



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

The City of Hurst requires an Engineering Construction Permit (ECP) for all work done within Public Right-of-Way (Street and/or Easement). Anyone digging and/or doing aerial work (including tree trimming) for Private Development and/or Franchise Utility Company is required to obtain a permit from the Public Works Department-Engineering Division, between the hours of 8:00-11:45 a.m. and 1:00-4:45 p.m., Monday-Friday at the City Hall Building located at 1505 Precinct Line Rd., Hurst, Texas, 76054, 817-788-7076. See if you qualify for a Franchise Utility Exemption (last paragraph).

Checklist per City Ordinance No. 1714 for permit application:

1. Registration is required (see attachment).
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 the plans we have available. Also, the City's GIS website has utility information (see attachment).
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 plan's to clear them maintaining a minimum cover of 30 inches for street crossings and when crossing our infrastructure (see attachment).
8. All easements need to be verified by plat or separate instrument. If the City does not have a copy on file the applicant must provide us a copy or get a new one.
9. A copy of applicant TxDot permits when working on TxDot R.O.W.
10. A copy of applicant's Liability Insurance per requirements (see Exhibit A).
11. Applicant will need to provide us a Traffic Safety Plan when working in our City Streets and/or TxDot ROW (we have a Barricade Manual you can get on our website for free or you can also buy a paper copy for \$5).

12. Private Development construction requires work to be bonded for two (2) years and 100% of the cost of work within the Public Right-of Way. You must use one of two City of Hurst Standard Bond Forms (Water and Sanitary Sewer Bond or Curb, Gutter, Sidewalk, Driveway Approach, Street and Storm Sewer Bond).
13. Private Development inspection fees are based on 4% cost of construction with a minimum of \$250.
14. Applicant will need to make sure utilities are built within ROW and/or Easement.
15. Applicant will make sure not to block visibility and line of sight w/large cabinets and/or transformers (see attachment).

Applicant will be contacted by City after plan review and if all adjoin documents have been met the City will finalize the application. Applicant required to sign permit and by signing agrees to do the following:

Item #1: Applicant agrees to contact our Inspector (who's name & number is on permit), inform him of your ECP Number, state when you plan to start your project, and when your ready for an inspection and/or final inspection.

Item #2: Applicant agrees to call the for line locates of existing City utilities (number is on permit) giving them at least 48 hour advance notice, providing them your ECP Number and scheduling a time and date with them. Also, call 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 done.

CITY OF HURST
PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION
1505 Precinct Line Rd - Hurst, Texas 76054
(817) 788-7076 FAX (817) 788-7097
<http://www.ci.hurst.tx.us/Departments/Publicworks/Engineering/index.htm>



PUBLIC WORKS DEPARTMENT
ENGINEERING PERMIT APPLICATION

- * WATER MAIN * SANITARY SEWER * STORM DRAIN * STREET CONSTRUCTION
- * EROSION CONTROL / LOT GRADING * DEPOSITION OF SOIL * UTILITY LINE

APPLICATION DATE: _____

DEVELOPER, OWNER, or UTILITY COMPANY: _____

CONTRACTOR NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE NO: _____ () _____ FAX NO: _____ () _____

EMERGENCY CONTACT PERSON: _____

CELL PHONE NO: _____ PAGER NO: _____ HOME NO: _____

LOCATION OF PROJECT: _____

DESCRIPTION OF PROJECT: Circle one: Water Main, Sanitary Sewer, Storm Drain,
 Street Construction, Utility Line, Deposition of Soil, Erosion Control/Lot Grading OR
 Other _____ TOTAL COST OF PROJECT: \$ _____

NOTES:

1. The **Engineering Inspector** assigned to your job should be called **prior** to starting **AND** at the completion of the job.
2. For **Street Construction Permit** - This permit form also covers curb & gutter, sidewalks and/or commercial driveways.
3. For **Deposition of Soil Permit** - Soil removal or deposition from or onto private property will generally not be required to be bonded, but removal or deposition of soil shall not adversely affect existing drainage and shall comply with City and NFIP flood plain regulations. A flood plain Development Permit may also be required. The City must receive written permission/approval from the owner of the disposition site. Deposition locations within the City of Hurst must be "leveled-up" at least once per month and must be seeded or hydro-mulched after grading. After final grading, the owner of the disposition site must give the City a written release.
4. **Line Locates:** Contact the City of Hurst Central Control - at (817) 788-7212 for line locations of existing City utilities.

