



City of El Campo
Planning Department
315 E Jackson St
El Campo Texas 77437

Email form to: jdorris@cityofelcampo.org

RIGHT OF WAY (ROW) CONSTRUCTION PERMIT INSTRUCTIONS AND APPLICATION

Prior to performing construction within the public right-of-way, the public service provider, or its authorized representative, is required to obtain a permit from the Planning Department in accordance with Chapter 36 Article III of the City of El Campo Code of Ordinances. The following procedures shall be adhered to when making application for permit.

1. The public service provider, or his authorized representative (permittee), must complete a Public Right-of-Way Construction Permit Application.
2. The applicant shall submit two sets of plans with the application and the application fee to the Planning Department.
3. The Planning Department will distribute the plans to other reviewing departments within the City. The Planning Department will make every effort to compile and forward all comments to the applicant within **10 business days**.
4. The permittee shall correct the plans based on the comments received and resubmit two sets of revised plans to the Planning Department.
5. If the comments have been addressed to the satisfaction of the City, the permit will be issued. If not, the Planning Department will issue another review letter and the permittee will have an opportunity to correct the plans. This process will continue until the comments have been addressed and the permit is issued.
6. Except in an emergency situation, the City recommends that the permittee provide electronic formats of photographs, maps, or other display of the project site before commencement of the work, which show fences, driveways, landscaping, roadways, sidewalks, mailboxes, and other improvements along the length of the project.

All new submittals for a permit shall include a completed application, construction plans and application fee. In addition, depending on the type of work, a storm water pollution prevention plan, traffic control plan, and trench safety plan may also be required. All submittals shall be in accordance with the following subsections.

Revised plans addressing review comments shall be resubmitted with a copy of the original permit application and shall be clearly marked as "resubmittal".

The permittee is required to complete the Public Right-of-Way Construction Permit Application (application). If a utility structure larger than 60 cubic feet is proposed, a separate Utility Structure Permit will also be required. The permit application is also included in the Right of Way (ROW) Construction Permit. Construction must begin no later than 90 days after the permit is issued by the Planning Department, or as otherwise extended. Otherwise, the permittee must resubmit a new permit application. For any work within the state right-of-way, the public service provider shall, upon request from the City, provide to the Planning Department evidence of permit from the state.



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ROW Construction Permit Fee: \$250.00

Type of Submittal: *(Please select all that may apply)*

Irrigation Signs Landscaping Wall & Fences Utilities Other

Other Construction in ROW: *(Please specify)* _____

Utility Structure Included? Yes No (if yes, separate permit is required.)

Service Provider Contact Name _____ Phone Number _____

Date of Submittal: _____ Valuation of Work: _____

Location / Address of Job: _____
(Street Number) (Street Name)

Project Name: _____

Design Professional: _____

Contact No.: _____ License #: _____

Contractor: _____ Contact No.: _____

Contractor Address: _____
(Street Number) (Street Name)

Name of person/agency that will maintain items in Right of Way:

Name: _____ Contact No.: _____

Fee Total: \$ _____

This is to certify that I, the Contractor, being issued this permit for construction, will comply with all requirements of the El Campo Code of Ordinances and the Infrastructure Design Manual and its appendices. I, the Contractor understand that the City of El Campo shall not be responsible for the maintenance of any items that are installed in the Right of Way.

Signature of Contractor

**It is the responsibility of the Contractor to insure that the job has all applicable required inspections.
Public Works Inspection Line: 979-541-5075**