

Bring the following **FOUR (4) documents** to 3701 Lake Austin Blvd, Monday through Friday 8 a.m. to 1 p.m. The fee remains **\$50** dollars:

1. BOND OR *CONTINUATION CERTIFICATE - SEE **PAGE 6** FOR REQUIRED FORM (**Do NOT use PAGE 5**)

- ☐ \$10K
- ☐ Original Issuance
- ☐ Signed by a *Managing Member*
- ☐ Accompanied by the Power of Attorney
- ☐ Include Riders (if applicable)

2. INSURANCE – SEE **PAGE 2** FOR FULL REQUIREMENTS

- ☐ General Liability
- ☐ 30 Day Notice of Cancellation
- ☐ “City of Austin” as Additional Insured
- ☐ “City of Austin, c/o Right of Way Management, PO Box 1088, Austin, TX 78767” as Certificate Holder

3. RESOLUTION OF AUTHORITY – SEE **PAGES 7-9** FOR REQUIRED FORM (**Select the form that matches the company structure – LLC, Partnership, Corporation.**)

- ☐ Signed by a *DIFFERENT Managing Member*
- ☐ Only ONE Managing Member in the Company? Provide your Assumed Name Certificate, Articles of Incorporation, or Certificate of Formation instead

4. AUTHORIZED AGENT FORM –SEE **PAGE 10** FOR REQUIRED FORM

- ☐ Notarized (unless the form is completed by a Managing Member, in front of our staff)
- ☐ REMEMBER, the Agents named on this form are the **ONLY** ones who can pull OR submit permits for the company

***CONTINUATION CERTIFICATE** - a Continuation can ONLY be accepted if the original issuance of the Bond is already on file with Right of Way. If the Continuation does not require a signature from your company, **then item #3 above will not be necessary.**