



COMAL COUNTY
ENGINEER'S OFFICE

UTILITY PERMIT APPLICATION CHECKLIST

Staff will complete shaded items

| | | |
|----------------------|-----------------|----------------------|
| | | |
| <i>Date Received</i> | <i>Initials</i> | <i>Permit Number</i> |

Instructions:

Place a check mark next to all items that apply. This Utility Permit Application Checklist **must** accompany the completed application.

Utility Permit (Pavement Cut, Non-Pavement Cut and Aerial)

Required Items

- Completed Application
- Site Plan/Survey showing the proposed work to be done in the public right-of-way

Recommended Items

- GIS Files (.CPG, .DBF, .PRJ, .SHP and .SHX)

Utility Pavement Cut Fees

- Required Permit Fee
 - Asphalt - \$4 Per Linear Foot or \$150 Per Pavement Cut, whichever is less
 - Gravel - \$2 Per Linear Foot or \$100 Per Pavement Cut, whichever is less

Utility Permitting Process

Step 1: Submit Application

Step 2: Schedule On-Site Meeting - Contact the Right-of-Way Inspector to arrange an on-site meeting to finalize the application. Typically the Permit to Construct is issued during the on-site meeting.
Contact Information: Office: (830) 608-2090

Step 3: Schedule Final Inspection - When construction is complete, the applicant will notify the County Engineer in writing. Email notices to contact2@co.comal.tx.us with the Subject Line: Utility Permit #, mail notices to 195 David Jonas Dr New Braunfels, TX 78132 Attn: ROW Inspector or Fax notices to (830)608-2078

Step 4: Permit Issued - Upon completion of the final inspection the permit will be issued.

I affirm that I have provided all information required for my Utility Permit and that this application constitutes a completed Utility Permit Application.

Signature of Applicant

Date

___ COMPLETE APPLICATION

Check No. _____ Receipt No. _____

INCOMPLETE APPLICATION
____ (Missing Items Circled, Application Refused)



1. APPLICANT INFORMATION (Please Print or Type)

Permit Number _____

Applicant Name _____ Project Contact Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 Phone _____ Cell _____ Email _____

2. PUBLIC UTILITY INFORMATION

Public Utility Name _____ Email _____ Phone _____
 Mailing Address _____ City _____ State _____ Zip _____

3. LOCATION

Address, Subdivision and Unit Number or Road Name _____

Utility Poles:

Provide X,Y Coordinates, using the From (X,Y) field below, for each pole to be installed or repaired. Should there be more than one pole please provide an attachment listing each pole [EXAMPLE X,Y LIST](#). Alternative to a list of X,Y Coordinates, please provide a Site Plan with X,Y Coordinates or GIS Files (.CPG, .DBF, .PRJ, .SHP and .SHX).

Utility Aerial Line:

Provide X,Y Coordinates at the Start(From) of the Aerial Line and the X,Y Coordinates at the End(To) of the Aerial Line

From (X,Y) _____ To (X,Y) _____

4. CONSTRUCTION DESCRIPTION

Utility Type: Cable Electric Fiber Optic Telephone Other _____
 Construction Type: New Install Maintenance Both
 Utility Position: Cross Parallel Both
 Number of New Poles _____

5. SITE PLAN

Attach a site plan or survey showing the proposed work to be done across the county road or in the public right-of-way for preliminary review, more detailed drawings may be required before a permit can be issued, [EXAMPLE SITE PLAN](#). Alternative to a site plan, you may provide GIS Files (.CPG, .DBF, .PRJ, .SHP and .SHX).

6. SIGNATURE OF APPLICANT

All construction must be completed in accordance with the Title 4 - Comal County Public Right-of-Way Order for Private Construction within Public Right-of-Way.

The Applicant hereby acknowledges and agrees to be strictly bound to Commissioners' Court of Comal County in ensuring that all provisions, conditions and requirements attached to the issuance of the utility road crossing permit(s) under the Title 4 - Comal County Public Right-of-Way Order for Private Construction within Public Right-of-Way will be faithfully and fully complied with.