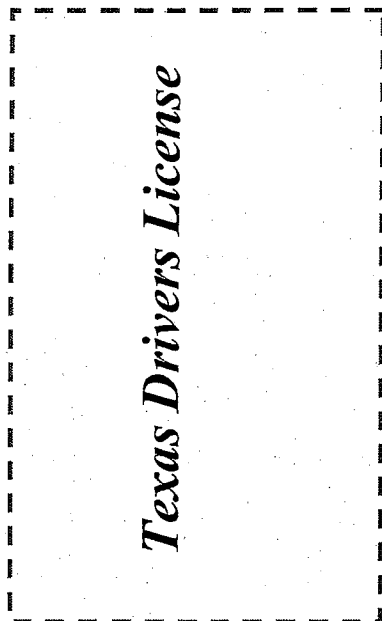


Public Works Engineering Contractors Registration

CONTRACTOR REGISTRATION FEE: \$50.00

Valid for 1 Year

Valid Driver's License Required.



Business Name: _____

Business Owner: _____

Mailing Address: _____

City: _____

State & Zip: _____

Telephone #: _____

Fax #: _____

E-Mail Address: _____

Name of Applicant (print): _____

Signature of Applicant: _____

Applicant Drivers License No. (if different than above): _____

Date: _____

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Public Works Engineering Franchise Utility Company Registration

CONTRACTOR REGISTRATION FEE: (Exempt)

Valid for 1 Year

Valid Driver's License Required.

Texas Drivers License

Business Name: _____

Business Owner: _____

Mailing Address: _____

City: _____

State & Zip: _____

Telephone #: _____

Fax #: _____

Area Project Manager: _____

Telephone #: _____

Email Address:

Name of Applicant (print): _____

Signature of Applicant: _____

Applicant Divers License No. (if different than above): _____

Date: _____

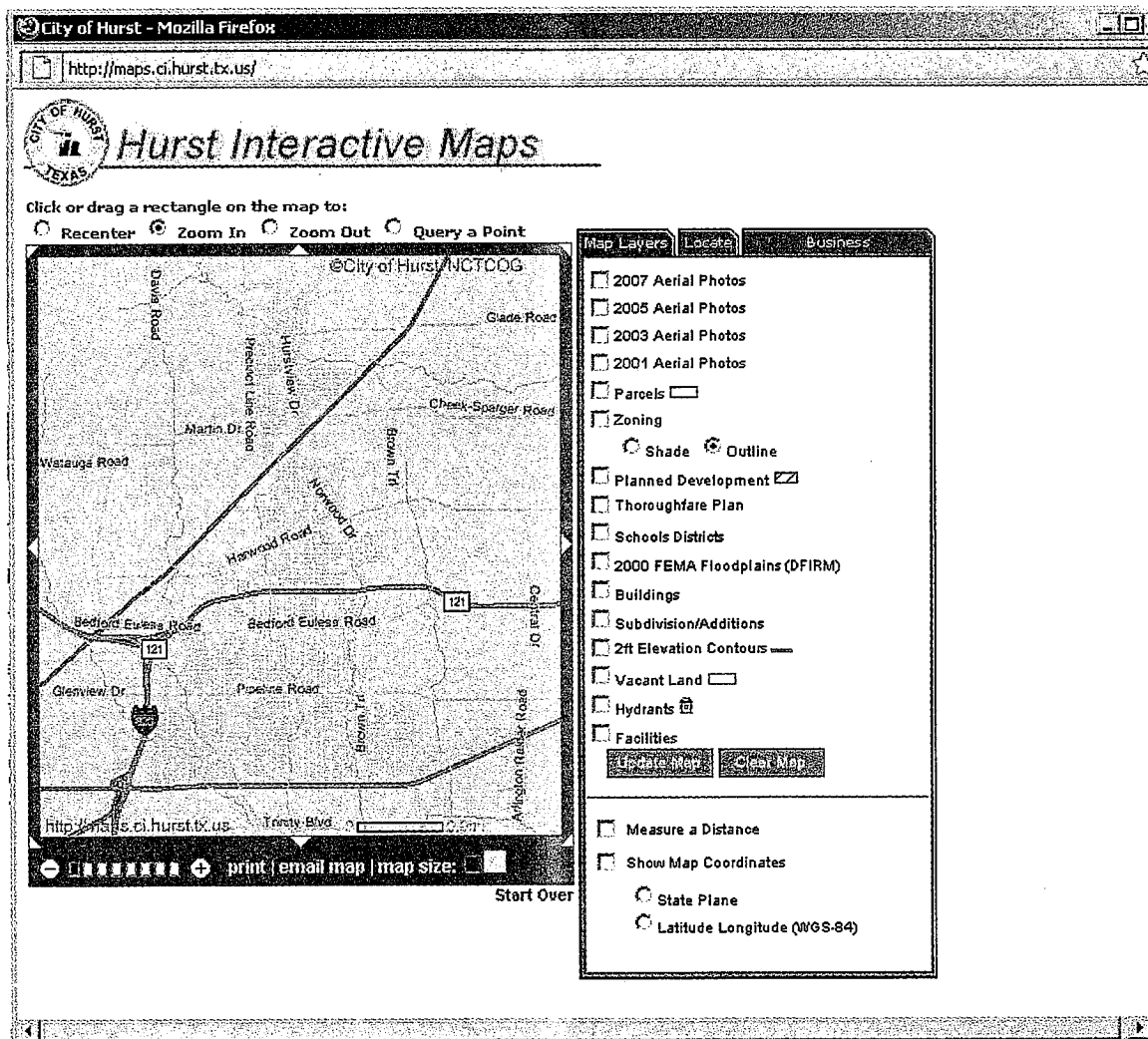
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How to Access City Maps

September 2008

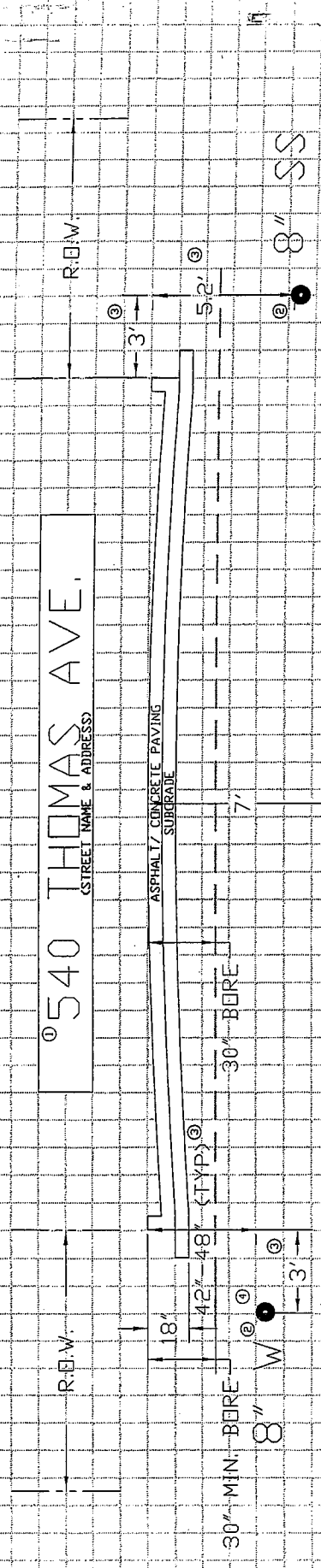
1. <http://www.ci.hurst.tx.us/>
2. Departments> Public Works>Engineering> (scroll down)>View Interactive Maps
3. Go straight to maps or view instructions



Why would I use this?

