



Case # \_\_\_\_\_

City of The Colony  
Right-of-Way Construction Utility Information Form

This form and case # for construction commencement in the field is issued pursuant to The City of The Colony's Right-of-Way Maintenance Ordinance No. 03-1468. By issuance of this case # and utility information form, the City does not agree to any language found on the information submitted, except as may be required by that ordinance. The petitioner does hereby agree to hold The City of The Colony harmless from any damages arising out of any claim in connection with this work.

**Important: All lines of this form must be completed in it's entirety before it will be accepted for review by the City.**

**1. Right of Way User:** \_\_\_\_\_  
(Owner of Facilities) Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_  
Phone (Available 24 Hours) \_\_\_\_\_  
Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

**2. Contractor(s) Performing Work: (Form and Plans to be Located on Job Site)**  
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_  
Phone (Available 24 Hours) \_\_\_\_\_  
Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

**3. Location(s) of proposed work: (Attach 7 sets of Engineering Plans)**  
Primary Street Name: \_\_\_\_\_  
Block Range \_\_\_\_\_  
Additional Streets \_\_\_\_\_  
Block Range \_\_\_\_\_  
Detailed Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted to City By:

Owner of Facilities  Contractor Performing Work

Type of Construction:

Above Ground  Underground

**NOTE: ALLEY CANNOT BE CLOSED ON \_\_\_\_\_ BECAUSE OF TRASH PICK-UP.**

Proposed Start Date: \_\_\_\_\_  
Proposed Start Time: \_\_\_\_\_  
Proposed Completion Date: \_\_\_\_\_

**4. Lane/ Alley Closures:**

Location(s): \_\_\_\_\_  
Duration: \_\_\_\_\_  
Concrete Removal (Yes or No): \_\_\_\_\_

5. Will an electric meter be needed? Yes \_\_\_\_ No \_\_\_\_  
If yes, show meter location on plans and an address will be issued.  
**A building permit will also be required for any new electric meters.**  
**Please call 972-624-3154 for information on how to get a building permit.**

**If no lane /alley closures are required, fill in spaces "None for this Job." Otherwise, submit a Traffic Control Plan. If lane/alley closures are necessary, you will also need to notify City Inspectors and Public Works Department at least 1 week in advance of the closure.**

**6. Provide:**

- Details of plans for work performed within the City R.O.W. or City Easements. Use the provided City Checklist as a guideline for plan submittals.
- Location Map of where work will be performed within the City.
- A copy of this form and reviewed plans to the contractor to keep on the job site at all times.
- Provide copies of compaction reports to City Inspector when required.
- \$50 application fee or check appropriate exemption box below.

Certified Telecommunications provider

Company with Franchise to use City right-of-way

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Signature (Must be signed by petitioner)

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

Reviewed

Stipulations for work (attached)

Denied

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Engineering Services Department

- **24 hours prior to beginning work please contact all of the following:**

**Tammy Carter (City Inspector).....972-804-1016**

**Dennis Eisenbeis (City Inspector) .....972-877-7152**

**Evan Groeschel (Operation Manager Public Work/Utilities) .972-624-3113**

- Must follow City of The Colony Engineering Design Manual, Code of Ordinances, OSHA, The Colony Addendum to NCTCOG Construction, and other applicable safety codes for installation. For underground installation, use the correct depths as called for in City of The Colony Design Standards. (Depths are subject to verification by City Inspection at any time if found necessary.)
- Must call for line locates before construction commencement in the field.
- Contractor shall be responsible for the protection, replacement, or relocation of trees and existing ground cover disturbed. Contractor must restore work site/area to existing condition or better.

**Non-compliance with City requirements will be subject to job shut down, issuance of citations and relocation or removal of such facilities at no cost to the city.**

**For water and sewer locates please e-mail your  
811 conformation to locate@thecolonytx.gov**