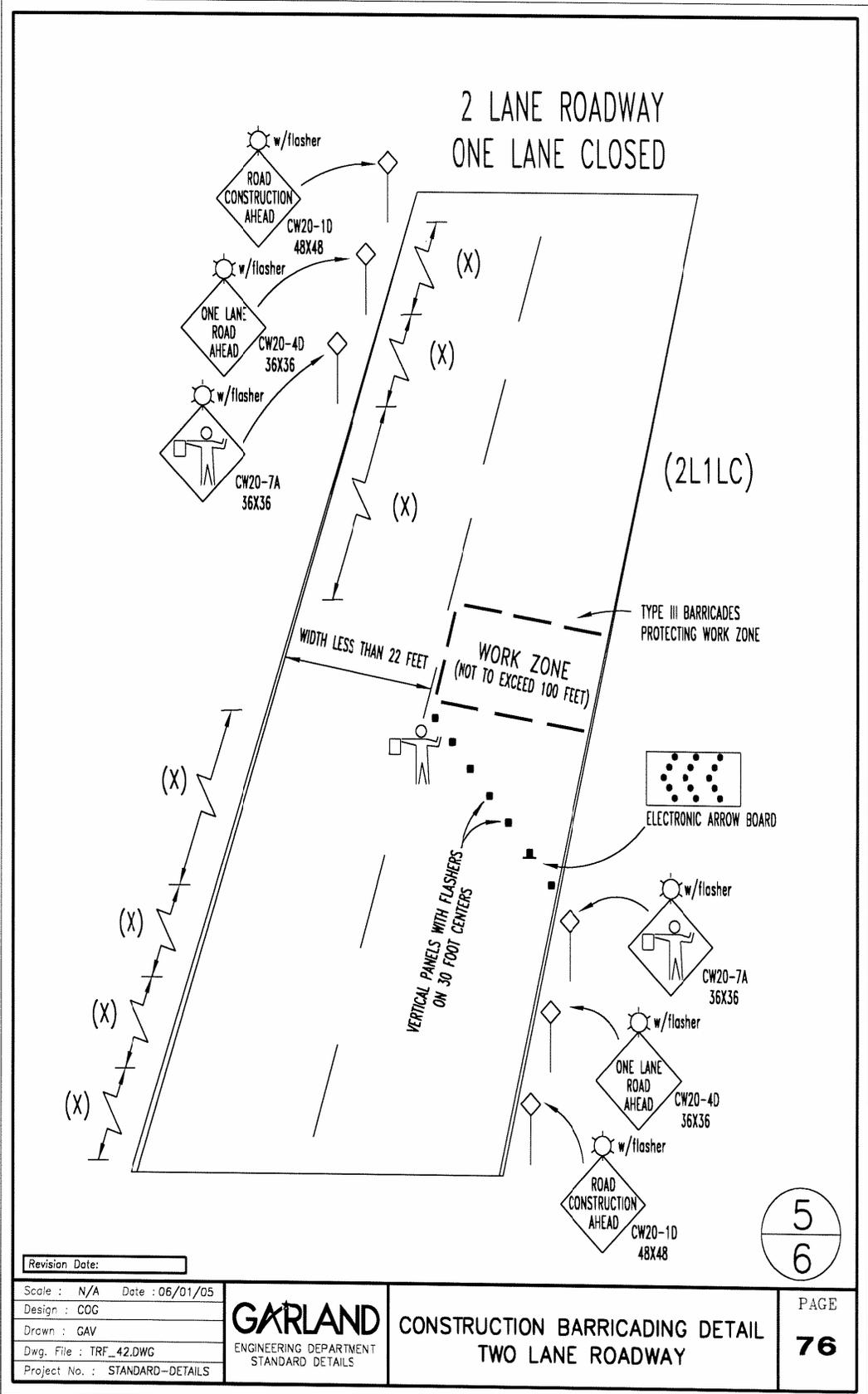
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PAGE  
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Revision Date:

Scale :	N/A	Date :	06/01/05
Design :	COG		
Drawn :	GAV		
Dwg. File :	TRF_42.DWG		
Project No. :	STANDARD-DETAILS		

**GARLAND**  
ENGINEERING DEPARTMENT  
STANDARD DETAILS

**CONSTRUCTION BARRICADING DETAIL  
TWO LANE ROADWAY**

5  
6

PAGE  
**76**

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# BARRICADE NOTES

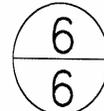
ALL SIGNS & BARRICADES TO BE IN PLACE FROM 9:00AM TO 4:00PM.

FROM 4:00PM TO 9:00AM BACKFILL OR PLATE TO ALLOW ALL THRU LANES OF TRAFFIC AND REMOVE ALL SIGNS & BARRICADES EXCEPT, "ROAD CONSTRUCTION AHEAD".

SIGN SPACING TABLE

POSTED SPEED LIMIT MPH	30	35	40	45	50	55
DISTANCE (X) IN FEET	120'	160'	240'	320'	400'	500'

▲ REV. 2/20/03 REPLACED SIGN WITH "ELECTRONIC ARROW BOARD"



Revision Date:

Scale : N/A	Date : 06/01/05
Design : COG	
Drawn : GAV	
Dwg. File : TRF_42.DWG	
Project No. : STANDARD-DETAILS	

GARLAND

ENGINEERING DEPARTMENT  
STANDARD DETAILS

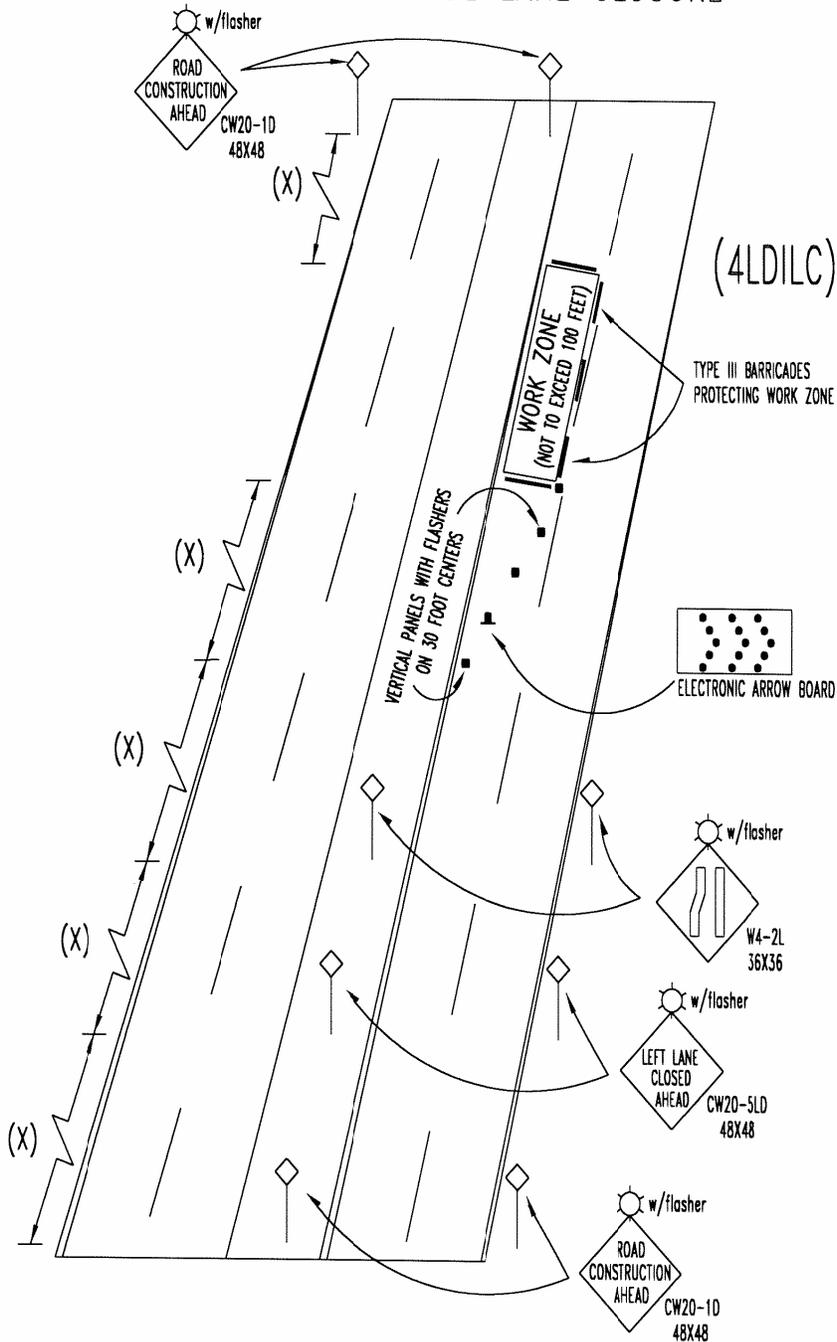
CONSTRUCTION BARRICADING DETAIL  
TWO LANE ROADWAY

