



GUADALUPE COUNTY

Road & Bridge Department

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APPLICATION FOR EXCAVATION PERMIT

REQUEST DATE: _____

PERMIT NO.: _____

The approval for any construction work performed on Guadalupe County maintained roads or in the Right-of-Way (ROW), is obtained by completing the form and agreement below. All information provided shall be accurate and shall include an aerial photograph and/or design drawing(s) a part of a designed project or the use of a detailed schematic for Plan and Profile information as provided on pages 6 and 7, for the location or area of the proposed work and points of contact and associated contact information.

Effective 04/01/2024 any named road from a development or otherwise connecting to a County Road requires an Excavation Permit and requires Guadalupe County Commissioners Court (Court) approval.

Before the start and/or stop of any construction, notify Guadalupe County at rb-permits@guadalupeTX.gov **no less than 72 hours in advance** of any work or stoppage of work within the County ROW.

Notification is also required before implementing any approved traffic control plans on existing County-maintained roads. **FAILURE TO PROVIDE NOTIFICATION MAY RESULT IN REVOCATION OF THE PERMIT.**

The full closure of a County road requires a minimum **30-Day** advance notice and is subject to the discretion of the Road and Bridge Administrator and possible approval by the Court per Transportation Code, Chapter 251.

CHECKLIST	
NO OPEN CUTS ALLOWED THROUGH ROADS UNLESS APPROVED WITH EXPRESS PERMISSION OF THE GUADALUPE COUNTY COMMISSIONER'S COURT. Allow 2-3 weeks for processing open cut requests.	
<input type="checkbox"/>	Any utility shall be located within 5-feet of the property line when placed in the County ROW.
<input type="checkbox"/>	The leading face of any excavation shall be located a minimum 5-feet beyond the edge of road.
<input type="checkbox"/>	Any carrier pipe located beneath a County Road shall be cased (<i>minimum casing diameter is 2-inches</i>).
<input type="checkbox"/>	The end of any casing shall be located a minimum 5-feet beyond the edge of road. (<i>Where easement outside of the Right-of-Way (ROW) exists, end of casing shall extend to the ROW limit.</i>)
<input type="checkbox"/>	Any proposed work in the ROW shall be accompanied by an aerial photograph and/or design drawing(s) depicting:
<input type="checkbox"/>	1. Existing and proposed utility
<input type="checkbox"/>	2. The proposed utility alignment shall be stationed, point to point, with prominent identification of the beginning and ending stations.
<input type="checkbox"/>	3. Plan view of the utility alignment shall identify the proposed construction technique (i.e. boring, open cut). Where combination methods are used, identify beginning and ending locations, for each unique section.
<input type="checkbox"/>	4. Proposed location of crossing and/or parallel installation
<input type="checkbox"/>	5. North Arrow
<input type="checkbox"/>	6. Scale
<input type="checkbox"/>	7. Right of Way and/or Property Lines
<input type="checkbox"/>	8. Nearest street intersection or note identifying nearest street intersection and the distance to such

APPLICATION FOR EXCAVATION PERMIT (continued)

	9. Centerline of roadway
	10. Existing and proposed pavement Widths
	11. Name of road
	12. Bore pit location with all dimensional information (<i>length, width, depth</i>) and with respect to location of the leading edge of pit excavation relevant to the edge of road.
	13. Provide the method of backfill for any excavation performed in the ROW.
	14. Work in the ROW requires a work plan that shall include a TxDOT compliant traffic control plan.

Utility Service (<i>water, sewer, gas, electricity, communication, cable TV, etc.</i>)	
	Carrier Pipe Diameter (inches)
	Carrier Pipe Material
	Casing Diameter (inches)
	Casing Material

NOTE(S)

