



Date Received: _____

PERMIT No. _____

**CITY OF HUNTSVILLE
STREET EXCAVATION, ALTERATION AND UTILITY CONSTRUCTION**

**There is no Permit Fee, however, a
Project Review Application is required with this form for each submission.
Review Fees Apply**

(Please submit the completed applications to the Engineering Department, City of Huntsville Service Center, 448 State Hwy 75 North, Huntsville, TX 77320 or email to nemmers@huntsvilletx.gov and engineering@huntsvilletx.gov)

APPLICANT'S NAME:

Firm: _____

Address: _____

Phone #: _____ Alternate Phone # _____

Email address: _____

**** Applicant's Contact Name:** _____ **Phone #** _____

CONTRACTOR'S NAME:

Company Name: _____

Address: _____

Phone #: _____ Alternate Phone # _____

Email Address: _____

**** Contractor's Contact Name:** _____ **Phone #:** _____

CONTRACTOR'S WORK TO BE PERFORMED:

Location: _____

****Note: A Permit will not be issued without Contact Information.**

DESCRIPTION OF WORK (Also need a drawing detailing the intended work):

Note: Application is to be accompanied by one (1) engineering drawing of proposed work and any barricading, signing or detouring proposal. A signed, approved copy must be on-site at all times during construction.

DATE OF COMMENCEMENT: _____ **DATE OF COMPLETION** _____

The undersigned as representative of the firm named above agrees to restore and repair the right-of-way of the street(s) as outlined in Article IV, Chapter 40 of the City of Huntsville Code of Ordinances.

APPLICANT'S REPRESENTATIVE (PLEASE PRINT OR TYPE)

APPLICANT'S SIGNATURE

DATE

Approval of the proposed work is subject to compliance with applicable City codes and attached conditions:

APPROVED: _____ **Date:** _____

Dr. Kathlie S. Jeng-Bulloch, P.E., BC.WRE, CFM

COMMENTS: _____

GENERAL CONSTRUCTION NOTES

- 1) Call Texas 811 for utility locates a minimum of 48 hours in advance prior to beginning of construction to get the City utilities (water, sewer and fiber lines) located among others.
- 2) Notify the City of Huntsville Engineering Department by Email to nnemmers@huntsvilletx.gov and to engineering@huntsvilletx.gov at least 48 hours prior to construction.
- 3) Street crossings must be a minimum of four (4) feet deep. Any changes must be authorized by the City Engineer or City Inspectors. Depth is measured from top of curb or top of crown to top of facility installed for open ditch roads.
- 4) No City Street shall be open cut without prior approval from the City Engineer.
- 5) All bores larger than four (4) inches must be steel encased. If bore hole is one (1) inch larger in diameter than encasement, the hole must be pressure grouted. Contractor is responsible for avoiding existing utilities when boring. Four (4) inch bores must be encased in steel or schedule 40 PVC pipe.
- 6) All open cuts of streets must be saw cut minimum 1' each side of the trench or outside any asphalt and concrete damaged during construction and must be backfilled with two sack cement stabilized rock compacted to 95% modified proctor density. Match asphalt depth to existing, minimum 2" depth.
- 7) All excavation must be a minimum of two and one half (2 ½) feet vertically and three (3) feet horizontally from existing City utilities. If excavation must be closer, approval of City Engineer must be obtained.
- 8) Proposed line must be staked prior to beginning construction.
- 9) Proposed line should be parallel to curb or right of way when possible.
- 10) Bores on open ditch streets must be a minimum of two (2) feet below flow line of ditch.
- 11) Traffic control must be provided, including cones, signs, barricades, and flagmen as required by the uniform traffic control manual.
- 12) When necessary, all shoring and trench protection must meet OSHA standards.
- 13) Storing materials in street is prohibited without prior approval of City Engineer and proper traffic control precautions.

- 14) All areas within three (3) feet of back of curb or inside the ditch line must be backfilled with two sack cement stabilized sand compacted to 95% modified proctor density.
- 15) Contractor must not leave the ditch open for long periods next to a City street. If in the opinion of the Engineer, and open ditch constitutes a danger to the motoring public or to the structural integrity of the street, the ditch will be filled by the City and charged to the utility company. Excavations must be protected by fencing and reflective cones, etc. if left open overnight. Steel plates and asphalt patching may be required. Refer to TxDOT typical construction details.
- 16) Contractor is responsible for restoring work area to the original or better condition including any damage to trees or shrubs. (See City tree policy)
- 17) No work shall be done on weekends or holidays without prior approval of City Engineer.
- 18) Utility company shall ensure that contractor has necessary insurance.
- 19) No equipment or materials may enter or be stored on private property without prior permission, in writing, of the landowner.
- 20) Utility company shall supply contractor with a copy of the permit including the General utility construction notes which must be kept on site.
- 21) All trenches (in paved area parking lots) must be backfilled with two sacks per yard cement stabilized sand.
- 22) City of Huntsville permits are required on all utility construction within the city Limit.
- 23) State permits required on all state right of ways.
- 24) Proposed alignment must use edge of pavement or back of curb as basis for offset dimensions.
- 25) It is Utility Company's responsibility to determine right-of-way and easement limits.
- 26) TCEQ Permit required for all work within 500 feet of any dam.
- 27) Any utility damage must be reported immediately to the City Public Works Department and the Engineering Department. Failure to notify will cause all active permits to be revoked.
- 28) Customers must be given 48 hours notice before work begins, either by door hangers or in person.