PAGE

77

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# 4 LANE DIVIDED INSIDE LANE CLOSURE



Revision Date: \_\_\_\_\_

Scale : N/A Date : 06/01/05  
 Design : COG  
 Drawn : GAV  
 Dwg. File : TRF\_43.DWG  
 Project No. : STANDARD-DETAILS

**GARLAND**  
 ENGINEERING DEPARTMENT  
 STANDARD DETAILS

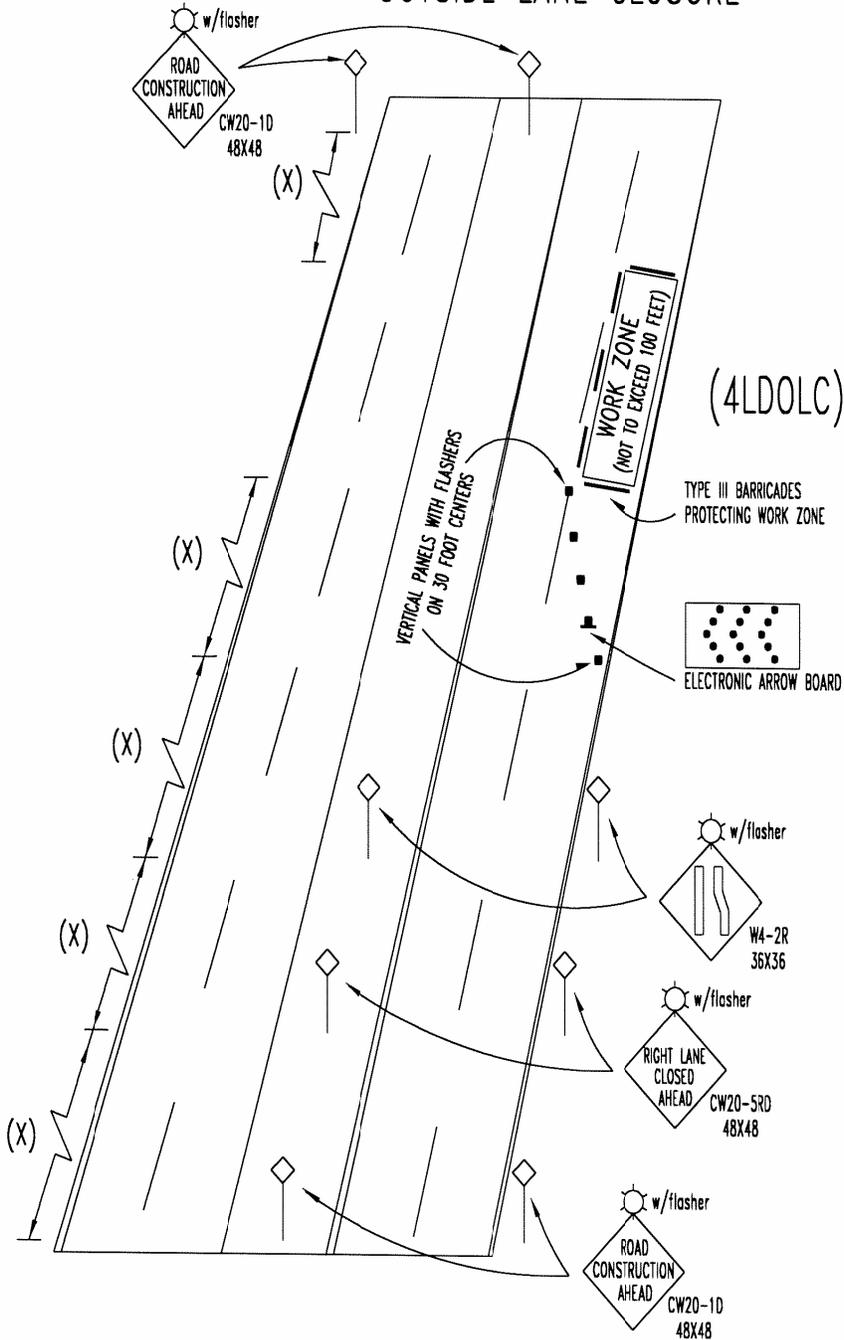
**CONSTRUCTION BARRICADING  
 DETAIL FOUR LANE UNDIVIDED**

1  
4

PAGE  
**78**

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# 4 LANE DIVIDED OUTSIDE LANE CLOSURE



Revision Date:

Scale : N/A Date : 06/01/05  
 Design : COG  
 Drawn : GAV  
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 Project No. : STANDARD-DETAILS

