



Development Services Intake
 450 Cypress Creek Road, Building 2
 Cedar Park, TX 78613
 Office: 512-401-5100
 Fax: 512-258-1471



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.	<input type="checkbox"/>
PLANS	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.	
	Cover Sheet with Aerial	<input type="checkbox"/>
	Schematic Plans	<input type="checkbox"/>
	Bore Profiles (if applicable)	<input type="checkbox"/>
SUPPORTING DOCUMENTS	Proof of Liability Insurance (CPCO Sec. 16.03.009)	<input type="checkbox"/>
	Cost Estimate	<input type="checkbox"/>
	One Year fiscal Security (CPCP Sec. 16.03.003)	<input type="checkbox"/>
	Copy of approved TXDOT Permit (if applicable)	<input type="checkbox"/>

APPLICANT NAME: _____ **SIGNATURE:** _____

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



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Project Name:	_____
Submittal Date:	_____
ROW Permit #:	_____
(City will assign)	



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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): _____

SquareFootage: _____



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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: _____