



City of Austin

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

PERMIT FOR TEMPORARY USE OF RIGHT-OF-WAY

Requests for the use of City right-of-way, including sidewalks, traffic lanes, parking lanes or meters, for all purposes, must be authorized by the Austin Transportation Department.

1. Contractor must apply for permit with the Austin Transportation Department. **REVIEW TIME; CODE (14-11-133)**
 - (A) Not later than the 9th day after receiving an application, the City Manager shall:
 - (1) approve the application and issue the permit;
 - (2) request additional information from the applicant; or
 - (3) deny the permit.
2. Contractor must submit an application through the Right of Way Management Network (ROWMAN) at www.austintexas.gov/rowman along with traffic control plan/site plan to The Austin Transportation Department, Right of Way Management Division.
3. **Contractor must submit the required bond and insurance to the Right Of Way Management Division prior to receiving permit**
4. A minimum of three, (3) working days notice must be provided for renewals and the permit must be renewed prior to the expiration date indicated on the permit.

All traffic control plans for redirecting or diverting of pedestrians and traffic must be in accordance with the 2003 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 authorization for the permit.

Enclosed in this packet are Links to the City Code pertaining to these permits, application forms, and additional helpful information. If after reading through this packet you have any questions or need additional information, please contact us at 974-7180.

Right-of-way Management Division

AUSTIN TRANSPORTATION DEPARTMENT

If you are excavating in the right-of-way you will not need this permit you will need an "Excavation Permit".

If you are doing any kind of construction, landscaping, remodel or building repairs and need to use any part of the Right-of-way for these purposes this is the permit you will need.

Temporary Use of Right of Way Fee Schedule

Application Fee (Non-Refundable) \$ 45 Short-Term
\$ 145 Long-Term

Fee Name Short-Term

Sidewalk Space 30-Day Nonrenewable .01 /sq. ft. per day
 Unmetered parking Lane 30-Day Nonrenewable .02 /sq. ft. per day
 1st Traffic Lane / Alley 30-Day Nonrenewable .10 /sq. ft. per day
 2nd Traffic Lane 30-Day Nonrenewable .20 /sq. ft. per day
 Additional Traffic Lane 30-Day Nonrenewable .30 /sq. ft. per day
 Metered or Pay Station Parking Spaces \$10 per space per day*
 \$16 per space per day*
 \$13 per space per day*

*Fee is determined on hours of operation

Fee Name Long-Term

Sidewalk Space
 Long-term Renewable .01 /sq. ft. per day/ for 0–180 days
 .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 and over
 Unmetered Parking Lane
 Long-term Renewable .02 /sq. ft. per day / for 0-180 days
 .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 and over
 1st Traffic Lane / Alley
 Long-term Renewable .10 /sq. ft. per day/ for 0–180 days
 .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 and over
 2nd Traffic Lane
 Long-term Renewable .20 /sq. ft. per day/ for 0–180 days
 .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 and over
 Additional Traffic Lane
 Long-term Renewable .30 /sq. ft. per day/ for 0–180 days
 .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 and over
 Metered or Pay Station Parking Spaces
 Long-term Renewable **Same as Short Term**

Fee Name Investigation Fee

Investigation Fee (No Permit) Equal to the Cost of the Permit
 Investigation Fee (Violation of permit conditions,
 Restriction limits, times and locations on ROW Permit) \$250
 Investigation Fee (Improper Advance Warning Sign) \$250
 Investigation Fee (Improper Use of Device) \$250
 Investigation Fee (Failure to Correct Deficiency) \$500
 Investigation Fee (Restricting Traffic During Peak Hours) Equal to the Cost of the Permit

HELPFUL INFORMATION

For all types of Right-of Way use permits you may call 974-7180 and they will direct you to the correct person

RIGHT-OF-WAY AUTHORIZATIONS

Right Of Way Management Division

Austin Transportation Department

CITY OF AUSTIN, 505 Barton Springs Rd. Suite 850, Austin TX 78704

You will need to have a copy of insurance and a bond on file with our office. You will find more information about these in this packet.

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 Temporary use of Right of Way

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.

For information on City Ordinances, Standard Details, Transportation Criteria Manual, Utilities Criteria Manuel, etc go to <https://www.municode.com/library/tx/austin> .

Site for Street Closure due to Special Events go to www.austintexas.gov/CityStage

**INSURANCE REQUIREMENTS TO OBTAIN
PERMIT'S FOR WORK WITHIN A RIGHT-OF-WAY**

1. Commercial General Liability policy with a combined single limit of \$500,000 per occurrence for coverage's AB&C including products/completed operations, where appropriate, with a separate aggregate of \$500,000.
2. If this coverage is underwritten on a claims made basis, the retroactive date shall be coincident with the date of this permit and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The applicant shall maintain coverage for the duration of this permit and for six months following completion of this project. The applicant shall provide the City annually with a certificate of insurance as evidence of such insurance. The premium for this extended reporting period shall be paid by the applicant.
3. Applicant shall be responsible for deductibles and self-insured retentions, if any, stated in policies. If insurance policies are not written for amounts specified above, the applicant shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.
4. Insurance shall be written by a company licensed to do business in the State of Texas at the time the policy is issued and shall be written by a company with an A. M. Best rating of B+ or better.