**GARLAND**  
 ENGINEERING DEPARTMENT  
 STANDARD DETAILS

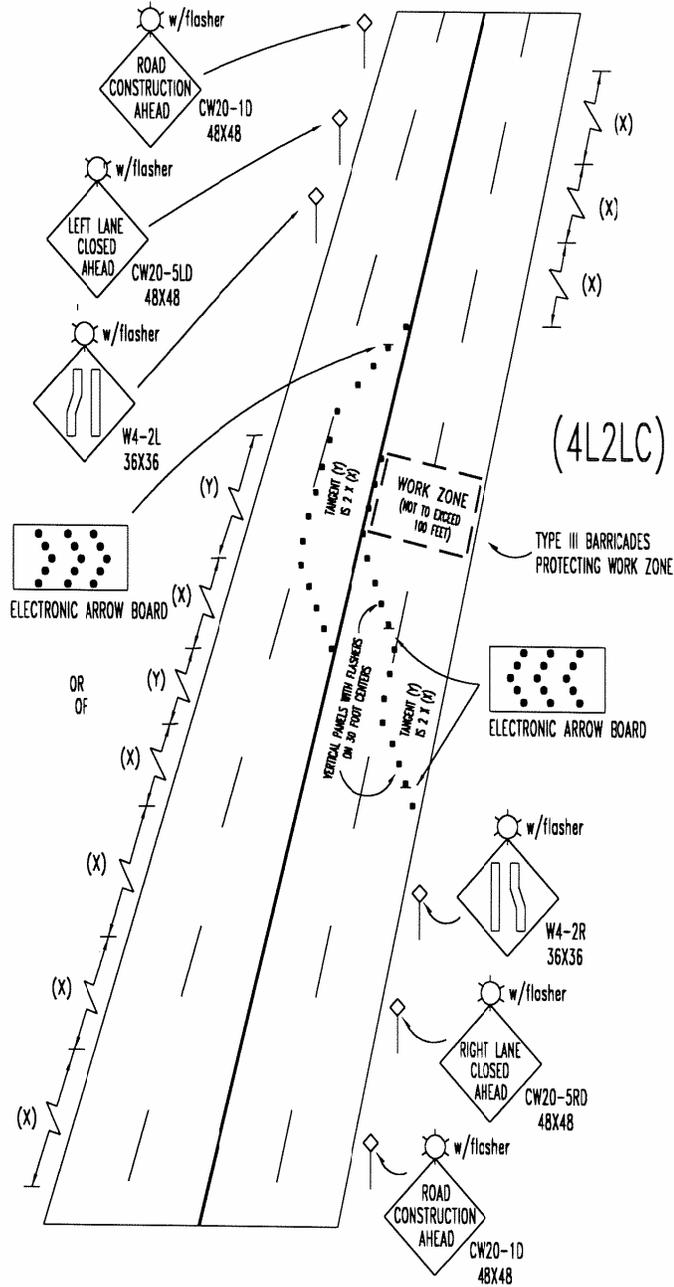
CONSTRUCTION BARRICADING  
 DETAIL FOUR LANE UNDIVIDED

2  
4

PAGE  
**79**

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4 LANE UNDIVIDED  
TWO LANE CLOSURE



Revision Date:

Scale : N/A Date : 06/01/05  
 Design : COG  
 Drawn : GAV  
 Dwg. File : TRF\_43.DWG  
 Project No. : STANDARD-DETAILS

**GARLAND**  
 ENGINEERING DEPARTMENT  
 STANDARD DETAILS

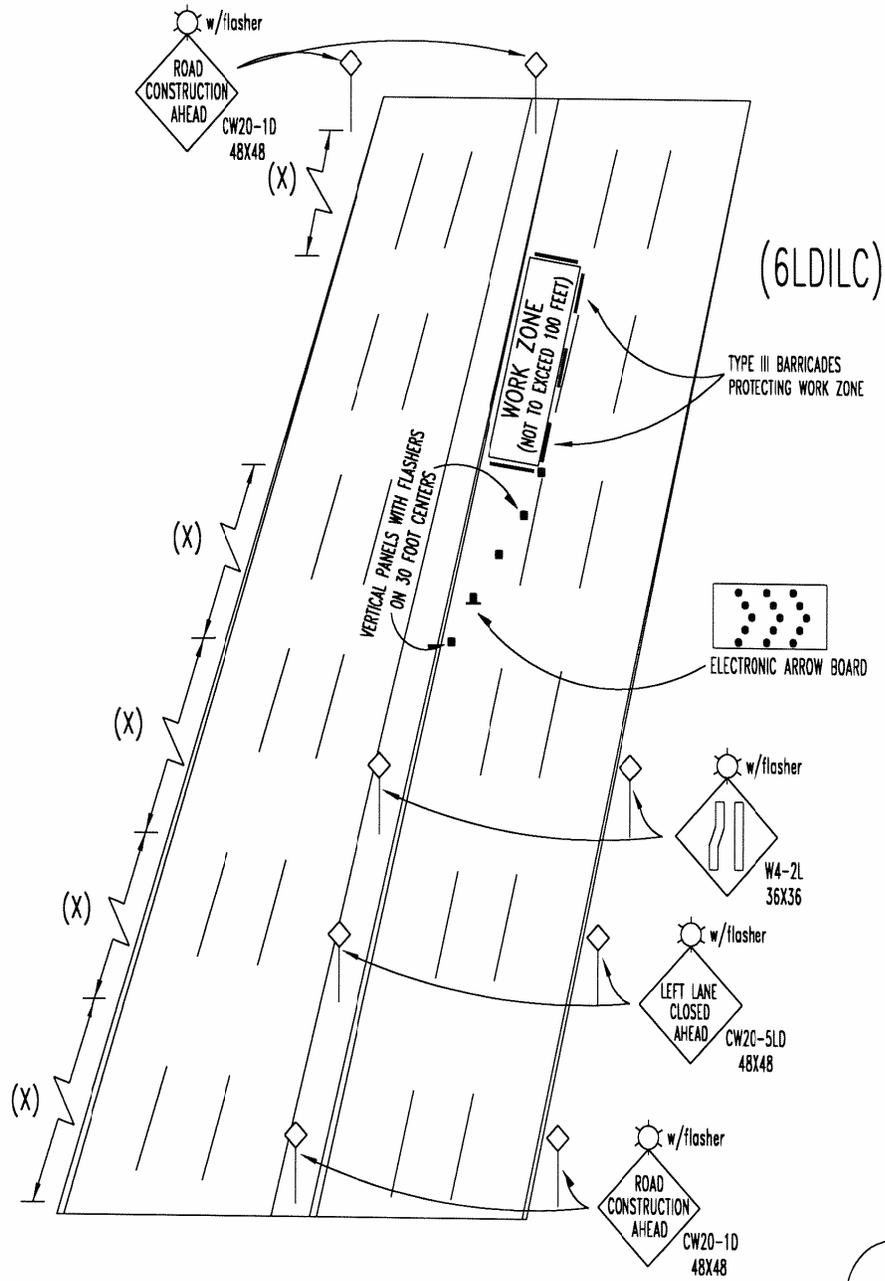
CONSTRUCTION BARRICADING  
 DETAIL FOUR LANE UNDIVIDED

3  
4

PAGE  
**80**

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# 6 LANE DIVIDED INSIDE LANE CLOSURE



(6LDILC)

1  
6

Revision Date:	
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Drawn :	GAV
Dwg. File :	TRF_43.DWG
Project No. :	STANDARD-DETAILS