1. A 4-foot wide sidewalk needs 5-foot x5-foot passing spaces (landings) every 200' per Texas Department Licensing & Regulation 403.5.3.
2. Storage or temporary staging of material, spoils, fill, or equipment is prohibited on County Right of Way.
3. The restoration of work executed in a drainage pathway shall include the effort to restore both the plan and profile of the drainage pathway impact by the work. Revegetation shall be accomplished in accordance with the TxDOT regional specifications and shall be maintained to establish 100% vegetative cover.
4. Work executed in a drainage pathway shall be backfilled and graded toward the nearest low water crossing.
5. All excavation work will be conducted in accordance with OSHA 29 CFR 1926 and other applicable regulations and/or codes.
6. No excavation shall remain open for longer than 48 consecutive hours or weekends when work is not in progress.
7. Excavations shall be backfilled in accordance with the project work plan and shall include the minimum following requirements:
 - a. Compaction testing every lift at a maximum 500-foot interval spacing.
 - b. Contractor shall obtain soil compaction properties from a licensed construction materials testing laboratory. Compaction property values shall be verified every 5,280-feet or when visible properties of the soil change.
 - c. The requirements of Sub-items a and b may be avoided with the provision of a 24-month warranty for a measured settlement exceeding 2-inches.
8. Any vault, manhole or other appurtenance located in the ROW shall be identified and structurally rated for vehicular traffic.
9. Any changes or modifications made to design documents and/or drawings shall be made apparent with markings (i.e. cloud) and numbered on any revised document or drawing (i.e. permits/plans) and tracked on the drawing in the title block.
10. Active filling of any water carrying equipment in the County ROW is prohibited without the expressed permission of the Road and Bridge Administrator. This activity can potentially require an additional permit and additional project execution requirements subject to site specific conditions. Contractor responsible for obtaining any meters and/or permits from owning Utility.
11. No steel tracks of any kind allowed, EVER
12. Any work, equipment, materials or vehicles within 3' of EOP require flaggers.
13. Permit holder is liable for any damage made to road edge caused by equipment operation or construction occurring near edge of road.
14. With respect to work not completed (i.e. pipe stub-outs, end of pipe, boring pits, etc.), any hazards, excavations, pipe stub outs, etc. shall be clearly marked and protected to prevent or further the severity of accidents or damage to property in the right of way.
15. Marking posts, fences, barricades, or other methods of identifying a hazard in the right of way shall be properly maintained to promote visual identification and integrity to performed as designed or intended and placed in accordance with the project traffic plan or other governing rules and regulations.
16. Roadway and ROW will be maintained in a high state of police and free of dirt, mud, material, equipment, and/or debris at all times. The work area roadway or ROW shall be swept/cleaned at the end of each work shift.
17. Any work not completed is considered a temporary stoppage of the work and shall be concluded not later than 30-days after the work stoppage. Impacts remaining in the right of way due to a work stoppage shall be remedied and made non-existent not later than 35-days after the work stoppage (i.e. excavations backfilled, stub outs cut off no less than 1-foot below ground surface, hazards removed, etc.). Failure to comply with the preceding protocol that results with damages of any type, personal injury, damage to contractor installed temporary measures, or County resources working and/or mowing in the right of way shall be at the sole cost of the contractor.
18. **Construction plans in a pdf file are required for the excavation permit. The design in the construction plans must be sourced from a dwg.**
19. **This permit application must be filled out electronically, to include signatures, per the Guadalupe County Clerk's Office, effective October 1, 2024.**

APPLICATION FOR EXCAVATION PERMIT (continued)

EXCAVATION PERMIT AND AGREEMENT:

Installation of Utility on Guadalupe County Rights of Way

PERMIT NO.: _____

THIS EXCAVATION PERMIT is effective from and after the date of the last signature set forth below following approval by a majority vote of the Guadalupe County Commissioners Court and is by and between GUADALUPE COUNTY, TEXAS, a political subdivision of the State of Texas (the "County") and _____ ("Company").

The County hereby grants permission, subject to the terms and conditions of this Permit, to the Company to install, operate, maintain, repair, and/or replace a _____ (the "Construction"), the design and location which is in Exhibit "A" attached hereto.

All actions of the Company engaged in pursuant to this permit shall be at the Company's sole cost, risk, and expense.

The _____ will be constructed and maintained on the County Right-of-Way as shown on the attached Exhibit "A" and pursuant to direction by Guadalupe County in accordance with governing laws and other guidelines followed by the Guadalupe County Road and Bridge Department relative to the maintenance of County Right-of-Way property.

Construction by the Company shall be executed in a manner that minimizes disruption of the normal flow of traffic and shall comply with proper traffic control measures set forth in applicable parts of the Texas Manual of Uniform Traffic Control Devices as required by the Uniform Act Regulating Traffic on Highways (V.C. X 6701d).

The Company agrees to perform construction in a good and workmanlike manner with no interruptions except for causes beyond the Company's reasonable control. This Permit to perform the Construction shall expire one (1) year from the date of the last signature. The obligations and duties apart from the actual Construction shall remain in full force and effect so long as the Construction remains in the County Right-of-Way.