The permit applicant understands and agrees that the County Engineer, or his authorized agent, may make scheduled or unscheduled inspections of the construction upon the issuance of the permit. If the permit applicant is a corporation, partnership or other legal entity other than a natural person, then the undersigned acting as the authorized representative of said entity will be responsible for ensuring the entity's compliance with all provisions, conditions and requirements of the utility permit.

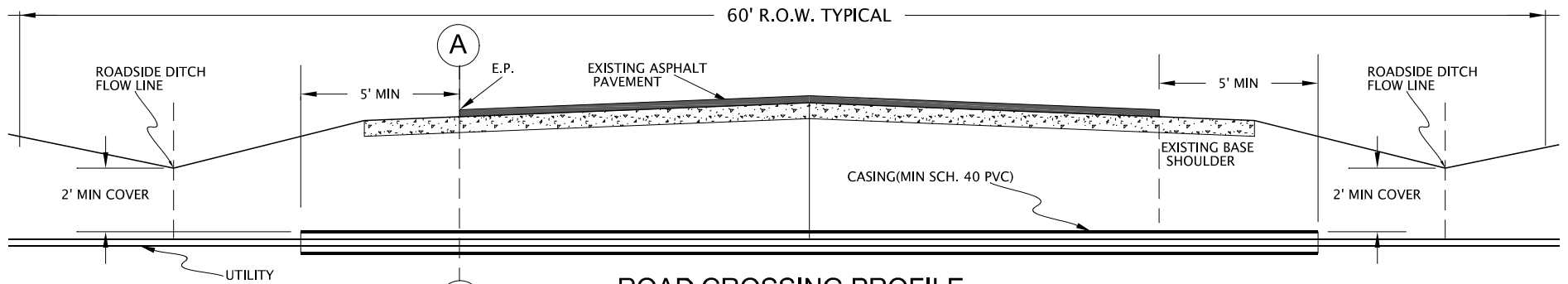
COMAL COUNTY HEREBY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. THE ISSUANCE OF THIS PERMIT DOES NOT ABSOLVE THE APPLICANT FROM THE NEED TO OBTAIN ANY OTHER LAND RIGHTS OR PRIVATE, LOCAL, STATE OR FEDERAL PERMITS THAT MAY BE REQUIRED FOR THE PLACEMENT OF THE IMPROVEMENTS.

In no way does Comal County's issuance of a permit, under this Title, constitute an endorsement or warranty of the Applicant or the quality of the Applicant, Applicant's officer, agent or employee's workmanship.