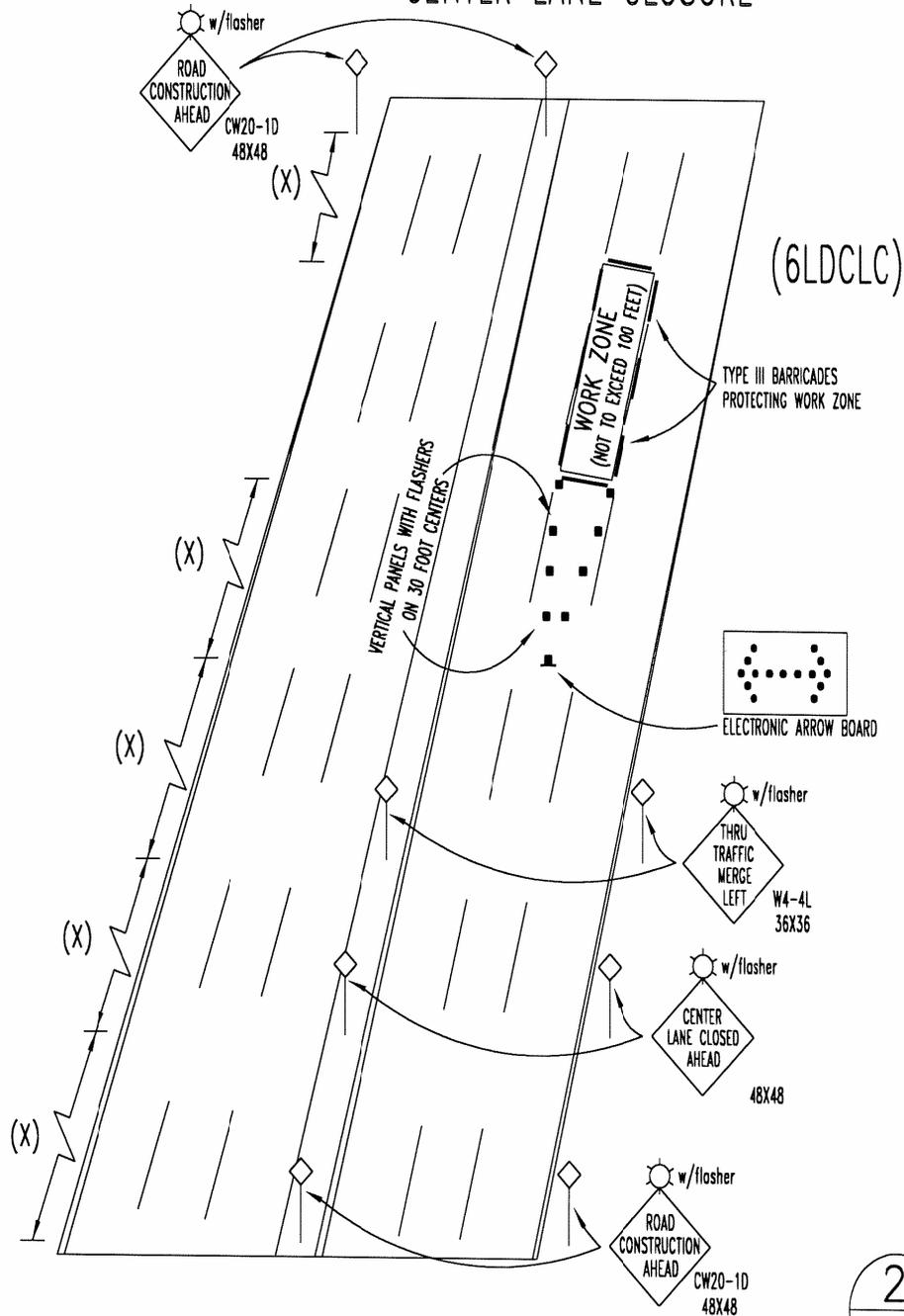
**GARLAND**  
ENGINEERING DEPARTMENT  
STANDARD DETAILS

**CONSTRUCTION BARRICADING  
DETAIL SIX LANE ROADWAY**

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# 6 LANE DIVIDED CENTER LANE CLOSURE



Revision Date: \_\_\_\_\_

Scale : N/A Date : 06/01/05  
 Design : COG  
 Drawn : GAV  
 Dwg. File : TRF\_43.DWG  
 Project No. : STANDARD-DETAILS

**GARLAND**  
 ENGINEERING DEPARTMENT  
 STANDARD DETAILS

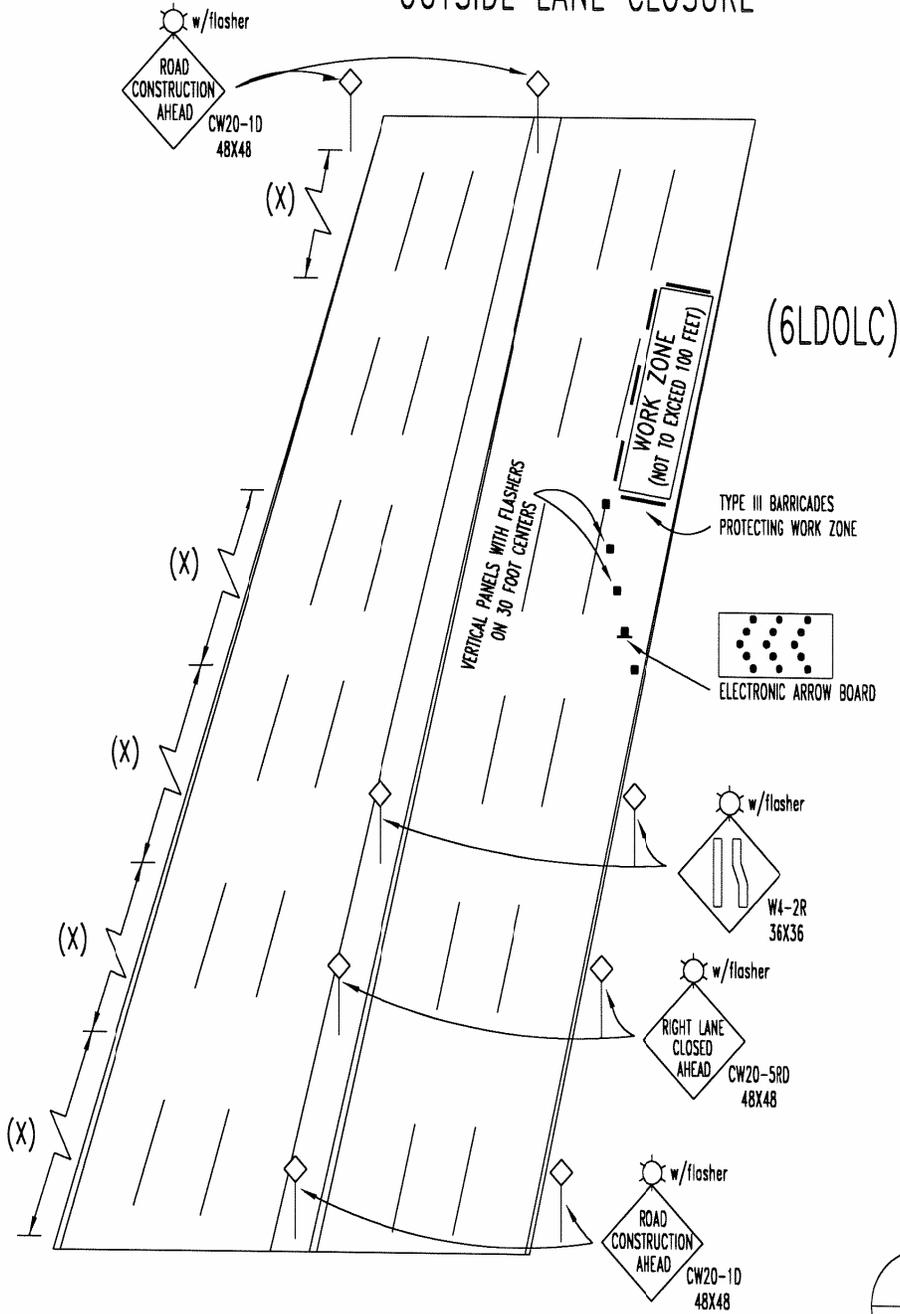
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 DETAIL SIX LANE ROADWAY**

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# 6 LANE DIVIDED OUTSIDE LANE CLOSURE



Revision Date:

