



Public Works Department

City of Spring Valley Village
1025 Campbell Road
Houston, Texas 77055
Phone: (713) 465-8308 | Fax: (713) 461-7969

Permit #: _____

RIGHT OF WAY PERMIT APPLICATION

Permit will be rejected if not completed in full.

Job Address: _____

Applicant Name / User: _____

Approximate Start Date: _____ Completion Date: _____ Days: _____

Class of Work (check one): _____ New _____ Repair

Description of Work: _____

The following must be received before a Permit ID # can be issued.

24 HR Emergency Contact Person: _____ Phone #: _____

Contractor: _____

Contractor Contact: _____ Phone #: _____

- No utility lines installed within 5 feet of water or sewer lines. When crossing water or sewer lines, 12 inches of clearance must be maintained.
- Underground boring will take place within the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday. (No Exceptions)
- Jobsite will be restored to a condition that is equal to or better than the condition of the property prior to commencement of work.
- No "in the field" changes shall be made without the City of Spring Valley Village's approval. Contact ROW Inspector if conflict is found. **DO NOT DEVIATE.**

Sequence of work – User / Contractor checklist

1. **Submit a set of engineered plans (PDF format) and permit request.**
Must include detailed description of proposed construction as outlined in the Section 10.1505(c) of Chapter 10 of the Spring Valley Village Code of Ordinances.
2. **Submit a current Certificate of Insurance with limits of liability established in Section 10.1517 (a)(1)**
3. **24 hour notification to Public Works Department.** Date: _____
4. **Commence work date:** _____
5. **Complete work date:** _____
6. **Submit "Plans of Record" / "As-builts" to the Public Works Department** Date: _____
Must be submitted within 10 days of completion date.

City of Spring Valley Village Contacts:

Director of Public Works / ROW Coordinator
Pat Riley (713) 465-8308
publicworks@springvalleytx.com

Utility Supervisor / ROW Inspector
Doug Williams
(713) 875-8375

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Miguel Ramirez/Supervisor
(832) 347-4457

1. There is no charge for this permit.
2. Contractor must notify Public Works Dept. at (713) 465-8308 24 hours prior to beginning work.
3. Failure to provide proper notification shall constitute grounds for job shutdown.
4. Contractor must notify the Public Works Department when work is complete.
5. This permit is null and void if authorized construction/work is not commenced within 60 days, or if construction/work is suspended or abandoned for a period of 30 days after work has commenced. All work must be completed in specified time noted by applicant. If this time expires, user must reapply for permit.
6. "Plans of Record" Plans or "As-builts" must be provided to the City of Spring Valley Village Public Works Department within 10 days of completion of construction. Failure to do so will result in the denial of future permits.
7. A copy of this permit must be kept at the jobsite any time work is being performed.
8. Each project will be inspected periodically by a City of Spring Valley Village employee with jurisdiction under Article 10.1500, Rules and Regulations Governing The Use and Occupancy of Public Rights-of-Way Within the City, of Chapter 10, Traffic Control, of the Code of Ordinances.
9. Each project must include all line locates, especially City of Spring Valley Village water and sewer.

Applicant declares that prior to filing this application/permit, it has ascertained the location of all existing utilities, both aerial and underground, and the filing of this application is prima facie evidence that the proposed installation will not conflict with any existing utility.

This permit is issued for Right of Way construction/work, within the geographical limits of the City of Spring Valley Village. Street or public way or public right-of-way or public rights-of-way or rights-of-way or right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. Article 10.1500, Rules and Regulations Governing The Use and Occupancy of Public Rights-of-Way Within the City, of Chapter 10, Traffic Control, of the Code of Ordinances.

The issuance of a permit by the City of Spring Valley Village does not release the user/applicant from acquiring additional necessary State and County permits where required. I hereby certify that I have read and examined this application and know that same to be true and correct. **All provisions and ordinances governing this type of work must be complied with, whether specified herein or not.** The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant Name: _____ User: _____

Applicant Signature: _____ Date: _____