The applicant shall produce endorsements to each effected policy:

1. Naming the City of Austin, 505 Barton Springs Road, Austin, suite 850 Texas 78704 as additional insured.
2. That obligates the insurance company to notify the City of Austin, 505 Barton Springs Road, Austin, Texas 78704, of any non-renewal, cancellations or material changes at least thirty (30) days prior to change or cancellation.
3. That the "other" insurance clause shall not apply to the City where the City of Austin is an additional insured shown on the policy. It is intended that policies required in this permit covering both the City and the applicant shall be considered primary coverage.

The applicant shall not cause any insurance to be cancelled or allow any insurance to lapse during the term of this permit or the six months following completion for a "claims made" policy.

The City reserves the right to review the insurance requirements of this section during the effective period of this permit and to make reasonable adjustments to insurance coverages, their limits, exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company, as well as the applicant.

All certificates shall include a clause to the effect that the policy shall not be cancelled, reduced, restricted, or limited until thirty (30) days after the City has received written notice.

Applicant shall provide City thirty (30) days written notice of erosion of the aggregate limit below the minimum required combined single limit of coverage.

Actual losses not covered by insurance as required by this permit shall be paid by the applicant.

BOND

ANNUAL BOND

**THE STATE OF TEXAS
COUNTY OF TRAVIS**

WHEREAS, _____ may from time to time construct, alter, or repair buildings, and do other work, at various locations in the City of Austin, and in doing such work may need use of certain areas and spaces in the sidewalks, streets and alleys at, adjacent to, or near such work during the progress of same; and in such event, will apply to the City of Austin to grant such privileges, and any such privileges, that may be granted by the City of Austin will be under such specifications, conditions, and limitations as will appear in the act of the City making such grant, which will include and express the obligation to comply with all laws and ordinances pertinent to such work, and the provision for indemnity for the City of Austin against all damages that may be charged against said City as the result of the exercise of the privileges contained in such grant; and it is the intent of the said _____ to execute such obligation and indemnity by this instrument to the extent herein expressed, such indemnity to cover all such privileges irrespective of time and location within the City of Austin, for the period at _____ a.m. _____ p.m. _____, ending at _____ a.m. _____ p.m. _____; provided, that the City of Austin may require additional indemnity of the said _____ if in its discretion the conditions demand it; Now, THEREFORE,

KNOW ALL MEN BY THESE PRESENTS:

THAT we, _____, as principal, and _____ as surety, acknowledge ourselves bound to pay unto the City Manager of the City of Austin, and to his/her successors in office, for the use and benefit of the City of Austin, a municipal corporation, the sum of FIVE THOUSAND DOLLARS (\$5,000.00), for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns by these presents.

The conditions of this obligation are such that if the above bounden _____ shall protect, indemnity and hold harmless the City of Austin from and on account of any and all claims for damages to any person or property, costs, expenses, action, or causes of action that may accrue to or be brought by any person at any time hereafter against the City of Austin, by reason of the exercise of the privileges granted by the City of Austin to the said _____ as above stated, or of the abuse of said privileges, and if the above bounden _____ shall faithfully observe any and all the regulations, conditions, and limitations fixed by the City of Austin to the use of any such privileges and all pertinent rules, regulations, and ordinances of the City of Austin in the use of such privileges, and if the work is abandoned, shall construct necessary safeguards to protect the public around the site and shall replace or repair in accordance with the requirements of the City such sidewalks, guard rails, public utilities or other property damaged by the principal herein, there this obligation shall be null and void and of no effect; but otherwise the same shall remain in full force and effect.

WITNESS OUR HANDS, THIS _____ DAY OF _____, _____

APPROVED:

BUILDING OFFICIAL

PRINCIPAL

SURETY

Submitting a ROWMAN Request

1. Go to www.austintexas.gov/rowman
2. Create a new user account or Log in using existing password. (Fill out info as required)
3. Click **New activity request form**
4. Choose the type of permit applying for & **Submit**.
5. Enter in a street name & **Search**. *Hint:* Keep names short. For numbered streets just use the number. *Ex:* for W 6th just type in 6.
6. Choose a block number or address - then click **add**. (Repeat steps 6 & 7 as many times as needed.) Select **Continue**.
7. Navigate thru site entering information regarding your project
8. Submit and record your project ID#, which will also be your ROWMAN#

The review process is usually 10 days and status of ROWMAN will be emailed to you.

(*) Permit Types:

- Excavation
- TURP (for dumpsters, closing sidewalks, streets, etc.)
- Parking
- Street Event
- Film