

City of Galveston Utility Permit Sequence

Phase	No.	Protocol Steps for Utility Aerial & Boring ROW Construction Permit	
		<p>Job Name or # _____</p> <p>Job Address _____</p> <p>See COG Municipal code ARTICLE VI. –UTILITY CONSTRUCTION IN PUBLIC RIGHT-OF-WAY & ARTICLE VII. –NETWORK NODES IN PUBLIC RIGHT-OF-WAYS</p>	<p>1. Completed “C”</p> <p>2. Incomplete “I”</p> <p>3. Not Applicable “NA”</p> <p>engineering@galvestontx.gov (To be signed by the applicant and emailed to Engineering Division)</p>
1	A.	Applicant submits signed UPS & ROW Construction permit, include route map/aerial showing proposed utility route to cause least impact on businesses, residences and traffic. <i>Boring in paved roads and behind curb; exceptions granted based on site specific evaluation. (No fee if City of Galveston Franchise Utility).</i>	
1	B.	Applicant to review GIS Public Work Utilities and Capital Improvement Plan Infrastructure Projects online to verify there are no conflicts. https://gis.galvestontx.gov/	
2	1.	<p>Design Engineer (TX P.E.) shall prepare Sealed Design Plans and Profiles showing the engineered route and the GPS coordinates of the proposed alignment and utility conflicts (Ref: www.tbpe.state.tx.us or http://engineers.texas.gov/). Please do an 811 call and have a licensed surveyor (RPLS) perform a current field ROW/Boundary Survey and a topographic survey that shows all public and private utilities reflected in the boundary survey. The surveyor shall pickup flow lines of all storm and sanitary sewer pipes, location of manholes, water valves, fire hydrants, water meters, and the approximate depth of waterlines by measuring to the top of the valve nut plus 18 inches. A subsurface utility investigation (SUE) utilizing ground penetrating radar (GPR), electrical resistivity surveys, pot-holing or other SUE methods, is mandatory, to detect buried utilities, and the results of this investigation should be shown on the plans, and paint-marked in the field for City inspection. Plans shall certify completion of SUE. All open cut including bore/tunnel pit areas should be shown hatched on design plans. Traffic Control Plans required per TMUTCD if traffic and pedestrian flow changes from current are planned during construction. Provide TCP to engineering prior to construction. Open cut/bore-tunnel pits shall be marked as construction zone with appropriate barricades and signage regardless of whether it is in the main street, alley, or behind the curb to protect the public per TMUTCD <i>SW3P may be required. See notes on page 2.</i></p> <p><i>Sec. 31-283. (a) - The plans shall be provided to the city with as much detail and accuracy as required by the city engineer. All the requirements specified for the plans submitted for the initial permit, as set forth in section 31-281, shall be submitted and updated in the plans of record. The detail and accuracy will concern issues such as location, size of facilities, materials used, and any other health, safety and welfare concerns.</i></p>	<p><i>Sec. 31-282 (o) - Permittee will be responsible for verifying the location, both horizontal and vertical, of all facilities. When required by public works, permittee shall verify locations by pot holing, hand digging or other method approved by the public works department prior to any excavation or boring.</i></p> <p><i>Sec. 31-281 (b) (3) (i) -Traffic control plan for any construction in the street pavement or which otherwise affects traffic. Traffic control plan shall be in full conformance with the Manual of Uniform Traffic Control Devices;</i></p>
2	2.	<p>Evidence of a permit, approvals, and written consent from State or Federal authority, UTMB, Coast Guard, Port of Galveston, railroad company, etc., required, if in their ROW (copy provided to Engineering).</p> <p><i>Sec. 31-281 (b) (7) - A copy of any permit or approval issued by federal or state authorities for work in federal or state right-of-way located in the City of Galveston if requested by the city engineer.</i></p>	
3	1.	<p>811 calls are required during the design and construction phase. Contractor shall notify Texas One Call at (713) 432 – 0365 or 811 and Lone Star Notification Center at 800-545-6005 or file online at: http://www.lonestar811.com/ at least 48 hours in advance of construction. This is in addition to the 811 call required during surveying as part of phase 2.1 (Copy provided to engineering).</p> <p><i>Sec. 31-281 (b)(3)(d) – Detail of all existing city utilities in relationship to applicant’s proposed route.</i></p>	<p><i>Sec. 31-282 (n) – People working in the right-of-way are responsible for obtaining line locates from all affected utilities or others with facilities in the right-of-way prior to any excavation.</i></p>
3	2.	Advance coordination with local businesses and citizens affected by the project and immediately adjacent (flyer or door hanger copy provided to engineering).	

