

**GILLESPIE COUNTY ENGINEERING DEPARTMENT
RIGHT OF WAY PERMIT APPLICATION**



PROPOSED IMPROVEMENT

Property ID/Address: _____ ☐ Precinct 1
Applicant Mailing Address: _____ ☐ Precinct 2
Improvement: ☐ Temporary Construction Entrance ☐ Precinct 3
☐ Driveway or Road Intersection ☐ Precinct 4
☐ Grading/Drainage
☐ Utility Installation
☐ Other: _____

APPLICANT - Are you the property owner? ☐ Yes ☐ No If no, explain: _____

If the applicant is not the property owner, the applicant must attach evidence of the applicants right to install the improvements (recorded easement, etc.)

Name: _____ Phone: _____
Company: _____ Email: _____
Address: _____

CONTRACTOR

Name: _____ Phone: _____
Company: _____ Email: _____

ENGINEER

Name: _____ Phone: _____
Company: _____ Email: _____

This right-of-way permit application, along with all supporting documentation, must be submitted by the applicant via email at ROW@gillespiecounty.org or by hard copy submittal at the County Courthouse, Attention: Engineering Department 101 W. Main Street, Fredericksburg, Texas 78624. County acceptance of a completed right-of-way permit application does not constitute approval. This permit should be submitted AFTER a pre-application and/or site meeting is conducted with the Engineering Department and/or Precinct Commissioner.

Please refer to The Gillespie County Right-of-Way Regulations for more information on the permit review process and permitting requirements.

ADOPTED PERMIT FEES:

Permit fees must be paid at the time of application by personal check, cashiers check, or other method accepted by the County and made payable to Gillespie County. Payment may be hand delivered or mailed to the Gillespie County Courthouse to the attention of the Engineering Department at 101 West Main Street, Fredericksburg, Texas 78624. Third party engineering review fees, if applicable, must be paid prior to permit approval.

If construction has started on an improvement in the ROW prior to approval of a ROW permit application, the applicant shall pay the calculated ROW permit fee x 2.

Improvement Type	Fee
Individual Single Family Residential Improvement	\$50
Multiple Single Family Residential/Residential Subdivision/MHRC/Non-residential Improvement	\$500
Utility Installation (Aerial Only + no new poles)	\$0
Utility Installation (Aerial Only + new poles)	\$250
Utility Installation (Underground) with no road crossings	\$500
Utility Installation (Underground) with road crossings	\$500 + \$125 per bore + \$250 per trench
Third Party Engineering Review Fee	Actual Cost

BEFORE SUBMITTING THIS APPLICATION, PLEASE MAKE SURE:

- 1. THE CONTRACTOR HAS SIGNED THIS APPLICATION.**
- 2. ALL CHECKLIST DOCUMENTS ARE SUBMITTED UNLESS THE COUNTY ENGINEER HAS PROVIDED APPROVAL TO OMIT CERTAIN SUBMITTAL ITEMS.**
- 3. THE PERMIT FEE WILL BE PAID AT TIME OF APPLICATION.**
- 4. YOU HAVE REVIEWED THE ADOPTED RIGHT-OF-WAY ORDINANCE.**

BY SIGNING THIS DOCUMENT, I HEREBY ACKNOWLEDGE THE FOLLOWING:

- Approval of these documents does not relieve the applicant from full compliance with the terms, provisions, and conditions of the Gillespie County Right-of-Way Ordinance.
- Approval does not relieve the applicant from any requirements from outside agencies.
- Any improvement within the ROW that is non-compliant with Gillespie County Right-of-Way Regulations, or constructed without an approved ROW permit, is subject to removal by Gillespie County at the property owner's expense.
- THIS ROW PERMIT EXPIRES 6 MONTHS AFTER APPROVAL.
- The County Engineer must be notified after construction is complete. Failure to notify the County Engineer and schedule a final inspection may lead to removal of the improvement at the property owner's cost.
- At completion of construction, all equipment, construction material, trash, and other debris shall be removed and the work area shall be restored to its pre-project conditions (including but not limited to revegetation of the ROW at the applicant's cost).

- Maintenance of improvements constructed under the ROW permit shall be the responsibility of the applicant. Any improvements constructed in the ROW shall be adequately maintained to prevent the blockage of stormwater runoff and to prevent any impediments to traffic safety.
- All ROW permits are subject to the Road Damage and Repair provisions described in the Subdivision Regulations.

I hereby confirm this application and all attached information is truthful, complete, sufficient, and in compliance with the Gillespie County Right-of-Way Ordinance.

Applicant Signature

Date

Contractor Signature

Date

COUNTY USE ONLY

RECEIVED ON:

RECEIVED BY:

ACTION:

NOTES:

The following pages include a submittal checklist for each type of improvement. Complete the checklist applicable to the proposed improvement and submit it with the ROW permit application.

