



## City of Austin

Austin Transportation Department, Right of Way Management Division  
3701 Lake Austin Blvd., Austin, Texas 78703

### **REQUIREMENTS FOR TEMPORARY USE OF RIGHT OF WAY PERMITS (TURPs)**

Requests for the use of City of Austin Right Of Way, including sidewalks, traffic lanes, parking lanes/meters, for all purposes, must be authorized by the Austin Transportation Department. Enclosed in this packet are links to the City Code pertaining to these permits and additional helpful information. If *after* reading through this packet you have any questions or need additional information, please contact us at 512-974-1150 or visit our office:

City of Austin, Transportation Department  
Right Of Way Management Division  
3701 Lake Austin Blvd., Austin, TX 78703  
*Walk-in Hours – Monday through Friday, 8 a.m. to 1 p.m.*

If you are performing any kind of above ground construction, such as remodel or building repairs and need to close or barricade a portion of the Right of Way for these purposes, this is the permit you will need. If you are performing any kind of excavation in the Right of Way, you will need to apply for an Excavation Permit.

#### **STEPS TO OBTAIN A TEMPORARY USE OF RIGHT OF WAY PERMIT**

1. Submit a Temporary Use of Right of Way application through the Right of Way Management Network (ROWMAN) at <https://www.austintexas.gov/rowman>.
2. Provide 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.
3. Identify a Bonded and Insured Contractor who will perform the work within the Right of Way.
4. Provide any applicable documentation and pay remaining TURP fees; Temporary Use of Right of Way Permits can then be activated by Right of Way Management.

**NOTE: IF EXCAVATION WILL OCCUR DURING THE COURSE OF WORK AND THE IMPACTED AREA WILL BE 300 FEET OR GREATER THEN IT MAY BE NECESSARY TO PARTICIPATE IN THE AUSTIN UTILITY LOCATION COORDINATION COMMITTEE MEETING (AULCC). IF THE IMPACTED AREA WILL BE 25 FEET OR GREATER AND LIES WITHIN THE DOWNTOWN AUSTIN PROJECT COORDINATION ZONE (DAPCZ) THEN IT MAY BE NECESSARY TO ATTEND DAPCZ AND AULCC MEETINGS.**

**\*\*SEE PAGE 4 OF PACKET\*\***

#### **STEP 1 –TEMPORARY USE OF RIGHT OF WAY APPLICATION, USING ROWMAN**

1. Go to <https://www.austintexas.gov/rowman>.
2. Scroll to the bottom half of the page. New users should select "Click Here to Create a New Account". Returning users should select "Click Here to Login".
3. Once logged in, select "New Activity Request Form".
4. Choose "Temporary Right of Way Use Permit" as the permit type and then select "Submit".
5. Review and check the Required Acknowledgements and then select "Submit".
6. Enter "Street Name". NOTE: Keep name short. Do **NOT** use directional prefix such as "W" for West. **Ex:** For 801 W Oltorf Street, type in *only* "Oltorf". For 500 W 6<sup>th</sup> Street, type in *only* "6". Then select "Search for Street".
7. Choose a block range or house # then select "Add". Repeat steps 6 & 7 as many times as needed. Once all affected streets have been added, select "Continue to Next Step".
8. Continue entering all applicable information regarding your project. Fields marked with asterisks CAN be left blank.
9. Once your application is submitted please record your project ID#; this will also be your ROWMAN#.

Review timelines are project-specific. The status of your ROWMAN application will be emailed to you.

## STEP 2 – TRAFFIC CONTROL PLAN (TCP)

All traffic control plans for redirecting or diverting of pedestrians and vehicular traffic must be in accordance with the most current version of the Texas Manual on Uniform Traffic Control Devices and the City of Austin, Transportation Criteria Manual. City of Austin Standard Details may be used for traffic control plans if they fit the situation; otherwise the traffic control plan must be prepared by a Texas Licensed Professional Engineer. The traffic control plan must be approved prior to the issuing of the permit. **If the permitted work is associated with a Site Plan or Building Permit, the Traffic Control Plan MUST BE REVIEWED A MINIMUM OF 6 WEEKS PRIOR TO THE START OF THE CLOSURE. A CLOSURE MAY NOT BE PERFORMED WITHOUT AN APPROVED TCP.**

The Austin Transportation Criteria Manual requires only those persons trained in safe traffic control practices, and who have a basic understanding of the principles established by applicable standards and regulations, should supervise the selection, placement, and maintenance of traffic control devices in work or incident areas. A copy of the training certificate will need to be on file with the ROW Management office prior to obtaining a permit for Driveway/Sidewalk. If the person setting your traffic control is not certified to set traffic control, or you need clarification on what traffic control is needed, please contact a Barricade company.