The Company will install its _____, ensuring that inference or encroachment on already existing utility infrastructure is minimized. The Company will cooperate with adjacent landowners to minimize any inconvenience caused by its construction activities.

All obligations of the Company set forth herein shall be at the sole cost, risk, and expense of the Company. It is expressly understood and agreed by the Company that Guadalupe County DOES NOT grant any right, claim, title, or easement in or upon its Right-of-Way. It is further understood and agreed that Guadalupe County may require the Company to relocate its _____ at the Company's sole cost, risk, and expense, subject to provisions of governing laws, by giving the Company 90 days written notice. Subject to availability within the existing Right-of-Way, the County shall provide the Company with an alternate location to relocate its line. The Company may acquire an easement outside of the County Right-of-Way for relocation purposes.

The Company agrees, warrants, and guarantees that it is responsible for all damage to any part of the roadway or County Right-of-Way. The Company shall, both during and after Construction, restore the County Right-of-Way to equal or better conditions than those existing prior to the beginning of the Construction. In the event the Company fails to restore the County Right-of-Way following Construction, the Company agrees to reimburse the County for its reasonable expenses incurred restoring the County Right-of-Way.

EXCAVATION PERMIT AND AGREEMENT (continued)

Should the Company fail to comply with any requirements established herein, the County may take such action it deems appropriate to compel compliance.

APPLICATION FOR EXCAVATION PERMIT (continued)

The terms, conditions, and requirements of this Permit and Agreement remain with and follow the Construction listed in this Permit and set forth in Exhibit A. The duties and obligations relating to the Construction in this Permit automatically transfer and are binding upon all subsequent transferees and/or assignees of the Company as it relates to the use, ownership, or management of the Construction and affiliated assets. This Permit shall be made a part of any agreement that transfers or assigns the Construction and affiliated assets.

The Company acknowledges that its signatory hereto has full and complete authority to execute this Excavation Permit.

_____ Company Name	_____ Guadalupe County, Texas County
_____ Street Address	_____ 101 E. Court St. Street Address
_____ City, State & Zip Code	_____ Seguin, Texas 78155 City, State & Zip Code
_____ Company Phone	_____ (830) 303-4188

By: _____
[Printed Name of Signatory]

By: _____
Road Administrator /
Assistant Road Administrator

By: _____
[Signature of Signatory]

Date: _____

Its: _____
[Title of Signatory]

Date: _____

APPLICATION FOR EXCAVATION PERMIT (continued)

COMPANY REQUESTING PERMIT:

(THE EXCAVATION PERMIT MUST BE ACQUIRED BY THE ENTITY PERFORMING THE WORK)

Company: _____
Address: _____ Phone: _____

Primary Point of Contact

Name: _____ Phone: _____ Email: _____

Secondary or Field Point of Contact (PROVIDE ADDITIONAL CONTACTS ON SEPARATE SHEET AS NEEDED)

Name: _____ Phone: _____ Email: _____

List of Subcontractor(s)

1. _____
2. _____
3. _____
4. _____

Subcontractor Primary Point of Contact

Name: _____ Phone: _____ Email: _____

Type of Construction

Location of Construction (INCLUDE ATTACHMENTS OR COMPLETE PAGES XX AND XX)

Road Administrator / Assistant Road Administrator

Approval Date

This permit expires 1 year after the date of last signature in the above agreement.

PLAN VIEW FOR PARALLEL INSTALLATION

LEGEND

R.O.W. = RIGHT OF WAY
E.P. = EDGE OF PAYMENT

County Road: _____

NOTE(S)

NO OPEN CUT ALLOWED WITHOUT EXPRESS PERMISSION OF THE GUADALUPE COUNTY COMMISSIONER’S COURT.

The leading face of any excavation shall be located a minimum 5-feet from the edge of road.

Provide location and depth of existing utility.

Provide location, dimensions, and depth of proposed bore origin, receiving pits, and proposed utility.