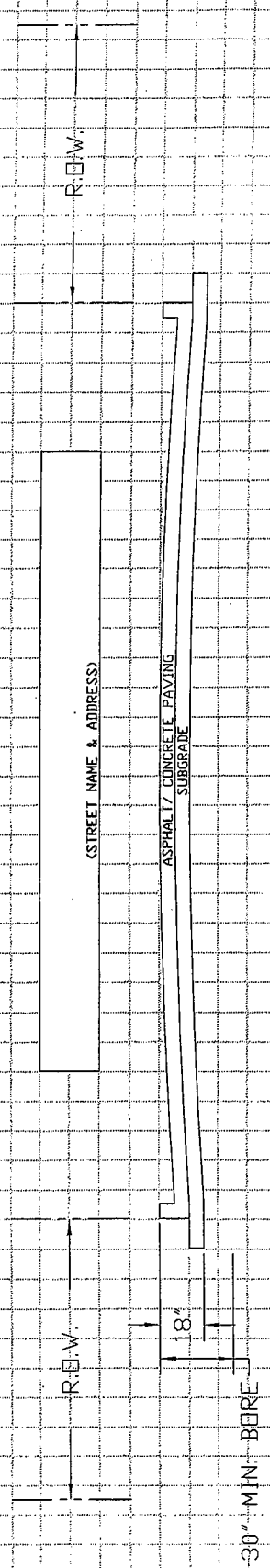
- Like Google Maps, etc, but with city-specific information—especially parcel (lot) lines
- For Realtors & Developers: Floodplain, School District, Hydrants, 2ft Topographic Contours
- For Homeowners: Review floodplain information. The official maps are at City Hall and city staff are available to help answer questions in person or by phone at 817.788.7076.
- Measure distances between things in Hurst
- Create location maps for advertising, yard sales

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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EXHIBIT A

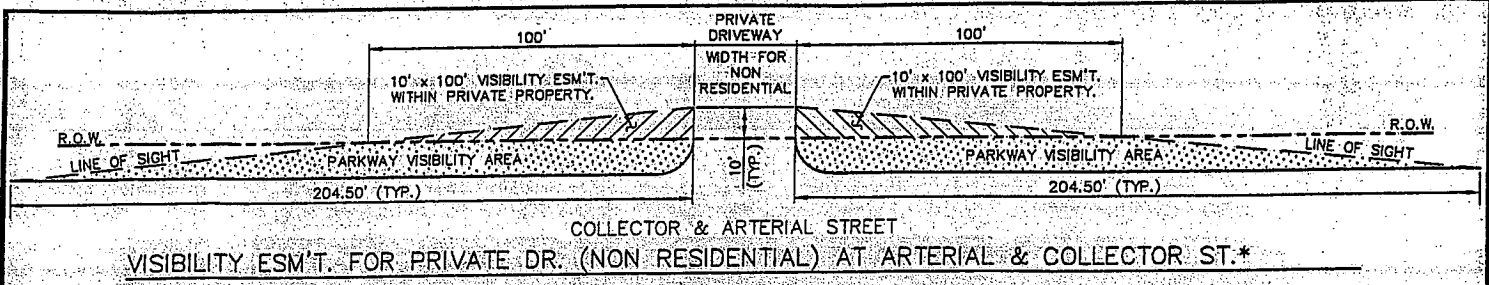
Insurance Requirements

(K)	Workers' Compensation Employer's Liability	Statutory \$100,000/500,000/100,000
(L)	Commercial General Liability Insurance	Combined Single Limit of \$500,000 per Occurrence or its equivalent
III.	Comprehensive Automobile Insurance Liability	\$500,000 per occurrence or its equivalent