Scale : N/A Date : 06/01/05  
 Design : COG  
 Drawn : GAV  
 Dwg. File : TRF\_43.DWG  
 Project No. : STANDARD-DETAILS

**GARLAND**  
 ENGINEERING DEPARTMENT  
 STANDARD DETAILS

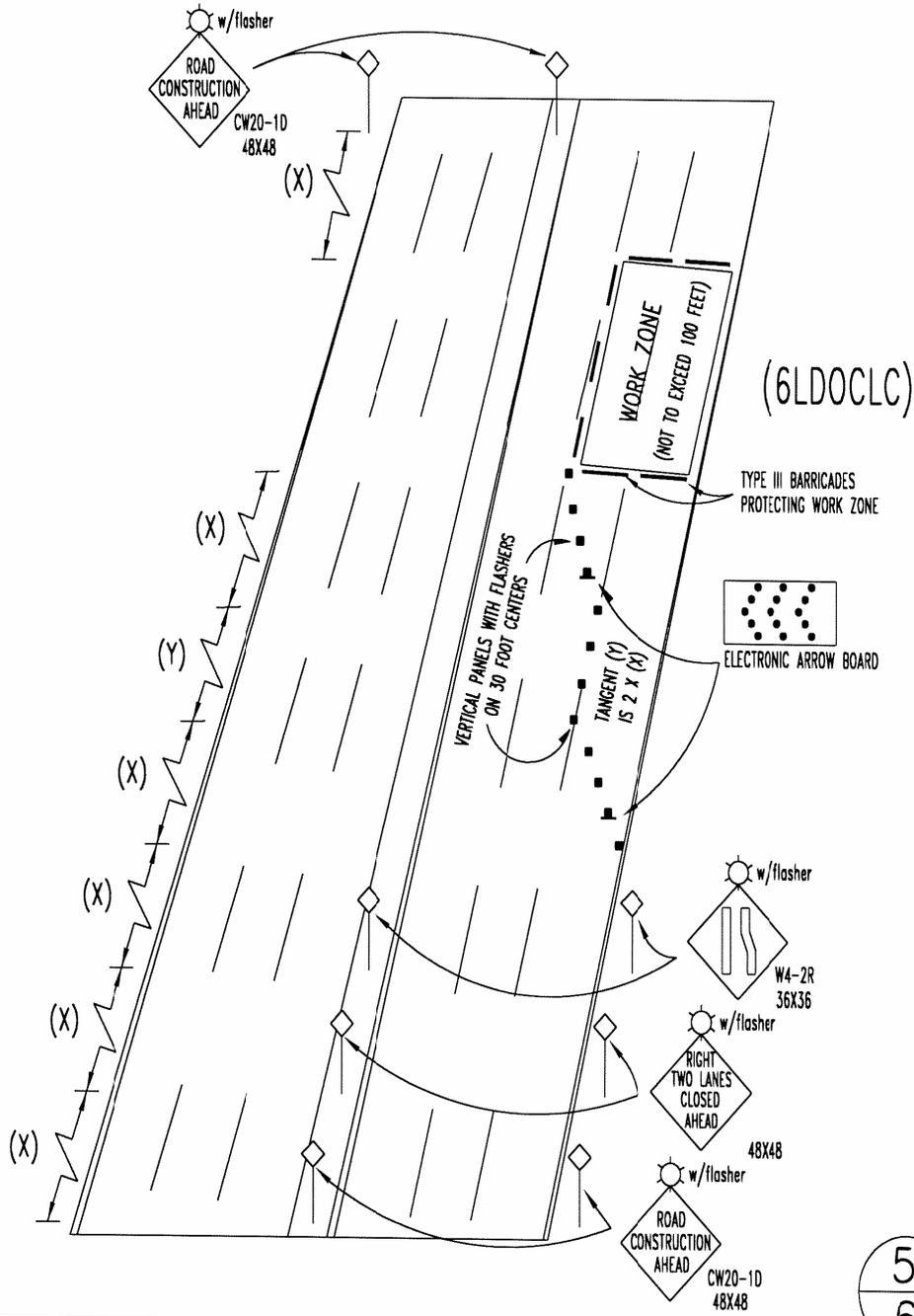
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 DETAIL SIX LANE ROADWAY**

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# 6 LANE DIVIDED OUTSIDE & CENTER LANE CLOSURE



Revision Date:	
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Design :	COG
Drawn :	GAV
Dwg. File :	TRF_43.DWG
Project No. :	STANDARD-DETAILS

**GARLAND**  
ENGINEERING DEPARTMENT  
STANDARD DETAILS

**CONSTRUCTION BARRICADING  
DETAIL SIX LANE ROADWAY**

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## **R.O.W. TELEPHONE CONTACTS**

<b>Plan Submittal Questions</b>	(972) 205-3622
<b>Permit Application Questions</b>	(972) 205-3622
<b>Utility or Contractor Registration Questions</b>	(972) 205-3622
<b>Notification of Construction in the Right-of-Way or Easement</b> 1. Start 2. Complete	(972) 205-3619* Option # 1 Option # 2
<b>Request for Inspection in the Right-of-Way or Easement</b> 1. CONCRETE 2. SUBDIVISION FINAL	(972) 205-3619* Option # 3
<b>Speak to the Right-of-Way Inspector</b>	(972) 205-3619* Option # 3
<b>Emergencies/ Damage Notification</b>	(972) 205-3619* Option # 3
<b>PARD</b>	(972) 205-3587
<b>Water/Sanitary Sewer</b>	(972) 205-3210
<b>Storm Sewer</b>	(972) 205-3555
<b>Transportation/Signals</b>	(972) 205-3250

*\* Automated voicemail system with detailed options.*

## **APPENDIX B**

ORDINANCE NO. 5504

AN ORDINANCE AMENDING CHAPTER 51 "GENERAL UTILITY PROVISIONS" OF THE CITY OF GARLAND, TEXAS, BY ADDING ARTICLE VII "USE OF RIGHT-OF-WAY BY PUBLIC UTILITIES"; PROVIDING A PENALTY CLAUSE; A SAVINGS CLAUSE; A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GARLAND, TEXAS:

**Section 1**

That Chapter 51 of the Code of Ordinances of the City of Garland, Texas is hereby amended by the addition of Article VII, to read as follows:

**Article VII – USE OF RIGHT-OF-WAY BY PUBLIC UTILITIES**

**SEC. 51.100. TITLE**

This Article may be known and cited as the Right-of-Way Management Ordinance for the City of Garland, Texas.

**SEC. 51.101. CONSTRUCTION; GOVERNING LAW**

This Article shall be construed under and in accordance with the laws of the State of Texas and the City Charter and City Code to the extent that such Charter and City Code are not in conflict with or in violation of the Constitution and laws of the United States or the State of Texas.

**SEC. 51.102. SCOPE**

This Article shall be effective within the geographical limits of the City, including any areas subsequently annexed by the City.

**SEC. 51.103. DEFINITIONS**

*City* means the City of Garland.

*City Code* or *Code* means the Code of Ordinances of the City of Garland, Texas, as amended.

*City Charter* means the Charter of the City of Garland, Texas, as amended.

*Director* means the Managing Director of Transportation of the City of Garland, or his designee.

*Emergency* means reasonably unforeseeable situation presenting an imminent hazard to personal or public health or safety or to property.

