



**The contractor must email [engineer@lucastexas.us](mailto:engineer@lucastexas.us) AT LEAST 48 HOURS (excluding weekends and holidays) before beginning work for City of Lucas water and sewer line locates**

City of Lucas Right-Of-Way Utility Work Permit  
Public Works & Engineering Department  
665 Country Club Road  
Lucas, Texas 75002-7651

**APPLICANT INFORMATION**

Owner of Facilities: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner Representative Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Field Contact Name: \_\_\_\_\_

Field Contact Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor Representative Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PERMIT INFORMATION**

1) Attach a sketch which illustrates the affected area and include dimensions, depths, profiles, plans, etc.

2) Location – provide the cross street, address, or specific location of this work.

\_\_\_\_\_

3) Utility Type (Electrical/Gas/Telecommunications/Other/NA): \_\_\_\_\_

4) Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

5) Purpose – briefly explain the need for this work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## PERMIT CONDITIONS

**Submittal and Approval Period** – Unless waived by the Public Works Director, the applicant must submit a permit fifteen (15) days before beginning work. The contractor must request markings at least 48 hours (on business days) before beginning work. Markings are valid for 14 days (Texas Administrative Code, Chapter 18).

**Notification to Residents** – If work will last for more than 7 days, the contractor must provide a three-foot by three-foot (3' x 3') sign stating the identity of the person doing the work, a contact phone number and the owner's identity. This sign must be in place at least 48 hours before starting work and the sign must stay in place throughout the entire project. The sign must be placed in a clearly visible location 100 feet ahead of the work zone or as close as possible to this distance.

**Specific and Contiguous Permit Area** – The area covered under a single permit must be in the specified area shown on the provided drawings and only in one area. If work is planned in disconnected or widespread areas, individual permits are required for each segment. If work must be performed outside of the original project area due to unforeseeable circumstances, the contractor must notify the city immediately and file a supplemental permit showing the new permit area within 24 hours.

**Contractor and Contact Performing Work** – The contractor listed on this permit must be the actual contractor performing work on the site and the Field Contact listed must actually be available to respond in the field during work. Any contractor or subcontractor not listed on this permit or failing to meet all conditions of this permit shall not perform work and will be instructed to stop work immediately if discovered.

**Insurance** – A Certificate of Insurance shall accompany this application naming the City of Lucas as an additional insured/certificate holder.

**Other Agency Approval** – It is the responsibility of the contractor to ensure that any other approvals required for this project are obtained and kept valid. Where the city has knowledge of a requirement from another agency specific to a project, the city may request the submittal of this documentation before issuing a permit (such as a TxDOT permit); however, the issuance of a city ROW permit does not replace or waive the requirements of any other entity in relation to this or any other project.

**Utility Notice** – The applicant is responsible for notifying utility companies ([www.texas811.org](http://www.texas811.org) and (800) 344-8377) of the intent to work. This notification will give utility companies a chance to mark their underground utilities near the work area. Contact [engineer@lucastexas.us](mailto:engineer@lucastexas.us) for City water and sewer line locates.

**Permit in Possession at All Times** – Any crew working on this project must have the approved copy of this permit and the approved plans for this permit in their possession at all times and made available upon the request of city staff. Failure to present a valid permit if requested by city staff will result in an immediate stop work order.

**Work Zone Safety** – The applicant shall comply with all applicable federal, state and local health and safety regulations, as well as industry best practices, including but not limited to traffic control, trenching and excavation safety, and personal protective equipment.

**Orderliness and Professionalism** – All contractors are expected to maintain a clean and orderly work area as well as to conduct themselves in a workmanlike manner at all times and in all locations in the City of Lucas. Any generally offensive, unprofessional or disorderly conduct or site condition will be grounds for work stoppage. This includes but is not limited to trash, tree limbs, construction debris, and soil track-out onto roadways. Any cleanup activities undertaken by the city resulting from such conduct or conditions will be billed to the contractor or the contractors' insurance.



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**Notification of Damages** – The contractor shall immediately notify the city and any affected facility or property owners of damage or suspected damage to property. Failure to notify owners of damage to utilities may create a significant danger to public safety.

**Work Area Repairs** – The applicant is responsible for repairing any excavated surface to its original condition or better. Damages to any facilities found to be the fault of the contractor shall be repaired by a licensed professional at the contractor’s expense. These repairs shall be made according to the construction methods found in the City of Lucas Public Works Standards unless amended by conditions below. Any repair activities undertaken by the city as a result of the failure of a contractor to complete repairs in a timely manner will be billed to the contractor or the contractors’ insurance.

**Permit Expiration** – This permit will expire upon the Completion Date provided in this permit or if work does not commence within or is ceased for a period of 90 days. If the contractor wishes to extend their permit, they must notify the city as soon as possible to request an extension.

**Record Drawings** – Contractors must provide record drawings to the city showing all completed work within ninety (90) days of the completion of the projects.

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**Call 972-912-1209 to reach Engineering staff during business hours.**

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City Comments: \_\_\_\_\_  
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\_\_\_\_\_

Scott Holden, P.E., Public Works Director \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Permit Number: \_\_\_\_\_

TxDOT Permit Required – No\_\_\_ Yes\_\_\_      NTMWD Permit Required – No\_\_\_ Yes\_\_\_

**Email this permit request to [engineer@lucastexas.us](mailto:engineer@lucastexas.us)**