ROW

RIGHT OF WAY USE PERMIT
APPLICATION & CHECKLIST

This application is to assist the applicant in preparing a proposal that meets City requirements pursuant to of the City of Cedar Park Code of Ordinances.

APPLICATION COMPLETENESS CERTIFICATION
All are required unless not applicable

PROVIDED
applicant
must check

Completed and Signed Application/Checklist
Please note that each subsequent submittal will require a written response for all changes.

Uploaded plans in PDF format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and shall be combined into one plan set. The plan set must include an index of all sheets in the plan set. For plans greater than 10 pages in length, each page shall be bookmarked with the title of the sheet name and page number.

PLANS

Cover Sheet with Aerial
Schematic Plans
Bore Profiles (if applicable)

SUPPORTING DOCUMENTS

Proof of Liability Insurance (CPCO Sec. 16.03.009)
Cost Estimate
One Year fiscal Security (CPCP Sec. 16.03.003)
Copy of approved TXDOT Permit (if applicable)

APPLICANT NAME: _______________________________ SIGNATURE: _______________________________

By signing this I am acknowledging all required documents are provided in this submittal.

Right of Way Use Permit Application
Application Updated: 1/7/2020
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INSTRUCTIONS

» Fill out the following application and checklist and upload online at www.mygovernmentonline.org. Current applications and city ordinances are located on the City’s website (www.cedarparktexas.gov).
» If you have any questions regarding plan regulations, please contact city staff.
» Submittals are due by NOON on the application submittal date. See attached schedule.
   Incomplete applications cannot be accepted for review.
» Place a check mark on each line if you have complied with that item. Additional items may be required once application is reviewed. City ordinances can be obtained from the City of Cedar Park at our website or City Hall.

SUBMITTAL REQUIREMENTS

All required materials completed and uploaded to www.mygovernmentonline.org

☐ A completed and signed Application & Checklist Form uploaded to www.mygovernmentonline.org
☐ Uploaded plans in PDF format merged/combined together, using an Arial font with a minimum resolution of 300 dpi, facing the correct direction and include an index listing of all plan pages included and bookmarked & labeled.
☐ Cover Sheet with Aerial Utility
☐ Schematic Plans
☐ Bore Profiles (if applicable)
☐ Proof of Liability Insurance
☐ Cost Estimate
☐ One Year Maintenance Bond
☐ Copy of Approved TXDOT Permit (if applicable)
☐ Filing Fee (paid online or provide a check made out to the City of Cedar Park)

PROJECT INFORMATION

Project Name:______________________________________________

Project Address:______________________________________________

Subdivision Name:_________________________ Lot: ________ Block: ________ Section: ________

Zoning District:_________________________ Utility Name (if applicable): ____________________

Future Land Use Category (as identified on the Future Land Use Plan): ____________________

Square Footage:______________________________________________
APPLICANT INFORMATION

Owner’s Name: ____________________________________________
Address: ________________________________________________
Phone: ___________________ Cell: ___________________ Email: ___________________
Owner’s Signature: ______________________________________ Date: __________

*The signature of the owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted and that all required documents are provided in this submittal.*

Owner must initial applicable response below:

_______ I will represent my application.

_______ I hereby authorize the person named below to act as my agent/applicant in processing this application.

Agent/Applicant Name: ______________________________________
Address: ________________________________________________
Phone: ___________________ Cell: ___________________ Email: ___________________