*Facilities* means the plant and equipment of a public utility and includes property owned, operated, leased, licensed, used, controlled, or supplied for, by, or in connection with the business of the public utility.

*NPDES* is the National Pollution Discharge Elimination System for permitting of stormwater runoff, administered by the Environmental Protection Agency or the Texas Natural Resources Conservation Commission.

*Person* means an individual, a corporation, a limited liability company, a general or limited partnership, a sole proprietorship, a joint venture, a business trust, and any other form of business association.

*Public Utility or Utility or User* means any person maintaining Facilities in or otherwise using the right of way in the City, including but not limited to any non-City-owned electric utility, gas utility, telecommunications utility, cable company, water utility, sewer utility, or water or sewer district.

*Street or public way or public right-of-way or public rights-of-way or rights-of-way or right-of-way, or municipal right of way or municipal rights of way* means the surface of, and the space above and below a public street, road, highway, freeway, land, path, public way or place, alley, court, boulevard, parkway, drive, or other easement now or hereafter held by or under the control of the City, to which the City holds the property rights in regard to the use for utilities, or that has been dedicated for use by a Public Utility.

#### **SEC. 51.104. CRIMINAL PENALTIES**

(A) In addition to any other remedies that may be available under the law or this Article, any violation or failure to abide by, and comply with, any provision or requirement of this Article shall be violation of the City Code, and shall be punished in accordance with Section 10.05 of this Code.

(B) Each day upon which there exists a violation of this article, or a failure to abide by, or comply with, any provision or requirement of this article, shall constitute a separate occurrence, and may subject the offender to separate criminal penalties.

(C) Prosecution pursuant to this section is in addition to and does not supplant other remedies.

**SEC. 51.105. CIVIL PENALTIES**

(A) In addition to any other remedies that may be available under the law or this Article, civil penalties may be imposed for the violation of any provision of this article, as follows:

(1) Up to one thousand dollars (\$1,000.00) for each violation, and each day of a continuing violation may be considered a new violation; and/or

(2) If applicable, default and revocation of any or all permits granted to allow work in the rights-of-way, subject to the procedural guidelines noted in this article and any agreement which applies to the right-of-way User, and further subject to any limitations imposed by federal or state law.

(B) In imposing the penalties and the amount, the City may weigh all applicable factors, such as damages caused by the violation, reasons for the violation, the seriousness of the violation, and all other factors.

(C) Monetary civil penalties may be imposed in the manner prescribed by either local or state law.

(D) In addition, the Director may order specific performance of any actions required by this article or required by a franchise, license or permit, including the permit authorizing work to be performed in the right-of-way, or any other agreement or authorization.

(E) Prior to initiation of enforcement litigation, the user shall be given the opportunity to correct the violation within the timeframe specified by the Director.

**SEC. 51.106. RIGHT-OF-WAY CONSTRUCTION**

(A) No person shall commence or continue with the construction, installation, maintenance or operation of facilities within the right-of-way in the City except as provided by the ordinances of the City and the directives of the Director. All construction activity in City right-of-way will be in accordance with this Article and all state and federal laws.

(B) No person shall attach or continue the attachment of any equipment or facilities to City-owned utility poles, street lights, standards or other structures without entering into a separate pole attachment agreement with the City.

**SEC. 51.107. REGISTRATION AND CONSTRUCTION PERMITS**

(A) Registration. In order to protect the public health, safety and welfare, all Users constructing, installing, maintaining or operating Facilities in the right-of-way will register

with the Director. Registration and permits will be issued in the name of the entity that owns or will own the Facilities. Registration must be renewed before January 31 biennially after the effective date of this Ordinance. If a registration is not renewed and subject to thirty (30) days written notice, the Facilities of the User will be deemed to have been abandoned. When any information provided for the registration changes, the User will inform the Director in writing no more than thirty (30) days after the date the change is made.

Registration shall include:

- (1) The name of the User of the right-of-way;
- (2) The name, address and telephone number of people who will be contact person(s) for the user;
- (3) The name, address and telephone number of any contractor or subcontractor, if known, who will be working in the right-of-way on behalf of the User;
- (4) The name(s) and telephone number(s) of an emergency contact who shall be available 24 hours a day;
- (5) Proof of insurance and bonds, as follows:
  - (a) An applicant must provide proof of liability insurance in the amount of six million dollars (\$6,000,000.00); one million dollars (\$1,000,000.00) primary plus five million dollars (\$5,000,000.00) umbrella or other securities as acceptable to the Director.
  - (b) The coverage must be on an "occurrence" basis and must include coverage for personal injury, contractual liability, premises liability, medical damages, underground, explosion and collapse hazards, and workers compensation insurance in the amounts required by law.
  - (c) Each policy must include a cancellation provision in which the insurance company is required to notify the Director in writing not fewer than thirty (30) days before canceling, failing to renew, or reducing policy limits.
  - (d) The applicant shall file, with the Director, the required original certificate of insurance showing the City as an additional insured prior to any commencement of work. The certificate shall state the policy number; name of the insurance company;

name, address and telephone number of the agent or authorized representative of the insurance company; name, address and telephone number of insured; policy expiration date; and specific coverage amounts.

- (e) Applicant shall file a surety bond, which will be valid prior to the commencement of any construction through two full years after the completion of the construction and satisfactory restoration of the right-of-way, from a surety company authorized to do business in the State of Texas (and acceptable to the City) in the amount of the estimated amount of the value of the work to be performed that year, but in no case less than \$100,000.00, to guarantee that the restoration of the right-of-way in the event the applicant leaves a job site in the right-of-way unfinished, incomplete or unsafe.
- (f) Proof of insurance requirements may be met by utilities with a current franchise or license agreement that provides for insurance or bonds in at least the amounts enumerated above.
- (g) Self-Insurance. With respect to the User's obligation to comply with the requirements to provide proof of liability insurance coverage, the City may allow the User to self-insure upon annual production of evidence that is satisfactory to the City's Risk Manager.

#### (B) Construction Permits

(1) No person shall perform any construction, maintenance or installation of Facilities, whether above-ground or underground, in the right-of-way without first obtaining a construction permit, except as provided herein. The permit will be in the name of the person who owns or will own the Facilities to be constructed, maintained, repaired, or upgraded. The permit application must be completed and signed by a representative of the owner of the facilities to be constructed.

- (a) Emergency responses related to existing Facilities may be undertaken without first obtaining a permit; however the Director shall be notified in writing, on a form approved by the Director, on the next business day of any construction related to an emergency response; including a reasonable detailed description of the work performed in the right-of-way and an updated map of any Facilities that were moved or repaired.

- (b) The phrase “construction, maintenance or installation of facilities” does not include the installation of facilities necessary to initiate service from the right of way directly adjoining a customer’s property to the customer’s property, or repair or maintenance of existing facilities unless such repair or maintenance requires the breaking or cutting of pavement, the closure of a nonresidential traffic lane, or excavation within the right-of-way or boring.

(2) The permit shall state to whom it is issued, location of work, location of Facilities, dates and times work is to take place and any other conditions set out by the Director.

(3) The person requesting a permit will provide the Director with documentation in the format specified by Director, including:

- (a) The proposed, approximate location and route of all Facilities to be constructed, installed or maintained and the applicant’s plan for right-of-way construction.

