

Date: August 28, 2001

To: All Utility Agencies

From: Texas Department of Transportation (TxDOT)
San Antonio (SAT) District

Director of Maintenance

Beginning September 1, 2001, TxDOT – SAT will use the following criteria to determine when: (1) notification to TxDOT is not required, (2) a Utility Permit (Notice of Proposed Installation form) must be submitted to TxDOT for notification only, or (3) a Utility Permit (Notice of Proposed Installation form) must be submitted to TxDOT for review and approval.

All utility permit or utility work notification documents, including construction drawings, submitted to TxDOT must be legible and, as a minimum, show the following information either to scale or with correct distances shown: north arrow, state highway number, the edge of pavement for the state highway, the right of way line, distance to the nearest cross street or highway intersection or highway reference marker, and proposed utility work.

(1) NOTIFICATION TO TxDOT IS NOT REQUIRED

NO UTILITY PERMIT SUBMITTAL OR APPROVAL IS REQUIRED FOR THE FOLLOWING UTILITY WORK:

1. Emergency repair or maintenance to an existing underground or overhead utility. If the emergency repair will be over or under highway pavement, TxDOT must be notified as soon as possible.
2. To install a service connection, feed or drop to a place of business or residence, on the condition that such installations shall not be placed over or under the highway, or extended longitudinally along the right of way.
3. To replace an existing utility pole with a new pole set no more than 3 feet from the existing pole.

(2) NOTIFICATION TO TxDOT IS REQUIRED

A UTILITY PERMIT MUST BE SUBMITTED (HAND DELIVERED OR FAXED TO 210-615-6073) FOR NOTIFICATION TO TxDOT AT LEAST 48 HOURS BEFORE THE FOLLOWING UTILITY WORK BEGINS:

1. To excavate line splice pits over existing lines (outside the pavement area) to perform splicing or resplicing of existing communication lines or cables. All splice pits must be backfilled and restored to original condition within 3 days of excavation.
2. To remove and relocate an existing utility pole on the same overhead alignment to avoid a conflict with construction of a highway, driveway, street, drainage structure, traffic signal pole, sidewalk, or other facility.
3. To set intermediate utility poles (ie, between existing poles) on an existing overhead alignment.
4. To place additional overhead lines or cables on existing poles with an existing overhead lead, on the condition that such installation is not crossing the highway.
5. To place additional cables or lines in existing underground conduits or ducts.

6. To lower the elevation of an existing underground utility line, on the same alignment, to avoid a conflict with construction of a highway, driveway, street, drainage structure, traffic signal pole, sidewalk, or other facility. Raising the elevation of an existing underground utility or changing the alignment of an existing overhead or underground utility will require TxDOT approval of a utility permit.

If a utility permit is submitted for work that matches one or more of the conditions listed under “(2) NOTIFICATION TO TxDOT IS REQUIRED”, the utility agency must clearly state on the Notice of Proposed Installation form that this submittal is for “Notification Only”. If TxDOT concurs, TxDOT will fax or mail an acknowledgement letter to the Utility Agency to inform that agency that approval of a Utility Permit is not required and that such utility work can begin. Such work is to be completed in a timely manner, agreed upon by the TxDOT utility inspector and the utility agency. Submittal of the utility permit under one of the above conditions will serve as notification to the appropriate TxDOT utility inspector. The District Utility Permit Coordinator will also fax the permit form and acknowledgement letter to the appropriate Maintenance Supervisor to notify them of the work.

(3) UTILITY PERMIT APPROVAL REQUIRED

A UTILITY PERMIT MUST BE SUBMITTED TO, REVIEWED AND APPROVED BY TxDOT BEFORE THE FOLLOWING UTILITY WORK BEGINS (See the Checklist for Review of Utility Permits)

1. To perform any utility work that does not match one of the above conditions.

GENERAL

TxDOT reserves the right to suspend any utility work that does not comply with the Utility Accommodation Policy, the conditions of the utility permit approval, and/or the contents of this letter. Proper traffic control devices must be provided in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and the current TxDOT Traffic Control Standard Drawings for any utility work on TxDOT right of way. Contact the TxDOT Utility Permit Coordinator to obtain copies of the current TxDOT Traffic Control Standard Drawings.

Attached is a list of phone numbers for TxDOT - SAT District Maintenance Supervisors (including their Area Engineer) to contact before beginning work. We appreciate your cooperation in following these new requirements for utility permits. If you have any questions, please contact the TxDOT Utility Permit Coordinator at (210)615-6430, or (210)615-5865, or fax to (210)615-6073.

**TxDOT – SAN ANTONIO DISTRICT
OFFICE PHONE NUMBERS**

Area Engineer for Kerrville and Bandera area-	830-257-8444
Maintenance Supervisor in Kerrville-	830-257-8444
Maintenance Supervisor in Bandera-	830-460-4670
Area Engineer for New Braunfels Seguin, Boerne, and Floresville	830-609-0707
Maintenance Supervisor in New Braunfels-	830-609-0707
Maintenance Supervisor in Seguin-	830-303-0130
Maintenance Supervisor in Boerne-	830-816-2430
Maintenance Supervisor in Floresville-	830-216-7010
Area Engineer for Bexar County	210-615-6022
Maintenance Administrator	210-615-6058
Area Engineer for Pleasanton, Pearsall, and Tilden area-	830-281-5384
Maintenance Supervisor in Pleasanton-	830-281-5384
Maintenance Supervisor in Pearsall-	830-334-3613
Maintenance Supervisor in Tilden-	361-274-3351
Area Engineer for Hondo, Devine, and Uvalde area-	830-741-8024
Maintenance Supervisor in Hondo-	830-741-8024
Maintenance Supervisor in Devine-	830-665-2641
Maintenance Supervisor in Uvalde-	830-278-4433