



**City of Wilmer**  
*Serving Our Community*

## **ROW Permit Application**

### **General Information**

1. Permits are required anytime there is work being performed within the City of Wilmer Right of Way (ROW).
2. A Traffic Control Plan that complies with the TMUTCD (*Texas Manual of Uniform Traffic Control Devices*) is required if working closer than 36 inches from the edge of pavement or back of curb.
3. Application must be made by all persons performing any type of excavation within the ROW.
4. Work within the City ROW must be performed by a registered contractor. All contractors must be registered with the City of Wilmer.
5. The Permit must be approved prior to the contractor being allowed to begin work within the ROW.
6. The Permit must be kept on the site at all time work is being performed subject to confirmation by the City Inspector or staff.
7. Contractor must notify the City of Wilmer Inspections and Public Works Departments 48 hours in advance of starting work.
8. Contractor must visually locate and mark all utilities at or near the area of excavation prior to beginning excavation.
9. All damage to the ROW outside of the work area must be repaired by the contractor, per the City Inspector or City Staff requirements.
10. Permanent repairs to an excavated street must be made in accordance with the City of Wilmer technical standards and construction details. All permanent repairs shall match appropriately to the street base and surface. For example, reinforced concrete pavement repairs shall be required for streets with concrete surfaces, and hot-mix asphalt on reinforced concrete base pavement repairs shall be required for concrete streets overlaid with hot-mix asphalt. In no case shall there be an asphalt repair made to a concrete street or a concrete repair made to an asphalt street.
11. The applicant must contact the city engineer for possible additional repair requirements for work that includes excavation of a newly constructed street, 2 years old or less.



## **Special Cases – Additional Requirements**

### **Lane Closure**

1. Lane closures must be approved 48 hours in advance of closing so that the appropriate public safety notifications can be made.
2. Time limits on lane closures on major streets:

Lanes may not close before 8:30 am.  
Lanes must be open to traffic by 4:30 pm.

3. All lanes must be open to traffic at the end of the day unless authorized in permit.
4. The use of steel plates to cover an excavation for opening lanes of traffic must be authorized in the permit. The contractor must use steel plates of sufficient strength and thickness to support all traffic and must be sufficiently secured in place. The length and width of the plate should extend a minimum of 1 foot past the edge of the excavation for the entire perimeter. Hot-mix asphalt should be placed around the perimeter of the plate to remove the “bump” and make a smooth transition to the riding surface.

### **Temporary Repairs**

1. If temporary repairs are permitted, the surface shall be hot-mix asphalt or cold mix paving material properly based. Temporary surfaces and base shall be adequately compacted and maintained to prevent deterioration during the temporary period.
2. A gravel or flexbase surface may not be used unless the existing street surface is gravel or flexbase.
3. Permanent repairs must be made within 7 calendar days of completion of the temporary repair.

### **Emergency Repairs**

1. Contractor must notify City of emergency repairs and reason for emergency repair without having made application or been issued an approved permit.
2. Permit application must be made within 24 hours of completion.



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**PERMIT APPLICATION REQUEST FOR CONSTRUCTION WITHIN CITY ROWS**

*ALL CONTRACTORS MUST BE REGISTERED WITH THE CITY OF WILMER*

PLEASE FILL OUT COMPLETELY – INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Franchise Utility Name:	Address:
Phone:	Email:
Contact Name:	Contact Number:
Contractor/Company Name:	Address:
Business Phone:	Email Address:
Contact Name:	Contact Number:
Address of work to be performed/specific location:	
Scope of Work:    Street Bore    Ground Surface    Street Cut    Install Pole    Other/Explain	
Purpose of Work:	
Estimated Start Date:	Completion Date:
I the undersigned do hereby understand that all work shall be performed in accordance with the City of Wilmer's Ordinances and Design Guidelines.	
Applications Signature:	Date:
Application Fee:	Paid                  Exempt (Franchise Utilities Only)
Please Note:	
<ul style="list-style-type: none"> <li>• One (1) Set of plans must be submitted with the application showing the extent of the proposed work, with the work area highlighted.</li> <li>• All Utility lines must be located prior to excavation.</li> </ul>	
For City of Wilmer Use Only	
Utilities located by: _____ Date: _____	
Remarks: _____	