- (b) Unless otherwise approved by the Director, five (5) sets of Engineering plans signed and sealed by an engineer licensed to practice in the State of Texas, at a scale not to exceed one inch (1") equals fifty feet (50'). These plans shall include, but not be limited to:

- (1) Details of the location of all right-of-way and utility easements that applicant plans to use.
- (2) Details of all existing City and non-City utilities and facilities in relationship to applicant’s proposed route.
- (3) Details of what applicant proposes to install, such as pipe size, valves, etc.
- (4) Details of plans to remove and replace asphalt or concrete in streets, driveways, alleys and sidewalks.
- (5) Drawings of any bores, trenches, handholes, manholes, switch gear, transformers, pedestals, etc. including depth.

- (6) Handholes and manholes typical of the type of manholes and handholes applicant plans to construct, use or access.
  - (7) Complete legend of drawings submitted by applicant. Applicant may submit a standard legend for all permit applications, provided the applicant submits updated or revised versions of the standard details.
  - (8) A traffic control plan.
  - (9) Compliance with the City's NPDES stormwater permit requirements and other provisions of the Federal Clean Water Act.
  - (10) Any other information as required by the Director or his directives.
- (c) The name, address and phone numbers of the contractor and subcontractor who will perform the actual construction, including the name and telephone number of an individual with the contractor who will be available at all times during construction. Such information shall be required prior to the commencement of any work.
  - (d) The construction and installation methods and materials to be employed for the protection of existing structures, fixtures, and Facilities within or adjacent to the right-of-way, and the dates and times work will occur, all of which (methods, dates, times, etc.) are subject to approval of the Director.
  - (e) A statement that proof of insurance, bond or other required financial information is current and on file.
  - (f) Detailed emergency procedures and a list of "on-call" contacts.
  - (g) A statement that all necessary and applicable state and federal permits have been obtained for the project and that User is in compliance with those permits.

(4) All construction, installation and maintenance in the right-of-way shall be in accordance with the permit for the Facilities and the ordinances of the City. The Director

shall be provided access to the work and to such further information as he may reasonably require to ensure compliance with the permit. The Director may order the immediate cessation of work under a permit if he determines that this ordinance or the permit has been or is being violated. This order may be given orally to persons working in the right of way pursuant to the permit, who shall cease further work until approved by the Director.

(5) A copy of the construction permit and approved engineering plans shall be maintained at the construction site and made available for inspection by the Director at all times when construction or installation work is occurring.

(6) All construction, installation and maintenance work authorized by permit must be completed in the time specified in the construction permit. If the work cannot be completed in the specified time periods, the right-of-way User may request an extension from the Director. Approval of extensions shall be at the discretion of the Director. Failure to complete the work within the time specified in the construction permit, or within any applicable period of extension, shall constitute a violation of Sections 51.104 and 51.105 of this Article and subject the violator to the civil and criminal penalties set forth therein.

(7) A copy of any permit or approval issued by federal or state authorities for work in federal or state rights-of-way located in the City shall be maintained at the construction site and made available for inspection by the Director at all times when construction or installation work is occurring.

(8) A request for a permit, complete with all information required under this section, must be submitted at least fifteen (15) working days before the proposed commencement of work proposed in the request, unless waived by the Director or in an Emergency, or as provided in subsection (B)(1)(a) of this section.

(9) The Director may require a pre-construction meeting with the right-of-way User and the User's construction contractor.

(10) Requests for permits will be approved or disapproved by the Director within a reasonable time after receiving all necessary information.

(11) Permit applications are required for construction on new, replacement or upgrading of Company's facilities in the right of way, whether aerial or underground.

(C) Fees for construction permits, if any, shall be in the amounts set forth by ordinance, to the extent allowable by law.

(D) Permits are not transferable to another User or another location.

## SEC. 51.108. CONSTRUCTION STANDARDS

(A) No person shall construct or install, or cause to be constructed or installed, Facilities within the right-of-way which constitute a threat or hazard to public safety, either for vehicular or pedestrian traffic.

(B) Unless otherwise specifically allowed in writing by the Director, all excavations within the right-of-way shall be filled and compacted within twenty-four (24) hours of completion of work and no excavation shall remain open for longer than 96 hours. Restoration of the area, including streets, alleys, sidewalks, paving and landscaping shall be completely restored within fourteen (14) days of completion of work. In special circumstances, the Director may require more prompt restoration to avoid hazards to vehicular or pedestrian traffic.

(C) The Director must be notified twenty four (24) hours in advance that construction is ready to proceed by either the right-of-way User or User's contractor or representative. Notification shall include the reference number assigned to the excavation by the one-call system, and the permit number.

(D) All construction shall be in conformance with the directives of the Director, all City codes and applicable local, state and federal laws.

(E) Three feet by three feet information signs, stating the identity of the person doing the work on the Facilities, telephone number and User's identity and telephone number, shall be placed in the right-of-way at a location clearly visible to the public on each approach to the location where construction is to occur twenty-four(24) hours prior to the beginning of work in the right-of-way and shall continue to be posted at the location during the entire time the work is occurring. Each person working in the right of way shall wear an employee identification bearing his name and the name of his employer in a manner which is clearly visible from the front. In addition, all vehicles and construction equipment shall be clearly marked with the user's name or the name of the contractor.

(F) Erosion control measures and traffic control devices must be in place before work begins.

(G) Proper night time traffic control devices must be restored at the end of each day.

(H) The right-of-way User shall be responsible for the workmanship and any damages by their contractors and subcontractors. A responsible representative of the User will be available to the Director at all times during construction.

(I) The right-of-way User shall be responsible for storm water management and erosion control that complies with city, state and federal guidelines.

(J) User or User's contractor or subcontractor shall notify the Director and the affected utility immediately of any damage to other utilities, whether owned by City or privately owned. Failure to notify shall constitute a violation of the permit and shall subject the violator to the penalties set forth in Sections 51.104 and 51.105 of this Article.

(K) User must not interfere with City utilities, in particular gravity dependent facilities.

(L) When a street, alley or sidewalk cut is required, prior approval must be obtained from the Director and all of the Director's requirements shall be followed. Repair of all street, alley and sidewalk removals must be made promptly to avoid safety hazards to vehicle and pedestrian traffic.

(M) Cutting or excavation of street, alley or sidewalk surfaces that are less than five (5) years old is prohibited, unless approved by Director.

(N) All directional boring shall have locator place bore marks and depths while bore is in progress. Locator shall place mark at each stem with paint dot and depth at least every other stem.

(O) Except in emergency situations, lane closures in school zones or on streets other than residential streets will be limited to after 8:30 a.m. and before 4:00 p.m. unless prior approval is obtained from the Director. Arrow boards will be required on lane closures, with all barricades, advanced warning signs and reflector cones placed according to the specifications contained in Chapter 33 of the City Code, Part 6 of the Texas Manual on Uniform Traffic Control Devices, or as otherwise required by the Director.

(P) Except in an emergency situation, working hours in the rights-of-way not involving traffic lane closures are 7:00 a.m. to 6:00 p.m., Monday through Friday. Work which must be performed before 7:00 a.m. or after 6:00 p.m. Monday through Friday must be approved by the Director in advance. Any work performed outside the above work hours must be approved twenty-four (24) hours in advance by the Director. Directional boring is permitted only Monday through Thursday from 7:00 a.m. to 6:00 p.m., and on Friday from 7:00 a.m. to 2:00 p.m., unless approved by the Director in advance. No work may be done, except for emergencies, on City holidays.