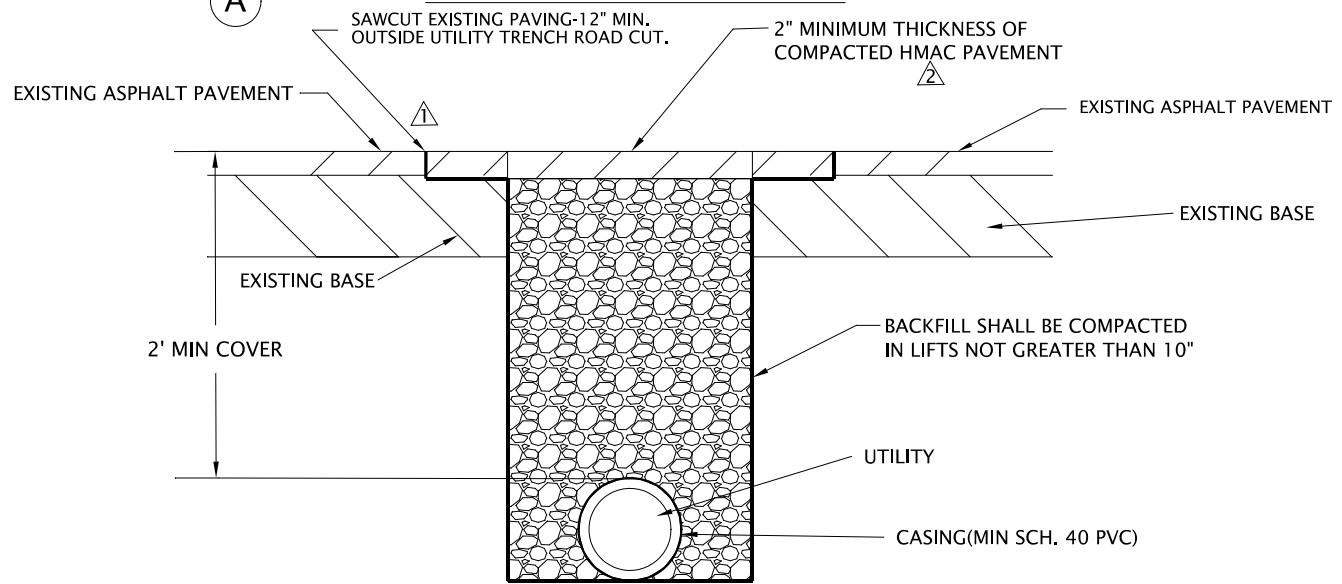
Start of construction of the Utility Improvement shall not commence until the Permit to Construct has been issued by the County Engineer.

I, _____, the undersigned, have carefully reviewed this application and my answers to all questions. To the best of my knowledge, the answers are all true and correct. In addition, I affirmatively consent to the online posting/public release of my e-mail address associated with this permit application, as applicable.

SIGNATURE of Applicant/Agent or Attorney _____ **Date** _____



ROAD CROSSING PROFILE



SECTION A-A

BACKFILL MATERIAL SHALL BE SUITABLE BASE MATERIAL SUCH AS SAND, GRAVEL, CRUSHED STONE OR SLAG, OR FLOWABLE BACKFILL (TxDOT SPEC ITEM 401).

CALICHE OR EXISTING MATERIAL SHALL NOT BE USED TO BACKFILL THE UTILITY EXCAVATION.

BACKFILL SHALL BE WETTED TO OPTIMUM MOISTURE AND COMPACTED TO NO LESS THAN 95% OF MAXIMUM DENSITY.

NO VALVE BOXES, MANHOLES, OR OTHER UTILITY SERVICE INFRASTRUCTURE SHALL BE ALLOWED WITHIN THE PAVED AREAS OF THE ROADWAY.

ALL UTILITIES PERMITTED WITHIN COUNTY RIGHT-OF-WAY WILL MAINTAIN A MINIMUM 2 FEET OF COVER OR GREATER.

NOTE:

THIS TYPICAL ROAD CROSSING CROSS SECTION SHOWS PART OF THE REQUIREMENTS OF CHAPTER 43 IN TITLE 4. THIS DRAWING DOES NOT SUPERSEDE OR REMOVE ANY REQUIREMENTS OF TITLE 4.

**Comal County
Road Department**
195 David Jonas Drive
New Braunfels, TX 78132
Phone: (830) 608-2090
Fax: (830) 608-2009

**TYPICAL UTILITY ROAD
CROSSING**

Date: 02/16/17

Drawn by: DCV

Checked by: RHB

| REVISIONS | |
|-----------|----------|
| No. | Date: |
| 1 | 03/23/17 |
| 2 | 01/23/19 |

SCALE: N.T.S.

