

ROW Application Submittal Checklist

- ROW permit application or extension application with entire, original Contractor's Copy
- Three sets of plans and One PDF copy
- Three copies of the approved TxDot, Dart, USACE, DFW Airport permit/agreement (if applicable)
- Applicant's contractor insurance on file

Submittals should contain the following:

- Use 11" x 17" sheets for your project plans.
- Utility must maintain a minimal separation of 2' vertically and horizontally from all city gravity lines.
- Unless prior approval has been given, all underground utilities shall cross under City of Grapevine Utilities
- 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. This includes Sanitary Sewer Lines, Manholes, Storm Drain Lines and Inlets, Water Lines and Fire Hydrants with their connection lines. All city utility lines shall be clearly labeled with type of line and size of pipe.
- 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.
- No Handhole, Manhole or other intrusive structures shall be constructed over any City of Grapevine Utilities
- 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, back of curb, 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 with vertical distance from city utilities, if applicable.
- A profile may be necessary, if deemed so by City Staff.
- All plans not approved after 90 days will require a new application process.

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.