(Q) Users are responsible for obtaining line locations from all affected utilities at least forty-eight (48) hours prior to any excavation. Use of a Geographic Information System or the plans of record does not satisfy this requirement.

(R) Right-of-way User will be responsible for verifying both the horizontal and vertical location of all affected Facilities whether by pot holing or hand digging prior to any excavation or boring with the exception of work involving lane closures, as discussed above.

(S) Placement of all handholes, manholes or other access Facilities must be approved in advance by the Director. Handholes or manholes will not be located in sidewalks, unless approved by the Director.

(T) New Facilities must be installed to a depth approved by the Director.

(U) Locate flags shall not be removed from a location while facilities are being constructed.

(V) Holes, pits or other hazards shall be properly barricaded to protect vehicular and pedestrian traffic.

#### **SEC. 51.109. "PLANS OF RECORD" PLANS**

Right-of-way Users will provide the Director with "plans of record" within thirty (30) days of completion of Facilities in the right-of-way. Users with existing Facilities in the rights-of-way as of the effective date of this ordinance shall submit within thirty (30) days of the effective date of this ordinance, a plan to provide complete plans of record in not more than three hundred (300) days after the effective date of this ordinance. The plans of record shall be provided to the City in the format specified by the Director and contain as much detail and accuracy as required by the Director. All the criteria specified for plans submitted for the initial permit may be required for the plans of record. Submittal of plans of record shall be in digital format as well as written. Right-of-way Users shall, not later than January 31 of each year, submit updated plans of record which incorporate all changes, additions, abandonments, and relocations of facilities completed in the previous calendar year. The annual update of the plans of record shall be in the format prescribed by the Director.

#### **SEC. 51.110. CONFORMANCE WITH PUBLIC IMPROVEMENTS**

(A) Whenever by reason of reconstruction, widening or straightening of streets, replacement of water or sewer lines, traffic signals, traffic signs and markings or any other public works projects, (e.g. install or improve storm drains, water lines, sewer lines, traffic signals, traffic signs and markings, etc.) it shall be deemed necessary by the Director to remove, alter, change, adapt, or conform the underground or overhead Facilities of a right-of-way User, such alterations shall be made by the owner of the Facilities at the owner's expense within thirty (30) days from issuance of notice to the User to make the alterations unless a different schedule has been approved by the Director. Facilities not moved after thirty (30) days notice or within the approved schedule shall be deemed abandoned.

(B) The Director may require the removal of facilities which have been abandoned.

**SEC. 51.111. IMPROPERLY INSTALLED, REPAIRED, OR MAINTAINED FACILITIES**

(A) Any User of the City right-of-way shall properly install, repair, upgrade and maintain Facilities. The Director may determine if any facilities are not in compliance with this Article and may require the User to bring the facilities into compliance within a specified period of time. The Director may require removal of facilities from the right of way that have been abandoned or not used for a period of one (1) year or longer.

(B) Facilities shall be considered to be improperly installed, repaired, upgraded or maintained if:

(1) The installation, repair, upgrade or maintenance endangers public health, safety or welfare;

(2) The facilities encroach upon private property or extend outside the right-of-way location;

(3) Unless approved by the Director, above ground facilities located within the right-of-way that are less than 1.5 feet from the face of a curb or the edge of street or alley pavement, or within six (6) inches of a sidewalk;

(4) The Facilities do not meet the applicable state, federal, or local laws;

(5) The Facilities are not capable of being located or maintained using standard practices;

(6) The Facilities are placed in an area that interferes with another user's facilities. Nothing in this section shall diminish the authority of the Director to require specific placement of specific lines.

**SEC. 51.112. TYPE OF FACILITIES**

(A) The Director may require or approve the location of facilities underground.

(B) When poles are used, the type of poles, location, depth, upgrades; etc. shall be subject to the approval of the Director. The Director shall consult with and obtain the recommendation of the Managing Director of the Electric Utility of the City of Garland, or his designee, prior to making a determination.

(C) The Director shall approve the size of Facilities to be installed or require User to prove its need to install any particular size of Facilities, which are the subject of User's request for a permit.

**SEC. 51.113. RESTORATION OF PROPERTY**

(A) Users of the right-of-way shall restore property affected by construction, repair, maintenance, installation, or upgrade of Facilities to a condition that is equal to or better than the most recent specification of the City's Public Works Design Guidelines and Construction Standard. Restoration must be approved by the Director.

(B) Restoration must be to the satisfaction of the Director and in compliance with the City's specifications. The restoration shall include, but not be limited to:

- (1) Replacing all ground cover equal to the type of ground cover damage during work or better either by sodding or seeding as required by Director;
- (2) Installation of all manholes and handholes, as required;
- (3) Street and sidewalk repair;
- (4) Leveling of all trenches and backhoe lines;
- (5) Restoration of excavation site to City's specifications;
- (6) Restoration of all landscaping, ground cover, and sprinkler systems.

(C) All locate flags shall be removed during the clean up process by the right-of-way User or right-of-way User's contractor at the completion of the work.

(D) Restoration must be made in a timely manner and to the satisfaction of Director. If restoration is not satisfactory or not performed in a reasonable time as determined by the Director, all work in progress, except that related to the problem, including all work previously permitted but not commenced or completed, may be halted and a hold may be placed on any permits not approved until all restoration is complete. In addition, the City shall be entitled to claim against User's surety bond to effect the restoration without further notice to User.

**SEC. 51.114. REVOCATION OR DENIAL OF PERMIT/APPEAL.**

(A) If any of the provisions of this Article are not followed, a permit may be revoked by the Director. If a User has not followed the terms and conditions of this Article in work done pursuant to a prior permit, new permits may be denied or additional terms required.

(B) Appeal from a denial or revocation of a permit or from a decision of the Director shall be to the City Manager. Any appeal shall be filed with the City Secretary within fifteen (15) days of the date of the decision being appealed.

**Sec. 51.115. Conflicts with Previously Issued Franchises/Agreements.**

To the extent the provisions of this Article shall conflict with a current franchise, right of way or pole attachment agreement entered into prior to the adoption of this Article, the prior document shall govern. To the extent the provisions of this Article do not conflict with such documents, the provisions of this Article shall apply.

**Section 2**

That violations of this Ordinance shall be penalized in accordance with Section 10.05 of the Code of Ordinances, City of Garland, Texas.

**Section 3**

That all Ordinances or parts of Ordinances inconsistent or in conflict with this Ordinance shall be and are hereby repealed.

**Section 4**

That, save and except as amended by this Ordinance, all other Ordinances of the City of Garland, Texas shall remain in full force and effect.

**Section 5**

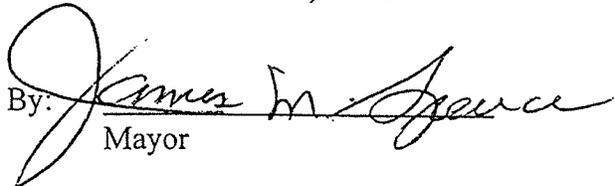
That the provisions of the Ordinance are severable in accordance with Section 10.06 of the Code of Ordinances, City of Garland, Texas.

**Section 6**

That this Ordinance shall become effective from and after the date of passage.

**PASSED AND APPROVED** on this the 19th day of September, 2000.

**CITY OF GARLAND, TEXAS**

By:   
Mayor

ATTEST:

By: Debra Booth  
City Secretary