

ROW Application Submittal Checklist

- ROW permit application or extension application with entire, original Contractor's Copy
- Three sets of plans
- Three copies of TXDOT permit (if applicable)
- Applicant's contractor insurance on file

Submittals should contain the following:

- Use 8-1/2" x 11" or 11" x 17" sheets for your project plans.
- The plans should be to scale, preferably 1" = 100' or other as approved.
- Show existing and proposed City of Grapevine utilities within 10' either side of the proposed construction route
- Highlight the proposed facilities which are tied to the nearest City utility (water, wastewater, storm drainage, and duct banks)
- Locate and provide detail of any new structures to be placed within the rights-of-way.
- The plans must include a location map with north arrow, scale, and distances from the nearest intersection to the proposed project.
- A scaled plan view showing the distance of the proposed construction from centerline of the right-of-way, width of the right-of-way, length of the project, and relationship to any sidewalks, fences, drive approaches, and other street features within the construction zone.
- Show landscaping if present, including the plant materials, and locations of irrigation, and lighting.
- Include a typical cross section to show 36" depth of bury or overhead clearance and directional bore details, if applicable.
- A profile may be necessary, if deemed so by City Staff.

The traffic control for City rights-of-way will be according to the 2011 TMUTCD.

The traffic control for TxDOT rights-of-way will be approved by the TxDOT Area Engineer.

If the proposed facilities are to be in the right-of-way of a recent roadway construction or reconstruction, incorporating the proposed facilities into the appropriate plan and profile sheets of the latest as-built is encouraged.