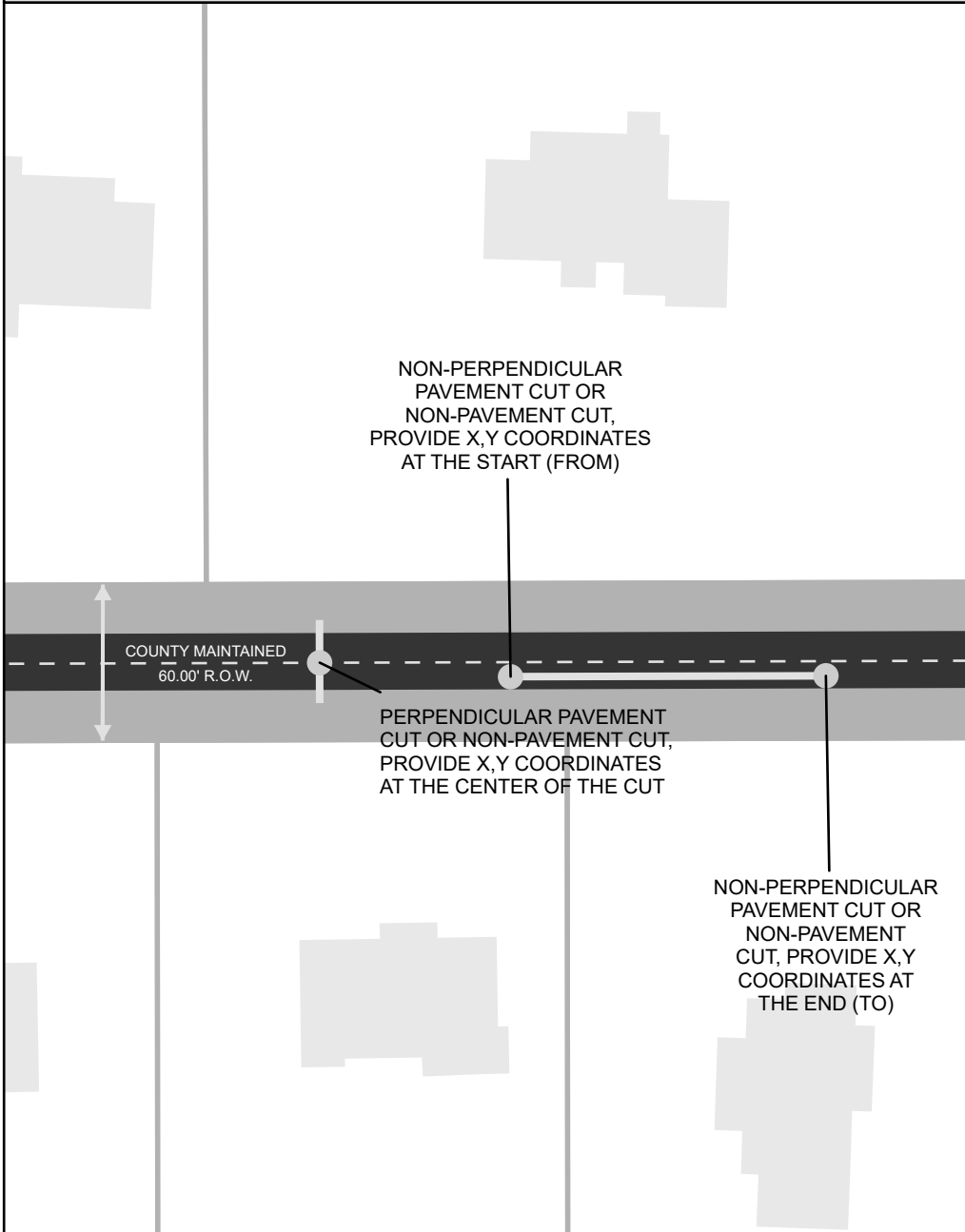
Sheet 1 of 1



UTILITY LOCATION REQUIREMENTS

THE PURPOSE OF THE LOCATION REQUIREMENTS IS TO PROVIDE MORE ACCURATE MAPPING, AWARENESS, AND PROTECTION OF THE UTILITIES WITHIN THE COUNTY RIGHT-OF-WAY.

UTILITY PAVEMENT CUT & NON-PAVEMENT CUT EXAMPLE



UTILITY AERIAL EXAMPLE

