



## **RIGHT-OF-WAY CONSTRUCTION PERMIT APPLICATION**

- Right-of-Way Users must Register with City and renew every 5 years.
- Applications for Right-of Way Construction Permits must be submitted to Planning & Development Services a minimum of 10 business days prior to proposed start of construction.
- Development Engineering reviews complete applications within 5 business days and approves or denies with comments. Review is in accordance with requirements of Chapter 3, Section 2 of the Code of Ordinances, City of College Station, Texas including verifying the Right-of-Way User is registered.
- Approved permits will be signed and plans stamped by Development Engineering. Copies of permits and plans will be forwarded to Public Works and the Right-of Way User.
- A permit is valid for 12 months after issuance after which an extension or re-submittal to Planning & Development Services is required.
- The Right-of-Way User's contractor shall notify Public Works a minimum of 2 business days before beginning construction.
- Public Works will inspect construction and issue a Letter of Completion upon acceptable completion.
- Right-of Way Users have a maximum of 90 calendar days after issuance of a Letter of Completion to provide As-Builts to Planning & Development Services.
- Emergency responses related to existing facilities may be done without a permit. However, Public Works should be notified within 2 days following construction as well as provided a reasonably detailed description of the work performed in the Right-of-Way.