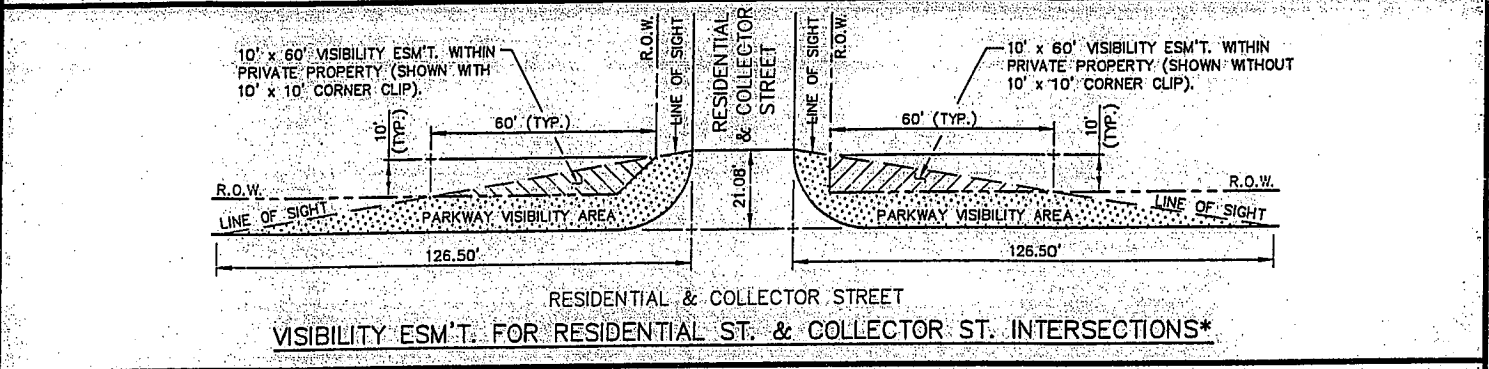
An insurance certificate shall contain the following required provisions:

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

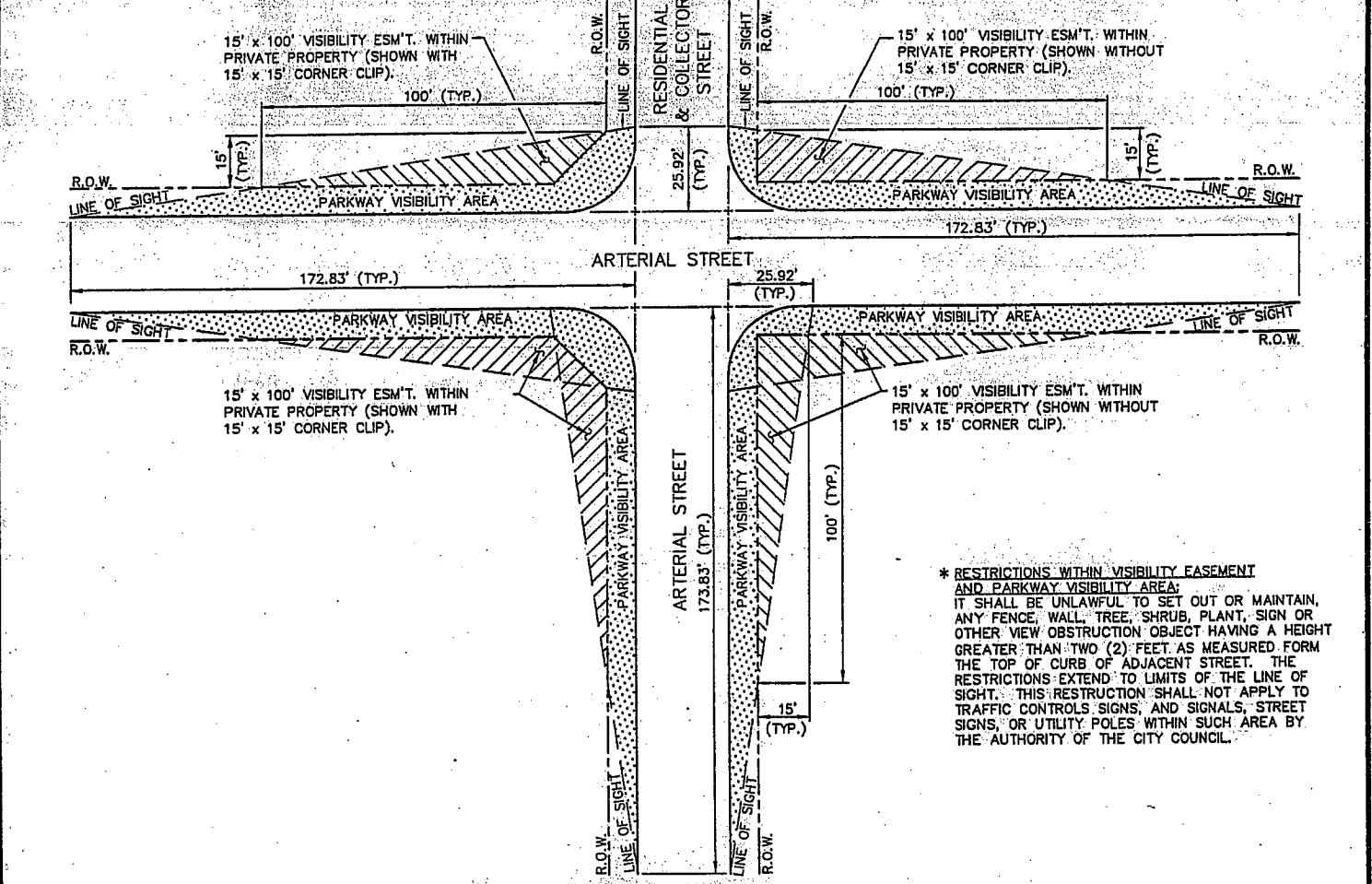
DWG. NAME: L:\USER\ENGINEERING\BLKS-DETAILS-ETC\VISIBILITY ESM'T\15x100 V-E.DWG



COLLECTOR & ARTERIAL STREET
VISIBILITY ESM'T. FOR PRIVATE DR. (NON RESIDENTIAL) AT ARTERIAL & COLLECTOR ST.*



RESIDENTIAL & COLLECTOR STREET
VISIBILITY ESM'T. FOR RESIDENTIAL ST. & COLLECTOR ST. INTERSECTIONS*



ARTERIAL STREET
VISIBILITY ESM'T. FOR RESIDENTIAL & COLLECTOR ST. AT ARTERIAL ST. INTERSECTIONS*

* RESTRICTIONS WITHIN VISIBILITY EASEMENT AND PARKWAY VISIBILITY AREA: IT SHALL BE UNLAWFUL TO SET OUT OR MAINTAIN, ANY FENCE, WALL, TREE, SHRUB, PLANT, SIGN OR OTHER VIEW OBSTRUCTION OBJECT HAVING A HEIGHT GREATER THAN TWO (2) FEET AS MEASURED FROM THE TOP OF CURB OF ADJACENT STREET. THE RESTRICTIONS EXTEND TO LIMITS OF THE LINE OF SIGHT. THIS RESTRICTION SHALL NOT APPLY TO TRAFFIC CONTROLS SIGNS, AND SIGNALS, STREET SIGNS, OR UTILITY POLES WITHIN SUCH AREA BY THE AUTHORITY OF THE CITY COUNCIL.

TRAFFIC

"A Quality of Life City"

VISIBILITY ESM'T. FOR PRIVATE DR. (NON RESIDENTIAL),
 RESIDENTIAL, COLLECTOR & ARTERIAL ST. INTERSECTION

DEPARTMENT OF PUBLIC WORKS - ENGINEERING

DATE: 2-24-04	DRAWN BY: R.O.	APPROVED BY: C.F.D.	REVISION:	SHEET NO.:
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