SUBMITTAL CHECKLIST

ROAD INTERSECTION / DRIVEWAY / TEMPORARY CONSTRUCTION ACCESS

Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	A completed and signed right-of-way permit application
<input type="checkbox"/>	<input type="checkbox"/>	A variance request form or evidence of a variance previously approved by the Commissioner's Court, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	A site plan showing the: <ol style="list-style-type: none"> 1. property, right-of-way, and easement boundaries 2. proposed land use 3. existing and proposed access locations (include GPS coordinates) 4. dimensions from the proposed access to the nearest property line, driveway, and road intersection
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans and details showing the proposed dimensions, radii, slope, and materials of the access
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans and details showing the proposed size and design (slope, material, end treatment, sizing calculations, etc.) of the culvert(s), if applicable
<input type="checkbox"/>	<input type="checkbox"/>	A temporary Traffic Control Plan if any lane or road closures are proposed
<input type="checkbox"/>	<input type="checkbox"/>	A TIA Worksheet and/or Study (not required for an individual single family residential driveway)
<input type="checkbox"/>	<input type="checkbox"/>	A report with all required drainage calculations, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Letter of conformance with the Gillespie County Flood Damage Prevention Ordinance, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Payment of all required fees
<input type="checkbox"/>	<input type="checkbox"/>	Executed Performance Bond in accordance with the Subdivision Regulations for projects with a cost of construction of \$15,000 or more

SUBMITTAL CHECKLIST
GRADING / DRAINAGE / CULVERTS

Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	A completed and signed right-of-way permit application
<input type="checkbox"/>	<input type="checkbox"/>	A variance request form or evidence of a variance previously approved by the Commissioner's Court, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	A site plan showing the: <ol style="list-style-type: none"> 1. property, right-of-way, and easement boundaries 2. proposed land use 3. access locations 4. existing and proposed improvements (buildings, parking lots, detention ponds, roads/driveways, grading, paving, etc.) 5. existing and proposed topography 6. SWPPP plan
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans and details showing the proposed size and design (slope, material, end treatment, sizing calculations, etc.) of the culvert(s), if applicable
<input type="checkbox"/>	<input type="checkbox"/>	A temporary Traffic Control Plan if any lane or road closures are proposed
<input type="checkbox"/>	<input type="checkbox"/>	A report with all required drainage calculations
<input type="checkbox"/>	<input type="checkbox"/>	Letter of conformance with the Gillespie County Flood Damage Prevention Ordinance, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Payment of all required fees
<input type="checkbox"/>	<input type="checkbox"/>	Executed Performance Bond in accordance with the Subdivision Regulations for projects with a cost of construction of \$15,000 or more

SUBMITTAL CHECKLIST

UTILITY INSTALLATION OR MODIFICATION

Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	A completed and signed right-of-way permit application
<input type="checkbox"/>	<input type="checkbox"/>	A variance request form or evidence of a variance previously approved by the Commissioner's Court, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans and details showing the: <ol style="list-style-type: none">1. property, right-of-way, and easement boundaries2. access locations and methodology for providing property owners access to their property during construction, if applicable3. existing and proposed utility type, location, and material4. installation method and details5. road repair exhibit, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	A temporary Traffic Control Plan if any lane or road closures are proposed
<input type="checkbox"/>	<input type="checkbox"/>	Payment of all required fees
<input type="checkbox"/>	<input type="checkbox"/>	Executed Performance Bond in accordance with the Subdivision Regulations for projects with a cost of construction of \$15,000 or more

SUBMITTAL CHECKLIST

OTHER

Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	A completed and signed right-of-way permit application
<input type="checkbox"/>	<input type="checkbox"/>	A variance request form or evidence of a variance previously approved by the Commissioner's Court, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	A site plan showing the: <ol style="list-style-type: none"> 1. property, right-of-way, and easement boundaries 2. proposed land use 3. access locations and methodology for providing property owners access to their property during construction, if applicable 4. location of existing and proposed improvements
<input type="checkbox"/>	<input type="checkbox"/>	Construction plans and details showing the layout and specifications of the proposed improvements
<input type="checkbox"/>	<input type="checkbox"/>	A temporary Traffic Control Plan if any lane or road closures are proposed
<input type="checkbox"/>	<input type="checkbox"/>	Letter of conformance with the Gillespie County Flood Damage Prevention Ordinance, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Payment of all required fees
<input type="checkbox"/>	<input type="checkbox"/>	Executed Performance Bond in accordance with the Subdivision Regulations for projects with a cost of construction of \$15,000 or more
<input type="checkbox"/>	<input type="checkbox"/>	If installing a gate: Written approval from the Fire Marshal that the gate will not cause unnecessary delay to emergency personnel
<input type="checkbox"/>	<input type="checkbox"/>	If installing a gate: A completed Gate Acknowledgement Form
<input type="checkbox"/>	<input type="checkbox"/>	If installing a locked gate: Two copies of the key and/or key code for any and all locks proposed to be placed on the gate
<input type="checkbox"/>	<input type="checkbox"/>	If installing a non-standard mailbox: Approval of the mailbox design and location from the Postmaster General
<input type="checkbox"/>	<input type="checkbox"/>	If installing a cattle guard: Construction plans and details showing the demolition and repair limits of the existing road, including road material specifications for the road repair
<input type="checkbox"/>	<input type="checkbox"/>	Additional items required by County Engineer: <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____