## STEP 3 – IDENTIFY A BONDED AND INSURED CONTRACTOR

To become OR continue to be a Bonded and Insured Contractor:

1. **Bond OR \*Continuation Certificate** - \$10K, **original, signed** by the Principal, accompanied by Power of Attorney and any applicable Riders (**SEE PAGE 5 OF PACKET**)
2. **Insurance** – General Liability, with evidence of a 30 Day Notice of Cancellation, City of Austin as Additional Insured, and “City of Austin, Care of: Right of Way Management, P.O. Box 1088, Austin, TX 78767” as Certificate Holder

**\*Continuation Certificate** - a Continuation can ONLY be accepted if the original Bond is already on file with Right of Way Management.

**\*\*FOR A DETAILED BREAKDOWN OF BOND AND INSURANCE REQUIREMENTS PLEASE REQUEST A COPY OF THE “REQUIREMENTS FOR INSURANCE, BOND, AND LICENSE” PACKET\*\***

## STEP 4 – DOCUMENTATION AND FEES

### TEMPORARY USE OF RIGHT OF WAY DOCUMENTATION

1. Provide evidence of City of Austin project consent via an approved -- Site Plan, Sign Permit, General Permit, Building/Demo Permit, CIP, 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 temporary use of right of way work. **\*\*SEE “STEP 2 – TRAFFIC CONTROL PLAN”\*\***

#### Short Term:

Short Term permit usage must NOT exceed 30 days. Short Term permits CANNOT be renewed/extended.

#### Dumpster:

Dumpster placement requires a site approval from a Right of Way Inspector.

#### Alleyway:

Any impediment to alley access requires approval from Austin Resource Recovery (ARR) and Austin Fire Department (AFD). Contact Captain Christopher Shewmaker with the Fire Department at [christopher.shewmaker@austintexas.gov](mailto:christopher.shewmaker@austintexas.gov) and Lori Scott with Resource Recovery at [lori.scott@austintexas.gov](mailto:lori.scott@austintexas.gov). Provide a detailed description of usage including the specific alley, dates needed, and dimensions of alley closure.

#### Parking:

Identify the affected Meter and/or Pay Station number(s).

#### Overhead Work:

Overhead work greater than 1 week in duration will require either a pedestrian covered walkway OR an Engineer’s Sealed Plan.

**TEMPORARY USE OF RIGHT OF WAY FEE SCHEDULE**

<b>Permit Fee, Short Term</b> (non-renewable)	\$ 45.00
<b>Permit Fee, Long Term</b> (renewable)	\$145.00
<b>Right of Way Usage Fees, Short Term</b>	
Sidewalk Space	.01/sq. ft. per day
Unmetered Parking Lane	.02/sq. ft. per day
1 <sup>st</sup> Traffic Lane/Alley	.10/sq. ft. per day
2 <sup>nd</sup> Traffic Lane	.20/sq. ft. per day
Additional Traffic Lane	.30/sq. ft. per day
<b>Right of Way Usage Fees, Long Term</b>	
Sidewalk	<b>.01/sq. ft. per day; for 0-180 days</b>
	.05/sq. ft. per day; for 181-365 days
	.09/sq. ft. per day; for 366-546 days
	.13/sq. ft. per day; for 547+ days
Unmetered Parking Lane	<b>.02/sq. ft. per day; for 0-180 days</b>
	.06/sq. ft. per day; for 181-365 days
	.10/sq. ft. per day; for 366-546 days
	.14/sq. ft. per day; for 547+ days
1 <sup>st</sup> Traffic Lane/Alley	<b>.10/sq. ft. per day; for 0-180 days</b>
	.14/sq. ft. per day; for 181-365 days
	.18/sq. ft. per day; for 366-546 days
	.20/sq. ft. per day; for 547+ days
2 <sup>nd</sup> Traffic Lane	<b>.20/sq. ft. per day; for 0-180 days</b>
	.24/sq. ft. per day; for 181-365 days
	.28/sq. ft. per day; for 366-546 days
	.32/sq. ft. per day; for 547+ days
Additional Traffic Lane	<b>.30/sq. ft. per day; for 0-180 days</b>
	.34/sq. ft. per day; for 181-365 days
	.38/sq. ft. per day; for 366-546 days
	.42/sq. ft. per day; for 547+ days
<b>Metered or Pay Station Parking Spaces, Short AND Long Term</b> (Location and Day of Week Dependent, Equal to Full Daily Fee of Meter)	<b>\$10-\$16 per space, per day</b>
<b>Technology Improvement Surcharge</b>	4% of all ROW transactions
<b>All Permits Investigation Fees</b>	
No Permit	Equal to Cost of Permit for 1 Day
Violation of Permit Conditions, Restriction Limits, Times, and Locations on ROW Permit	\$250
Improper Advance Warning Sign	\$250
Improper Use of Device	\$250
Failure to Correct Deficiency	\$500
Restricting Traffic During Peak Hours	Equal to Cost of Permit for 1 Day

**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 temporary use of right of way requirements, reference "Article 2. - Temporary Use of Right-of-Way" (chapters 14-11-101 through 14-11-138)."

**PERMIT REQUIRED; CODE (14-11-131)**

Unless a person obtains a temporary use of right-of-way permit from the director, a person may not:

- (A) Block, direct, impede, or reroute pedestrian and vehicular traffic; or
- (B) Place a barricade or other traffic control device in a right-of-way.

