

Right of Way / Utility Work Checklist

This packet contains the required applications and method of procedure for contractors desiring to work in the City of Decatur's right-of-way.

- Right-of-way / Utility Work Method of Procedure

- Right-of-way / Utility Work Contractor Registration

- Right-of-way / Utility Work Permit Application

- Utility Line Locate Request Form

Written Inquiries Shall be Sent to: publicworks@decaturtx.org

Right of Way / Utility Work Method of Procedure

All contractors must register with the City of Decatur and obtain the proper permits before commencing work in the public right-of-way. (See attached contractor registration form and permit application.)

- Each Facility Installer working for the Public Service Provider will be required to register with the City.
- Each phase will be permitted separately.
- Construction Manager assigns an area for construction and identifies a phase to be built.
- Construction Manager for the Facility Installer submits a registration application, right-of-way permit application and two hardcopy sets of plans and one digital set of plans to the City to initiate the process.
- Construction Crew Chief for the Facility Installer calls in utility locates to both 811 and the City of Decatur at 940.393.0260 and coordinates the location and markings with the Director of Public Works or their designee and identifies the timeline of construction in the area.
- Director of Public Works or their designee then dispatches staff to locate and identify City utilities in the area provided by the construction company within 24-48 hours.
- Ground Penetrating Radar will be utilized at all City utility crossings and critical areas at the expense of the contractor.
- No excavation will take place until the contractor has received a positive response email from the Director of Public Works or their designee.
- City staff will be on site during excavation as needed.
- No more than three (3) contractors/Facility Installers for a Public Service Provider shall be permitted to work concurrently in the City right-of-way at a time.
- No excavation shall take place until the contractor has met on-site with the City representative and / or received a positive response email.