



RIGHT-OF-WAY USE APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____
Applicant Phone #: _____

Project Name: _____
Project Location: _____

This checklist is intended to provide information and data needed to constitute a complete application. A request for a request for waiver from the standards of Article 7.3 of the Unified Development Code requires review by staff and the Planning and Zoning Commission and approval from City Council. Incomplete applications will not be accepted.

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>



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REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. All application submittals shall be provided in accordance with the City of Bee Cave's applicable Regulations (Sec. 16.03.006) and the Transportation Criteria Manual (TCM).

- Cover Letter summarizing project
- Basic Project information
 - Name of Project
 - Job Address/Location
 - Legal Description of location of Project
 - Description of Type of Project and Limits
- Contractor and Utility Provider Contact Information
- Signed sealed construction plans showing all features within the public rights-of-way that may affect the placement of the proposed facilities including but not limited to Erosion/Sedimentation Control Plan, Site Plan, and Traffic Control Plans.
- Written correspondence from all utility providers within the affected project area confirming there are no conflicts with existing utilities.
- Agreement(s) between utility provider (owner/applicant) and private property owner(s) when utility assignment occurs outside the right-of-way.

REMINDER: Before or at the time of permit issuance, the contractor performing the work must provide liability insurance in the amounts prescribed by the City with an insurance company licensed to do business in the state acceptable to the city.