

City of La Porte  
604 W. Fairmont Pkwy.  
La Porte, TX 77571

Planning & Development Department  
**FRANCHISEE R-O-W PERMIT APPLICATION**

Phone: 281.470.5073  
Fax: 281.470.5005  
www.laportetx.gov

**1. FRANCHISEE CONTACT INFORMATION:**

COMPANY NAME: \_\_\_\_\_ PHONE 1: \_\_\_\_\_  
PHONE 2: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

**2. AGENT/CONTRACTOR REPRESENTING FRANCHISEE (If Applicable):**

AGENT/CONTRACTOR NAME: \_\_\_\_\_ PHONE 2: \_\_\_\_\_  
PHONE 2: \_\_\_\_\_ FAX #: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

**3. PROJECT INFORMATION:**

PROJECT TYPE:  NEW CONSTRUCTION  MAINTAIN/REPAIR/REPLACE  REMOVAL  
PROJECT LOCATION: \_\_\_\_\_  
PROJECT DESCRIPTION (include materials, sizes & quantities to be utilized):  
\_\_\_\_\_  
\_\_\_\_\_  
PROJECT DURATION (Calendar Days): \_\_\_\_\_ CONSTRUCTION START DATE: \_\_\_\_\_

**4. APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION:**

- COMPLETE ITEMS 1 THRU 3 OF APPLICATION
- ATTACH CONSTRUCTION PLANS (ELECTRONIC PDF or 3 hardcopy sets)
- REFER TO R-O-W PERMIT STIPULATIONS (attached)
- CONTACT THE PLANNING TO SCHEDULE A P.A.C. (PRE-DEVELOPMENT/APPLICANT CONSULTATION) MEETING WITH STAFF

**(STAFF USE ONLY):**

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_ - \_\_\_\_\_  
PERMIT TO WORK IN R-O-W IS HEREBY:  APPROVED  DENIED  
PRE-CONSTRUCTION MEETING IS HEREBY:  REQUIRED  NOT REQUIRED  
REASON(S) FOR DENIAL: \_\_\_\_\_  
SIGNATURE OF DIRECTOR (or authorized representative) \_\_\_\_\_ DATE: \_\_\_\_\_

ISSUANCE OF RIGHT-OF-WAY PERMIT IS CONDITIONAL TO THE FOLLOWING STIPULATIONS:

1. A Right-of-Way Permit be issued by the City of La Porte for work conducted within a city-maintained right-of-way.
2. The Utility Owner is the "Permittee".
3. The "Director" is the City's Planning Director and/or his designated representative, unless otherwise specified.
4. If equipment and/or facilities installed under a Right-of-Way Permit are owned and/or maintained by a Utility Company, the Utility Company will be considered both "Applicant" and "Permittee".
5. Approval of this Right-of-Way Permit is not a confirmation, verification or admission by the City of La Porte and/or its staff as to the location of the existing right-of-way or easement area(s), nor does this permit itself grant permission to the Permittee to enter onto private property. The City of La Porte recommends that the Permittee consult with a registered professional surveyor as to the actual location of the existing right(s)-of-way and/or easement(s).
6. Prior to construction, the "Permittee" shall notify any/all residence or business located adjacent to the project area as to the project's scope of work.
7. Restoration of disturbed areas shall be equal to or better than original condition.
8. Where traffic flow is to be maintained, the "Permittee" shall install all signage and appurtenances in conformance with the Texas Manual of Uniform Traffic Control Devices (MUTCD), as required by the "Director".
9. All excavation, backfill and restoration shall conform to standard details provided by City of La Porte (attached).
10. Tracked equipment will not be permitted on the roadway.
11. Damage incurred under this permit to pavement, shoulders and/or berms as a result of construction, construction equipment or excessive weight shall be restored as required by the Public Works Director or his designated representative.
12. Requests for routine City utility locates must be received by the City's Public Works Department at (281) 471-9650 at least 48 hours prior to construction.
13. Requests for emergency City utility locates must be routed through the La Porte Police Department Dispatch Office at (281) 471-2141. Note: Texas One Call does not notify the City.
14. The "Permittee" will secure and maintain disturbed areas in a safe condition at all times.
15. The "Permittee" is responsible for maintaining restored areas (per Item No. 12) to the satisfaction of the "Director" for a period of one year upon completion restoration.
16. "Permittee's" facilities shall be constructed to a minimum depth of 24-inches below the road or sidewalk sub-base. Said facilities shall not be located within 24-inches (vertically) or 6-feet (horizontally) of existing city infrastructure unless otherwise approved by the "Director" New facilities shall cross public streets as close to a 90-degree angle as reasonably practical. New aerial facilities shall be 16-feet above the ground. Greater height, depth and separation distances are required when dictated by state, federal or national safety codes.
17. The "Permittee" will not obstruct the free or natural flow of water along or through a ditch, culvert or gutter.
18. By City ordinance, the "Director" has ten (10) working-days to make a determination on this permit request. Notify City permitting staff if the 10 working-day review time would create a hardship for the "Permittee" or the end user(s).