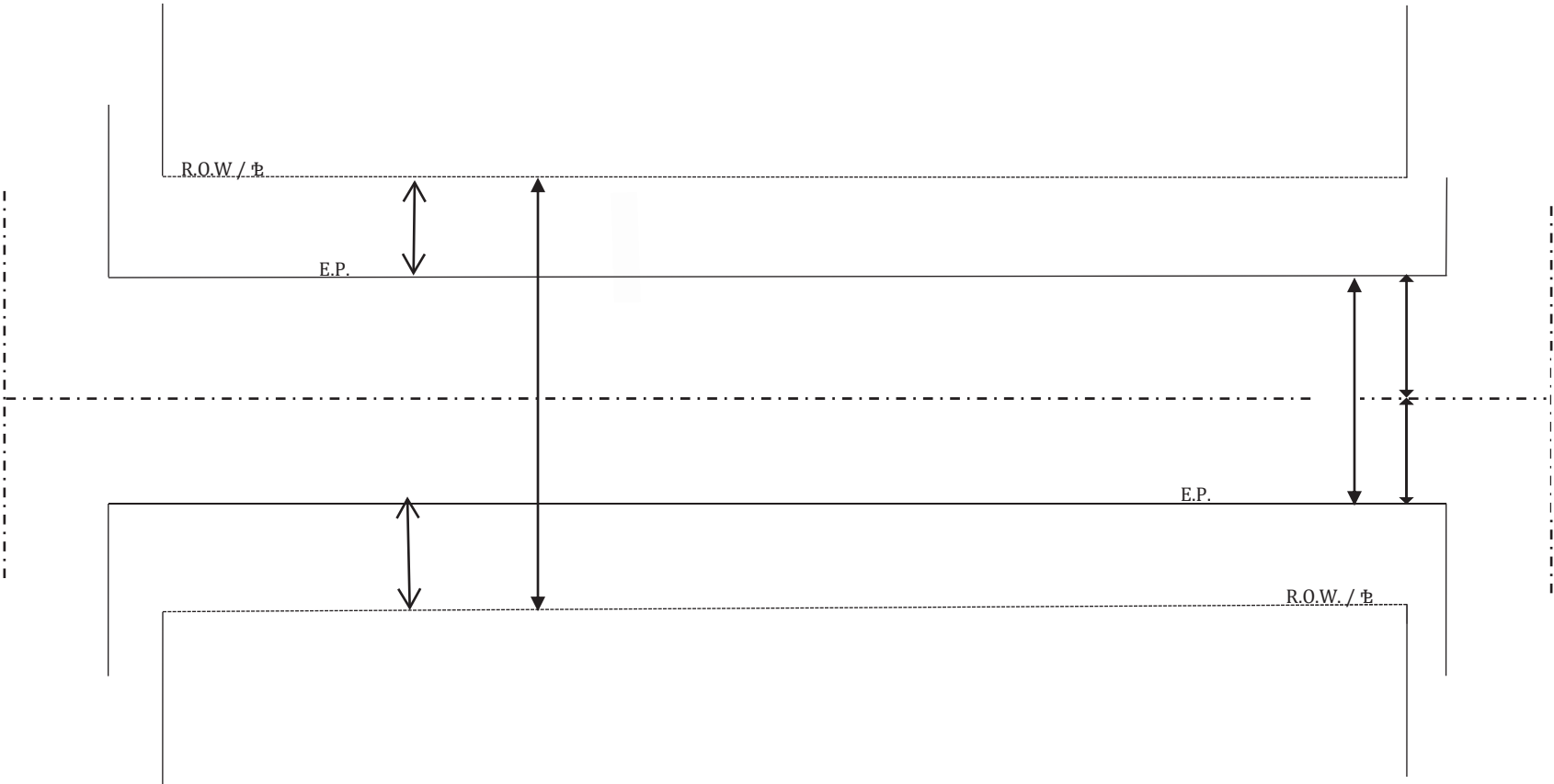
Provide dimension from edge of pavement to bore pit, bore pit to ROW line.

In lieu of filling out this sheet, plans from the design drawings depicting the required information can be provided as attachments to this Application for Excavation Permit.

Carrier Pipe Dia (in)
Carrier Pipe Material
Casing Dia (in)
Casing Material
Carrier Pipe Content



NORTH ARROW



TYPICAL SECTION

LEGEND

Φ = CENTER LINE
 Φ = PROPERTY LINE
 R.O.W. = RIGHT OF WAY
 E.P. = EDGE OF PAYMENT

County Road: _____

NOTE(S)

NO OPEN CUT ALLOWED WITHOUT EXPRESS PERMISSION OF THE GUADALUPE COUNTY COMMISSIONER'S COURT.

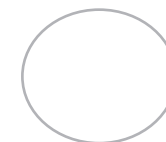
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NORTH ARROW