City of Galveston Utility Permit Sequence

3	3.	<p>Approval, denial, or modified approval by Engineering Division.</p> <p>Proof of Liability Insurance, Shall be Obtained, with the City of Galveston as a Certificate Holder on the policy for each project, and also a copy of the Contractors Annual Performance Bond (Right of Way & Permit Bond Contractors Performance Bond (Right of Way and Permit Bond) for the Project before Final Conditional Approval is granted and the R.O.W. Construction Permit is issued. <i>Sec. 31-281. (a)(5) –Proof of insurance</i></p>	
3	4.	<p>Contractor shall paint mark the alignment of the bore (white paint with letters “proposed”), in the field, and notify Engineering Division for field observation along with the Utilities Superintendent and obtain clearance prior to performing any utility work in the field (Ref: http://www.callbeforeyoudig.org/apwa-color-code.asp).</p> <p>The line alignment proposed shall be clearly delineated with white paint marks to facilitate field inspection. Contractor shall notify Engineering at 409-797-3644 for inspection <i>at least 48 hours prior</i> to commencing construction.</p> <p>Once marked, Engineering will verify easement/ROW access for the City to service the storm sewer utilities and Utilities Superintendent will verify sanitary sewer and water mains access and Traffic (Assistant Director of Public Works or designee will verify traffic cables/fiber optic).</p> <p><i>Sec. 31-282 - (j) Installation of facilities must not interfere with city utilities, in particular gravity dependent facilities.</i></p> <p><i>(k) New facilities must be installed to a depth approved by the city engineer.</i></p> <p><i>(l) All directional boring shall have locator place bore marks and depths while bore is in progress.</i></p> <p><i>(n) People working in the right-of-way are responsible for obtaining line locates from all affected utilities or others with facilities in the right-of-way prior to any excavation.</i></p> <p><i>(o) Permittee will be responsible for verifying the location, both horizontal and vertical, of all facilities. When required by public works, permittee shall verify locations by pot holing, hand digging or other method approved by the public works department prior to any excavation or boring.</i></p> <p><i>(p) Placement of all manholes and/or hand holes must be approved in advance by public works department. Handholes or manholes will not be located in sidewalks, unless approved by the city engineer.</i></p> <p><i>(q) Locate flags shall not be removed from location while facilities are being constructed.</i></p>	

City of Galveston Utility Permit Sequence

Notes:

- Contractor shall take necessary precautions to protect root systems of shrubs, plants and trees <http://www.cityofgalveston.org/504/Standard-Construction-Specifications>.
- Contractor shall comply with the latest edition of OSHA regulations and the State of Texas laws.
- Contractor will be responsible and liable for all losses, damages and restoration of utilities and affected area to pre-construction conditions at no cost to the City and property owners.
- Contractor shall maintain a set of redline drawings and **record as-built** conditions during construction. Drawings are to be provided to the Office of the City Engineer (<http://www.cityofgalveston.org/504/Standard-Construction-Specifications>).
- All disturbed areas public and private (ex: at the bore pits and open cut areas) during construction including curbs, sidewalks, etc., will need to be restored to pre-construction condition and a hard copy and electronic copy of the record drawings/as-built shall be provided to the Office of the City Engineer (All City Specifications for your use are at: <http://www.cityofgalveston.org/504/Standard-Construction-Specifications>).
- Permit contingent on a Storm Water Pollution Prevention Control Plan (Composite Sock, Silt Fencing, etc.) to keep fill material out of the City's ROW and adjacent private property and legal easements, etc. When calling for inspections, failure may lead to a red tag.
- Temporary License to Use (TLTU) is required if the contractor will be blocking any travel lanes with equipment or trucks. Please email the TLTU to Anthony Smith at ASmith@GalvestonTX.Gov.
- Road Closure Notification Form is required for blocking travel lanes. Please email Road Closure Notification Forms to the Public Information Officer, Marissa Barnett, at MBarnett@GalvestonTX.Gov and to the Public Works User at PublicWorks@GalvestonTX.Gov no later than 48 hours prior to work beginning.
- Contractor to field verify actual location, depth, size, material and type of utilities. Utilities may include water pipes, sanitary sewer pipes (gravity and force-mains), storm sewer pipes, cables, fiber optic, electrical, gas, potentially abandoned pipelines, etc.
- There are multiple conflicts with the proposed installation. Please have contractors take caution.
- **Conditional Approval Expires 60 Days from Inception.**

Private utilities have a statutory right to occupy the City of Galveston (City) Right of Way (ROW), provided that:

1. Maintenance of public and private utilities already present in the ROW are not impacted,
2. Potential damage of existing utilities during installation can be avoided through engineering controls,
3. Permit fees and annual lease fees are paid to the City at the time of permit application or franchise fee paid quarterly to the City, and not delinquent,
4. Compliance with design and construction standards and all applicable codes is evident in the permit application;

However, the utilities rights are subordinate to the needs of the public. If utilities are located in a City ROW, they will frequently need to be relocated to allow for construction of public projects. Utility relocation when requested by the City, shall be completed promptly by the private utility owner, at no cost to the City.

By signing below, I hereby acknowledge that I have read the above information. Any questions concerning the above information are to be directed to Engineering@GalvestonTx.Gov for further clarification.

Utility Owner or Authorized Representative Signature

Title

Date

Phone Number

Email Address

Print Name in CAPs

Name of Company