**ACTION BY THE DIRECTOR; CODE (14-11-133)**

- (A) Not later than the ninth day after receiving an application, the director shall:
  - (1) Approve the application and issue the permit;
  - (2) Request additional information from the applicant; or
  - (3) Deny the permit

## **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 planning of capital improvement, utility, and street projects AND long range community development plans. If the impacted area will be **300 feet or greater**, it will be necessary to contact our office at 512-974-1150 and request to be added to the AULCC agenda.

**AULCC Meetings are scheduled on Thursdays from 2 p.m. to 4 p.m. and are held on the 10<sup>th</sup> floor of the One Texas Center Building, 505 Barton Springs Road, Austin, TX 78704.**

### **How to be added to the AULCC agenda?**

1. E-mail project details to Right of Way Management AULCC 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. **REZA SEDGHY – [REZA.SEDGHY@AUSTINTEXAS.GOV](mailto:REZA.SEDGHY@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.

## **DOWNTOWN AUSTIN PROJECT COORDINATION ZONE (DAPCZ)**

Per City of Austin ordinance 14-11-167, a person who seeks to install in the **Downtown Austin Project Coordination Zone** must submit a project description. If this requirement applies to you AND if the installation area will be **25 feet or greater**, it will be necessary to contact our office at 512-974-1150 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. **\*\*SEE “AUSTIN UTILITY LOCATION AND COORDINATION COMMITTEE (AULCC)” PROCESS ABOVE\*\*****

### **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. **NAN BROWN – [NAN.BROWN@AUSTINTEXAS.GOV](mailto:NAN.BROWN@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.

**LICENSE AND PERMIT SURETY BOND**

THE STATE OF TEXAS  
COUNTY OF TRAVIS

KNOWS ALL BY THESE PRESENTS:  
BOND NO. \_\_\_\_\_

PRINCIPAL, \_\_\_\_\_, (**check one**) a \_\_\_ corporation \_\_\_ limited liability \_\_\_ partnership \_\_\_ sole proprietorship, engaged in the construction, repair, excavation, installation, maintenance, or placement of facilities and/or doing such other work that may necessitate the use of certain public rights-of-way within the City of Austin, Texas ("CITY"), AND

SURETY, \_\_\_\_\_, a solvent company authorized under the laws of the State of Texas to act as surety on bonds for principals, agree to bind ourselves, our successors and assigns, jointly and severally, unto the CITY and to all persons who may suffer injury from any work undertaken by PRINCIPAL hereunder, as OBLIGEEES, in the sum of **TEN THOUSAND DOLLARS (\$10,000.00)**.

PRINCIPAL and SURETY are bound to pay this amount to OBLIGEEES only if PRINCIPAL fails to fulfill the following obligations:

- a. PRINCIPAL shall indemnify and hold harmless the CITY and all other persons and entities from all claims for damages to any person or property, including all costs and expenses, arising out of PRINCIPAL's use of the right-of-way within the CITY;
- b. PRINCIPAL shall repair any damage and correct any defect to the right-of-way caused by faulty materials or workmanship or when such damage or defect is caused, directly or indirectly, by PRINCIPAL's use of the right-of-way and shall warrant such work for a period of one year following completion of same;
- c. PRINCIPAL shall guarantee the replacement of public property that is disturbed or removed during construction activity;
- d. PRINCIPAL shall construct all safeguards ordered by the CITY to protect the public against hazardous conditions at or adjacent to PRINCIPAL's work site;
- e. PRINCIPAL shall pay all fees, charges, fines, assessments or judgments levied against or incurred by PRINCIPAL which may become due to the CITY or to other persons or entities as a result of the construction activities undertaken hereunder by PRINCIPAL;
- f. PRINCIPAL, its agents and employees shall perform all work in strict compliance with all applicable laws, ordinances, resolutions, rules and regulations; and
- g. PRINCIPAL and SURETY shall not violate any of the terms of this bond

If this bond is canceled or the coverage of this bond is restricted for any reason, SURETY shall immediately deliver written notice of such to the CITY and to the Director of the Austin Transportation Department. The cancellation or restriction becomes effective after thirty (30) working days from the date the CITY receives the notice. Cancellation or restriction does not affect SURETY'S liability on any transaction begun before the effective date of the cancellation or restriction. In the event of cancellation or restriction, PRINCIPAL will be suspended from all rights and privileges and no permit will be issued to PRINCIPAL under Chapter 14-11 of the City Code of Austin and/or no license will be issued to PRINCIPAL under Chapter 25-6 of the City Code of Austin, as applicable. This suspension remains effective until the bond coverage required by the applicable code section is fully restored.

The bond will be binding upon PRINCIPAL and SURETY from the \_\_\_ day of \_\_\_\_\_ 20\_\_\_, until midnight, the \_\_\_ day of \_\_\_\_\_ 20\_\_\_.  
Signed, sealed, and executed this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**PRINCIPAL**

BY: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**SURETY**

BY: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_