



## Permit Application and Plan Review Process for working within the Public Right-of-Way (Street or Easement)

The City of Hurst requires a Permit for all work performed within Public Right-of-Way (Street or Easement). Anyone digging or doing aerial work (including tree trimming) for Private Development or Franchise Utility Company is required to obtain a permit from the Public Works Department-Engineering Division, 817-788-7076. See if you qualify for a Franchise Utility Exemption (last paragraph).

Checklist per City Ordinance No. 2365 for permit application:

1. Registration is required.
2. Applicant must furnish accurate and complete information relating to the construction, reconstruction, removal, maintenance and repair of Facilities. This requirement includes a set of plans showing the alignment and limits of the project.
3. Applicant must allow at least 3 working days for the City to review the plans and permit application.
4. The City's infrastructure (i.e. Water, Sanitary Sewer and Storm Drain) must be shown on applications for underground work. City staff will provide plans we have available.
5. A minimum distance of two feet (horizontal) and one foot (vertical) must be maintained from our infrastructure for maintenance purposes.
6. No open cuts are allowed across streets therefore a bore is required.
7. A profile showing the proposed bore, City infrastructure and how applicant plans to clear them maintaining a minimum cover of 30 inches for street crossings and when crossing our infrastructure.
8. A copy of TxDOT permits when working in TxDOT R.O.W.
9. A copy of applicant's Liability Insurance per requirements (see Exhibit A).
10. Applicants will need to provide a Traffic Safety Plan when working in our City Streets or TxDOT ROW. A Barricade Manual can be purchased for \$5.00 in the Engineering Office at City Hall or obtained free online on our website.
11. Private Development construction requires work to be bonded for two (2) years at 100% of the cost of work within the Public Right-of Way. You must use one of two City of Hurst Standard Bond Forms
12. Private Development inspection fees are based on 4% cost of construction with a minimum of \$250.00.
13. Applicants will need to make sure utilities are built within ROW and/or Easement.
14. Applicants will make sure not to block visibility and line of sight w/large cabinets and/or transformers.

Applicants will be contacted by the City after plan review and if all requirements have been met, the City will finalize the application.

*Item #1:* Applicants agree to contact our Inspector, inform him of your permit Number, state when you plan to start your project, and when you are ready for an inspection and/or final inspection.

*Item #2:* Applicants agree to call for line locates of existing City utilities (number is on permit) allowing them at least 48 hour advance notice, providing them your permit number and scheduling a time and date with them. Also, call Texas811 by dialing 811 (previously known as DIG TESS, 1-800-DIG-TESS) for all other utilities.

### ***Franchise Utility Exemptions***

***Exemption #1:*** If a Franchise Utility Company is doing routine maintenance that does not require excavation, does not block traffic lanes and/or sidewalks during peak traffic hours between 7:00-9:00 am and 4:00-6:00 p.m. on weekdays or does not block traffic lanes for more than two hours during any non-peak traffic period.

***Exemption #2:*** In the case of a customer service interruption and imminent harm to property or Person ("Emergency Condition"), a Person may excavate the pavement of a street or Public Right-of Way without first complying with the City requirements. The City must be notified as promptly as possible at 817-788-7212 regarding the work performed under such Emergency Conditions and they shall comply with the City standards for restoration of the Public Right-of-Way. A permit application still needs to be completed ASAP after the emergency repairs have been completed.

**Exhibit A**

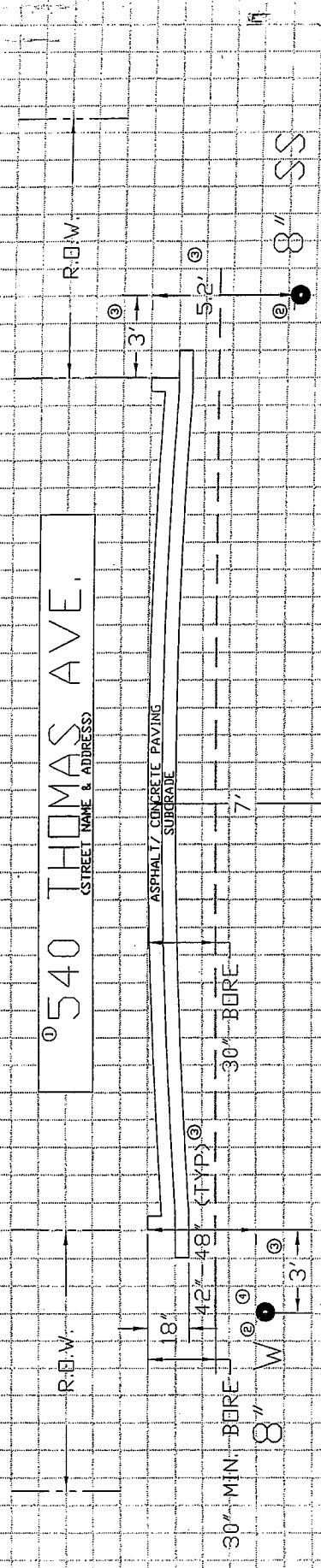
**Insurance Requirements**

- Worker's Compensation Statutory  
Employer's Liability Insurance \$100,000/500,000/100,000
- Commercial General Liability Insurance Combined Single Limit of  
\$1,000,000 per occurrence or its equivalent
- Comprehensive Automobile Insurance Liability \$500,000 per occurrence or its equivalent

An insurance certificate shall contain the following required provisions:

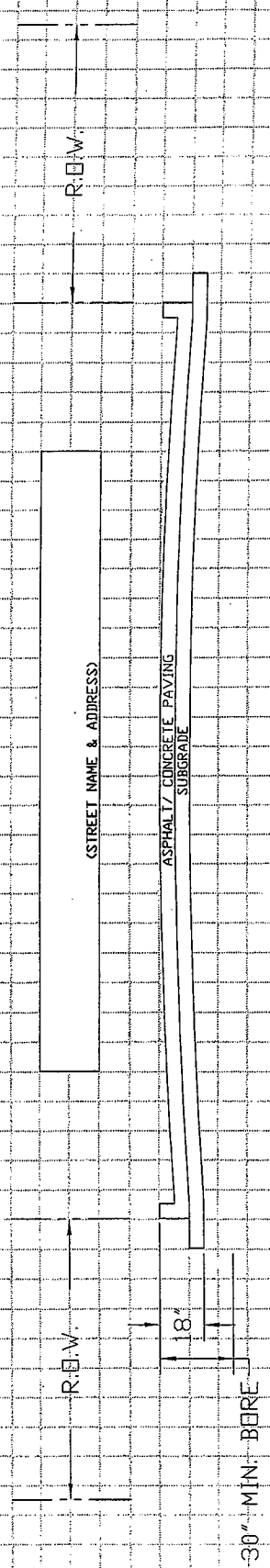
- 1) Name the City and its officers, employees, board members and elected representatives as additional insureds for all applicable coverage;
- 2) Provide for thirty (30) days notice to the City for cancellation, nonrenewal, or material change; and
- 3) Provide that notice of claims shall be provided to the City by certified mail.

540 THOMAS AVE.  
 (STREET NAME & ADDRESS)



ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE

- INSTRUCTIONS FOR PROFILE**
1. PROVIDE STREET NAME & ADDRESS
  2. SHOW WATER, SEWER & STORM DRAIN LINE IN PROFILE (IF APPLICABLE)
  3. PROVIDE HORIZONTAL & VERTICAL DIMENSIONS FOR ALL UTILITIES (1' GRID)
  4. PROVIDE ONE-FOOT (1') VERTICAL CLEARANCE FROM ALL CITY UTILITIES



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