



Registration Expires: \_\_\_\_\_ Registration #: \_\_\_\_\_

# Annual Right-of-Way Registration

This form is required for work in a City of College Station right-of-way. Registration is good for one year or until the termination date on the certificate of insurance, whichever comes first. A copy of the certificate of insurance and original bond must be submitted with the registration form.

## Applicant Information:

### REGISTRANT

Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### 24-HOUR EMERGENCY CONTACT (LOCAL REPRESENTATIVE) *[Attach list of Applicant's Contractors/Subs]*

Name: \_\_\_\_\_ 24-Hour Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

## Certificate of Insurance Requirements and Bond Requirements:

All organizations and individuals working in City of College Station right-of-way areas must provide a certificate of insurance verifying that insurance is current and active and meets the following requirements:

- Acceptable proof of commercial general liability (CGL) coverage and commercial umbrella insurance in the total amount of \$5,000,000; two million dollars (\$2,000,000) primary, plus three million dollars (\$3,000,000) umbrella, or other provisions acceptable to the City's Finance Director or his/her designee.
- The CGL insurance must be on an "occurrence" basis and must include coverage for: personal injury; contractual liability; property damage; premise liability; auto liability with personal injury protection for hired, non-owned and any auto; medical expenses; pollution liability; and explosion, collapse and underground (XCU).
- Applicant shall file an annual surety bond which shall be valid each year construction will occur through one (1) full year after the completion of the construction, from a surety company authorized to do business in the State of Texas in the estimated amount of the cost to restore the right-of-way for the work anticipated to be done in that year, in the event the applicant leaves a job site in the right-of-way unfinished, incomplete or unsafe or other provisions as acceptable to the City's Finance Director or his/her designee.
- The City Manager or his/her designee may waive or reduce the bonding requirements in a non-discriminatory, competitively neutral manner, taking into consideration both that the person has furnished the City with documentation sufficient in the sole discretion of the Finance Director to evidence adequate financial resources substantially greater than the bonding requirements, has a Standard & Poor's A bond rating or better or a Moody's A bond rating or better, and has demonstrated in prior right-of-way construction activity, prompt resolution of any claims and substantial compliance with all required applicable building codes and ordinances.

### In addition, the certificate of insurance must:

- Include a cancellation provision that coverage shall not be canceled, non-renewed, suspended, or reduced in limits of liability before thirty (30) days' notice has been provided to the City.
- Show the City of College Station as Certificate Holder, and policies shall be endorsed to list the City of College Station, its officers, agents, employees and volunteers as Additional Insured. Policies shall be endorsed to waive subrogation rights in favor of the City of College Station.
- Evidence of insurance coverage shall be provided on the most current State of Texas Department of Insurance-approved certificate of liability insurance.

**The Registrant must maintain workers compensation insurance or provide evidence it qualifies as a self-insurer of workers compensation.**

The above requirements may be met by public utilities with a current franchise or license if their current franchise or license adequately provides for insurance and bonds or provides indemnification in favor of the City of College Station.

**Certified Telecommunications Provider Requirements:**

It is the City of College Station's policy to manage its rights-of-way in accordance with all applicable law. Chapter 283 of the Local Government Code ("Chapter 283"), establishes a uniform method for compensating municipalities for the use of public rights-of-way by certificated telecommunications providers.

In addition to the insurance and bond requirements, above, if your entity is: (1) a certificated telecommunications provider within the context of Chapter 283 and (2) using one or more public rights-of-way in the City of College Station for your telecommunications system, please provide the following information.

- (1) Evidence of your status as a certificated telecommunications provider in the State of Texas under the Utilities Code;
- (2) Your City of College Station access line count by category, indicating the end-use customer category (residential, business, business high capacity, etc.) in the format supplied to the Public Utility Commission under Chapter 26 of the Commission's Substantive Rules.
- (3) The type and location of your facilities in place within the City of College Station public rights-of-way;
- (4) The type and location of your facilities projected to be in place within the City of College Station public rights-of-way within the next five (5) years.
- (5) Whether your current or future facilities will attach to or contact any City of College Station utility poles. (Note: any attachment to or contact with City of College Station utility poles requires a separate pole attachment license agreement).

Please attach all responsive information to this Registration form.

**Additionally, please note that permission to construct facilities in public rights-of-way is needed prior to commencement of construction. For questions, please contact Planning and Development Services at (979) 764-3570 or College Station Utilities at (979) 764-3660.**

**The undersigned hereby represents upon all of the penalties of the law, for the purpose of requesting the City of College Station to take the actions herein requested, that they have the proper authority to bind the above-named entity, that all statements are true and correct, and that all work herein will be done in accordance with the laws, regulations, ordinances, and policies of the City of College Station and the State of Texas. The undersigned also acknowledges he/she has reviewed and understands the requirements of College Station Code of Ordinances, Chapter 3, Section 3-2 regarding right-of-way maintenance.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Submittal Checklist:**

- \_\_\_ Certificate(s) of Insurance.
- \_\_\_ List of contractor(s) and subcontractor(s) who will be working in the rights-of-way on Applicant's behalf (*attach list*)
- \_\_\_ Certificated Telecommunications Provider Information (*if applicable; attach all requested information*)
- \_\_\_ Registration Fee (*if applicable*)

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**CITY OF COLLEGE STATION USE:**

\_\_\_\_\_  
Planning & Development Services      Date

\_\_\_\_\_  
City Manager's Office      Date

Reviewed (date): \_\_\_\_\_ Approved (date): \_\_\_\_\_

Payment received in the form of:  Cash  Card  Check # \_\_\_\_\_