



## Austin Transportation Department

Right of Way Management Division

P.O. Box 1088, Austin, Texas 78767

### REQUIREMENTS FOR EXCAVATION (EX) PERMITS

If you are performing any kind of excavation (removing or otherwise disturbing soil), this is the permit you will need.

#### STEPS TO OBTAIN AN EXCAVATION PERMIT

1. Secure an approved Traffic Control Plan (TCP) for the affected Right of Way; if a Standard Closure Detail is not applicable, the plan must have an Engineer's Seal. - <https://www.austintexas.gov/page/right-way-traffic-control>
2. Submit an Excavation application through the ABC Portal at <https://abc.austintexas.gov>.
3. Identify a Licensed Right of Way Contractor who will perform the excavation work. Determine who will obtain the permit. A Licensed ROW Contractor may obtain permits directly OR name you as an Authorized Agent who can obtain permits on their behalf. To become an Authorized Agent for a Licensed Right of Way Contractor, please have the contractor complete the Authorized Agent form. See [https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/Authorized\\_Agent\\_Form.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Authorized_Agent_Form.pdf) for form.
4. Provide any applicable documentation and pay remaining EX fees; Excavation permits can then be activated by Right of Way Management.

**NOTE:** IF THE EXCAVATED AREA WILL BE **300 FEET OR GREATER** THEN IT WILL BE NECESSARY TO PARTICIPATE IN THE **AUSTIN UTILITY LOCATION COORDINATION COMMITTEE MEETING (AULCC)**.

IF THE EXCAVATED AREA WILL BE **25 FEET OR GREATER** AND LIES WITHIN THE **DOWNTOWN AUSTIN PROJECT COORDINATION ZONE (DAPCZ)** THEN IT WILL BE NECESSARY TO ATTEND **DAPCZ AND AULCC MEETINGS**.

#### STEP 1 – TRAFFIC CONTROL PLAN

Refer to <https://www.austintexas.gov/page/right-way-traffic-control> for additional information on TCP requirements. Plans should be emailed to [TCPReview@austintexas.gov](mailto:TCPReview@austintexas.gov) for review.

#### STEP 2 – EXCAVATION APPLICATION, USING ABC

Refer to

[https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/How\\_to\\_Apply\\_for\\_Permits\\_on\\_the\\_ABC\\_Website.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/How_to_Apply_for_Permits_on_the_ABC_Website.pdf) for a guide on how to submit an online application.

#### STEP 3 – IDENTIFY A LICENSED RIGHT OF WAY CONTRACTOR

**To find a list of existing Licensed Right of Way Contractors:**

1. Visit the Right of Way webpage at <https://www.austintexas.gov/department/right-way-permits>
2. The list can be found in the "Compliance Information" section.

**To become OR continue to be a Licensed Right of Way Contractor:**

1. Refer to <https://www.austintexas.gov/page/right-way-contractors>.
2. Requirements for bonds can be found here, [https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/Bond\\_Requirements.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Bond_Requirements.pdf).
3. Requirements for insurance can be found here, [https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/Insurance\\_Requirements.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Insurance_Requirements.pdf).

## STEP 4 – DOCUMENTATION AND FEES

### EXCAVATION DOCUMENTATION

1. Provide evidence of City of Austin project consent via an approved -- Site Plan, Utility Plan, General Permit, Building/Demo Permit, CIP, Small Cell Permit, and/or UCC tracking number(s). If available, please provide your Inspector Name.
2. Provide an approved Temporary Traffic Control Plan. If a City of Austin Standard Detail applies please list the specific detail number, otherwise provide an Engineer's Sealed Plan. The plan must be specific to the right of way excavation work. **\*\*SEE "STEP 1 – TRAFFIC CONTROL PLAN (TCP)"\*\***
3. Provide evidence that commercial right of way development fees have been paid to Sites & Subdivisions.
4. **Protected Streets:** Protected Streets require a Street Cut Justification Letter and Restoration/Paving Plan. Click [here](#) to view the "Protected Street List for Developers" ("Related Links" section of webpage).
5. **Utility Crossings:** Utility Crossings may require a Horizontal View and Bore Profile sealed and signed by a Professional Engineer licensed by the State of Texas.

### FEES

[https://www.austintexas.gov/sites/default/files/files/Transportation/Right of Way/Fiscal Year 2018 Approved Fees.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Fiscal_Year_2018_Approved_Fees.pdf)

### CITY CODE

For information about City Ordinances, Standard Details, Transportation Criteria Manual, Utilities Criteria Manual, etc. go to <https://www.municode.com/library/tx/austin>. For in depth excavation requirements, reference "Division 3. - Excavation and Installation of Facilities in Right-of-Way" (chapter 14-11).

### AUSTIN UTILITY LOCATION AND COORDINATION COMMITTEE (AULCC)

Per City of Austin ordinance 14-11-165, the **Utility Location and Coordination** Committee shall convene regularly to address the identification of facilities in the right-of-way, resolution of conflicts in location of facilities, AND coordination of plans for excavation in the right-of-way. If the excavated area will be **300 feet or greater**, it will be necessary to contact our office at 512-974-7828 and request to be added to the AULCC agenda.

Refer to <https://www.austintexas.gov/aulcc> for more information.

### DOWNTOWN AUSTIN PROJECT COORDINATION ZONE (DAPCZ)

Per City of Austin ordinance 14-11-167, a person who seeks to excavate in the **Downtown Austin Project Coordination Zone** must submit a project description. If this requirement applies to you AND if the excavated area will be **25 feet or greater**, it will be necessary to contact our office at 512-974-7828 and request to be added to both the DAPCZ and AULCC agendas. Per ordinance, a project description should be submitted "to the director: 1) no later than January 1 for an excavation to begin after January 30 and before July 1; or 2) no later than July 1 for an excavation to begin after July 30 and before January 1."

**TO VIEW A MAP OF THE DAPCZ, CLICK [HERE](#). DAPCZ Meetings are scheduled once per month and are held on the 3<sup>rd</sup> floor of the One Texas Center Building, 505 Barton Springs Road, Austin, TX 78704.**

### How to be added to the DAPCZ agenda?

1. E-mail project details to Right of Way Management DAPCZ Coordinator. Details should include – contact phone and e-mail, ROW ID, and project name, location, description, manager, owner, start date, duration, status, bidding, and a current update on the project. Evelyn Powers – [Evelyn.powers@austintexas.gov](mailto:Evelyn.powers@austintexas.gov).
2. You will receive a confirmation e-mail. Prior to attending the meeting please review your agenda entry and advise if corrections/additions are needed.