

ELLIS COUNTY ENGINEERING DEPARTMENT

302 N. Monroe Street, Suite 213
Waxahachie, TX 75165

Phone: 972-825-5112
Email: row@co.ellis.tx.us
Website: www.ellispermits.com
Online Payment: [here](#)
Bureau Code: 3574842

Each payment must be labeled with a **reference number and address**.

When paying for multiple applications click "add payment" to separate each application fee.

UTILITY RIGHT OF WAY APPLICATION

TYPE OF UTILITY INSTALLATION:

Above Ground Underground

TYPE OF UTILITY:

Water Electric
 Gas Fiber Internet
 Other: _____

Utility Owner: _____

TYPE OF STRUCTURES (CHECK ALL THAT APPLY):

Utility Pole Utility Box

Other: _____

A 911 application is required for utility boxes.

Address: _____

Street address must match the road name where utilities will be installed.

Reference/Project Number: _____

Contractor: _____

APPLICATION REQUIREMENTS

- All fields on application are complete.
- \$100 application fee paid (in person or online).
- Must have a traffic control plan.
- One application per road.
- Must provide any plats with utility easements that will be utilized.
- Must follow the criteria in [Minute Order No. 406.23](#).
- A legal survey or plat and a professional-quality scaled site plan. **Sketches using online maps are not allowed.**

Application will be **rejected** if the above requirements are not met.

Upon further review, the applicant may be required to submit an original restoration bond for road and/or drainage repairs executed by a surety company authorized to execute bonds under and in accordance with the State of Texas made out to Ellis County. The bond is waived if the work will be performed directly by a public utility franchise to operate in the State of Texas.

Any other document or plan required by the department upon initial review to approve this permit request.

APPLICANT INFORMATION

Name: _____ Main Phone: _____

Company Name: _____ Email: _____

Mailing Address: _____ City/State: _____ ZIP: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Main Phone: _____

Company Name: _____ Email: _____

COUNTY APPROVAL

County Engineer's Office Date

Commissioner, Precinct No. 1 2 3 4 (circle one) Date

For Engineering Staff Only

\$100 Fee Paid

Permit No: _____

Permit Expiration Date: _____

CONTRACTOR'S LIABILITY AGREEMENT & ACKNOWLEDGEMENT

All types of utilities lines in public right-of-way shall be constructed and maintained in accordance with the provisions outlined in Minute Order No. 406.23, which are here within attached and becomes a part of this permit along with this entire application. Our company understands that it is responsible for proper traffic control and the County considers proper traffic control measures to be those complying with the Texas Manual on Uniform Traffic Control Devices (TMUTCD). Our company also agrees to the following conditions for doing work within the right-of-way stated below, which is a public roadway maintained by Ellis County.

1. I shall contact the Department of Development or County Engineer's Office at least forty-eight (48) hours prior to start of construction after approval of the permit application. No work can commence until the County signs off on the proposed location with an onsite inspection.
2. All work shall be performed only between the hours of 8:00 AM and 4:00 PM on non-holidays Monday through Friday. Work performed outside these hours may require the work to be redone unless it is an emergency repair.
3. Any cuts opened for half the roadway only will require flagmen on both sides of the work area, allowing one-way traffic through. This type of operation will be held to a minimum and all advance warning signs and barricades shall be as specified in the Texas Manual on Uniform Traffic Control Devices (TMUTCD). These cuts will also be filled, and entire roadway opened at night and weekends. Any possible impediment of traffic needs prior approval from the precinct commissioner & the Sheriff's Office separate from this permit.
4. Roadside work in ditches alongside the trenched surface may be left opened at night, only if they are barricaded solidly between open ditch and traveled roadway leaving a minimum six (6) feet of road shoulder between the pavement edge and the barricades. The barricades shall be reflective and lighted with warning lights and conform to the requirements of the TMUTCD for nighttime use.
5. Any construction area maintained from dusk to dawn shall have Type B High Intensity Steady Burn Warning Lights to delineate the traveled way through and around obstructions in a construction or maintenance area. All warning lights shall be installed to a minimum mounting height of 36 inches to the bottom of the lens.
6. Contact Ellis County after completion of work to determine the road improvements are satisfactory. All damaged to pavement shall be reconstructed to existing or better condition. Construction work and road repair on County right-of-way shall be performed to Ellis County standards and to the approval and satisfaction of the County Engineer and commissioner.
7. I shall notify the applicable commissioner and Department of Development or County Engineer's Office to obtain approval prior to any changes from this permit, if approved, and/or in the event of an emergency repair.
8. In no case will the utility facility be located on the front slope of the roadway (slope closest to the roadway) or within a median without specific written authorization from the County.
9. It is expressly understood that the County Commissioners' Court does not hereby imply to grant any right, claim, title, or easement in or upon the County Road; and it is further understood that in the future, the Company shall remove and relocate at the discretion of the commissioner or County Engineer, at no cost to Ellis County, said utility line or structure if and when such relocation shall be or become necessary in accommodate a plan for widening or improving said roads or rights-of-way.
10. The installation work shall not damage any part of the roadway and adequate provisions shall be made to cause a minimum of inconvenience to traffic and adjacent property owners.
11. The contractor, utility company, or owner shall be responsible for all cost associated with the correction of any unsatisfactory work determined by Ellis County.

Company Name _____

SIGNATURE OF CONTRACTOR/AGENT

DATE SIGNED

Notes: _____

Signature: _____
Date Inspected: _____
Date Re-inspected: _____
Date Approved: _____