

# ROW Plan Submittal Requirements

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Plan sets are to be attached in electronic format to the permit application record and should encompass all the below information:

1. Plans are to clearly display footages, reference points, tie-ins and proposed alignments of items being construction. It is recommended non-structure construction plans be drawn to scale, but if not, they shall be of a size and of sufficient detail that is reasonably clear and readable. Construction plans for structures must be prepared on a recognized scale no smaller than one inch = 50', unless otherwise approved by the Civil Inspector, and must be sealed by a professional engineer to the extent required by the Texas Engineering Practice Act (Article 3271a, Vernon's Texas Civil Statutes).
2. Except as provided below, the construction plans shall show all features as set forth herein. For utility construction involving the placement of new or replacement poles or utilizing underground trenchless technology, the construction plans shall show all features located within 7' on either side of the proposed facilities. For utility construction utilizing excavated trenches, the construction plans shall show all features located within 7' on either side of the excavation. The features that are required to be shown on the plans include existing underground and aerial wires or conduits, ducts, poles, wires, pipes, sewerage, water lines, and cables as well as their ownership; traffic signal and street light poles; fire hydrants; driveways; curbs, inlets and drains; sidewalks and wheelchair ramps; and trees and large shrubs. If the nature of the proposed facilities or specific site conditions warrants it, the Civil Inspector may increase the above distance to 50'. For construction within rights-of-way containing streets, roads, or highways, drawings shall show horizontal dimensions from the curb line or edge of pavement, or if a sidewalk exists, from the edge of sidewalk when not on the road or street side of the sidewalk, provided however, the Civil Inspector may require drawings to show dimensions from specific lines or features when a more uniform alignment would be achieved as determined by the Civil Inspector. Within other rights-of-ways, drawings shall show horizontal dimensions from property lines or easement lines. Drawings shall show elevation data including depth of installation and separation distances from other utilities. If typicals are used, they shall reference the station numbers for which they are to be applied. Traffic control plans shall be in conformance with the latest revision of the Texas Manual on Uniform Traffic Control Devices (TMUTCD). The Civil Inspector may accept construction plans which deviate from the standards contained herein, so long as good cause is shown, and such a deviation is applied in a competitively neutral, non-discriminating manner. Regardless of the above, features other than those to be utilized by the utility company for its construction need not be shown for projects that entail the installation of additional or replacement equipment on existing poles, or the installation of additional ducts, inner ducts, or cable within existing conduit, and which do not entail either the installation of new poles or conduit, or the alteration of the surface or subsurface of the public rights-of-way.
3. Location of all public rights-of-way and utility easements which applicant plans to use.
4. Detail of all existing City utilities in relation to applicant's proposed route.
5. Description of what the applicant proposes to install, including but not limited to pipe size, number of conduits, and valves, with appropriate details attached.
6. Location of areas where asphalt or concrete in streets will be removed and replaced, with appropriate plans and details that include City of Round Rock Standard Construction Details and Development and Construction Standards (DACS), as appropriate.
7. Drawings of any boxes, trenches, handholes, manholes, switch gears, transformers, pedestals, etc. including depth located in public rights-of-way.

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8. Handhole and/or manhole typicals of type of manholes and/or handholes applicant plans to use or access.
9. Complete legend of drawings submitted by the applicant.
10. Name, address and telephone numbers of the contractor or subcontractor who will perform the actual construction, including the name and telephone number of an individual with the contractor who will be available at all times during construction. Such information shall be provided as soon as it is known by the utility company, but in any event prior to the commencement of construction and shall be amended by the utility company as necessary during the course of the work by written notification to the Civil Inspector.
11. The construction and installation methods to be employed for the protection of existing structures, fixtures, and facilities within or adjacent to the right-of-way and the dates and times work will occur.
12. A copy of any permit or approval issued by federal or state authorities for work in federal or state right-of-way located within the City, if requested by the Civil Inspector.