

City of Ennis
 Public Works Right of Way
 500 Lake Bardwell Dr
 Ennis, Texas 75119
 O: (972) 875-1906
 F: (972) 875-1535
 rowpermits@ennistx.gov



FOR OFFICE USE ONLY

Date Issued: _____

Permit Number: _____

APPLICATION FOR RIGHT-OF-WAY CONSTRUCTION PERMIT

Date of Application: _____

OWNER OF PROPOSED INFRASTRUCTURE			
Company Name:		Name of Utility Coordinator:	
Address:		Day Phone:	
City:	State:	Zip:	24-Hr Phone:
Email:		Registration Number:	
CONTRACTOR			
Company Name:		Name of Field Utility Coordinator:	
Address:		Day Phone:	
City:	State:	Zip:	24-Hr Phone:
Email:			
SUB-CONTRACTOR			
Company Name:		Name of Field Utility Coordinator:	
Address:		Day Phone:	
City:	State:	Zip:	24-Hr Phone:
Email:			
PROJECT LOCATION			
Street Address/Addition/Location:			
Purpose and General Description of Work:			
CONSTRUCTION SCHEDULE			
Anticipated Start Date:		Anticipated Completion Date:	
Permit is valid up to the completion date. A permit extension will be required if work will not be completed as stated on the application.			

The permitted party agrees by the signature below to comply with all articles of City of Ennis Ordinance No. 19-0226-13 Section 16-6 Right-Of-Way Management, Wireless Services Design Manual, Infrastructure Design Standards as revised, and Standard Construction Details. You may find the ordinance and related documents on the City website: <https://www.ennistx.gov> click Departments and Services choose Public Works.

Print Name: _____ Title: _____

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY		
Utility Representative (Print Name):	Signature:	Date:
Street Representative (Print Name):	Signature:	Date:
Project Manager (Print Name):	Signature:	Date:



Right of Way Construction Permit Application ADDITIONAL INSTRUCTIONS AND INFORMATION

This permit application is required for all construction or expansion of facilities and maintenance or repair of existing facilities that are in, under, or over the public right-of-way.

Checklist for Permit Application Right-Of-Way (Row) Use

- The applicant must submit the Application with a copy of plans; a copy of a legible site-specific traffic control plan or street closure plan, if required; a line drawing or aerial photo.
- Applicant must submit Valid Insurance, Performance Bond and Maintenance Bonds for the amount of the entire project cost.
- Plans must follow ordinance requirements and be prepared in accordance with City Infrastructure Design Standards.
- Application must be signed by someone authorized to bind Owner of facilities.
- Forty-eight hours before commencing work, the contractor shall contact the City at 972.875.1906 or 972.875.1234 ext. 2249.
- Locate marks must be removed when work is complete.
- The Right-of-Way Permit must remain on site when work is being performed.
- The Registration Certificate must remain on site when work is being performed.

If there will be sub-contractor on the project, please provide a list that includes the company name, address, name of sub-contractor’s on-site supervisor, sub-contractor 24-hour contact phone, sub-contractor’s e-mail and certificate of insurance.

If there will be street excavations or lane closures, the Police and Fire Departments must be notified 24 hours in advance by calling City of Ennis Dispatch at (972) 875-4462.

Facility locates must be requested and verified by the Public Works Department in advance of submitting a permit application. All requests for locates of the City infrastructure shall be made directly to the City.

Notification to affected property owners. Except in the case of an emergency, whenever excavation is required in the right-of-way adjacent to an occupied property, the right-of-way user shall notify the property owner of the activity through the use of a door hanger, at its sole cost and expense, which shall include all information required in Division 2 of the ordinance.

Certificated Telecommunications Provider (CTP)

A CTP must provide evidence that the CTP has acquired authorization from the PUCT pursuant to state law, prior to obtaining a permit to use public right-of-way. The CTP’s right to use and occupy the public right-of-way shall not be exclusive, and the City shall have the right to exercise its police powers and manage its public right-of-way, based on the Act and all other state or federal laws.

Completed forms and attachments must be returned to the address below in person, email or by mail.

Overnight Mail

City of Ennis Attn: Public Works ROW Coordinator
500 Lake Bardwell Drive
Ennis, Texas 75119

Regular Mail

City of Ennis Attn: Public Works ROW Coordinator
P.O. Box 220
Ennis, Texas 75120

To expedite the review process, forms and attachments may be submitted via email to: rowpermits@ennistx.gov

RIGHT-OF-WAY PERMIT FEES			
ITEM	FEES	QUANTITY	AMOUNT DUE
Permit Application	\$100		\$
Permit Expiration	\$30		\$
Public Inconvenience Penalty	\$25/Day		\$
Registration - Annually	\$100		\$
Small Cell Application – Network Nodes 1 to 5	\$500		\$
Small Cell Application – Each additional network node	\$250/Each		\$
Small Cell Application – Per Pole	\$1,000/Each		\$
Small Cell User – Annually for each network node	\$250/Each		\$
Small Cell User – Annually for city pole attachment	\$20/Each		\$
Third Party Plan Review	\$25/Sheet		\$
TOTAL APPLICATION FEE DUE			\$