ROW PERMIT

RIGHT OF WAY CONTRACTORS AND GENERAL CONTRACTORS WORKING IN RIGHT OF WAY
AGENDA

• Arlington has a new process for permitting and tracking work in the City’s right of way
• Process requires contractors to have a Business Registration with the City
• Permit Application
  • Emergency Repair: Damages to existing facilities that pose a threat to public safety
  • New Service: New Services, Replacements, and Non-Emergency repairs to existing facilities
  • Traffic Control Plan Only: Projects that don’t require ROW permits; lane closures for routine maintenance
The City is implementing an online process for ROW permit applications through ArlingtonPermits.com.

To apply for Right of Way Permits you will need a Business Registration (BR) available through ArlingtonPermits.com.

Create a Login if you do not already have one in ArlingtonPermits.com.

To begin permit application – Logon to ArlingtonPermits.com. Click on “APPLY,” select Other Permits, click on “Right of Way.”
1) Click on “APPLY” to navigate to Apply Page

2) Collapse or open section here

3) Click on “Right of Way”
1) Select Subtype

2) Note Instructions
For this exercise select Subtype New Service
Map will be displayed to select segments. Map may take a few seconds to load.

1) Enter an address to zoom to
Zoom allows you to quickly navigate to your permit area.
Click on the center lines of street blocks you will be doing ROW work in. To unselect click on segment again. When finished highlighting the map click the Search button.
Clicking the Search button will bring up the list of segments for the blocks selected on the map. Pick the segments by checking the box for each one and clicking the Select button. Note: you can have multiple pages of segments.
Complete the project location information, this allows you to provide details of the location since you may not be working in the entire segment for each one selected. This is a required field. Click Next button when complete.
Complete all required fields (indicated with a red *). Any ROW Prime Contractors selected that are not included on your Business Registration (BR) will be flagged for Engineering Review. Please make sure they are listed on your BR. When you have completed the form, click Next.
APPLICATION TIMELINE

• Application for new service should be a minimum of five days prior to start date
• Application should be less than 90 days prior to start date
• Line locates should be requested within 2 weeks of start date
Contractors can be added at application or prior to project start. Click “Add/Modify,” to add to contractor list or “Next” to continue application.
When adding contractors, select from the Business Name dropdown. Only contractors on your ROW Contractor business registration will be in the list. Authorized from and to dates are optional. Please update to dates when contractor is no longer authorized.
Add required attachments for review. Include Construction Plan Set, approved Traffic Control Plan (if applicable), and approved TXDOT permit if applicable. Click “Add Attachment” to begin.
Please note Educational Material has been added to your permit attachments. This attachment will provide valuable information on ROW requirements. Click “Preview” to download.
Select Attachment type, provide description and choose file.

1) Click on field to open dropdown menu
2) Type in description without special characters
3) Click Choose File to open your directory and select a file.
4) Click Upload Attachment
System provides a message to confirm upload.
“Add New” for more files, “Continue” to move to next step.
Click Next to continue application
Clicking “I Agree” will submit the permit application. Clicking “I Disagree” will void the permit application.
Basic information for the permit will be displayed.
REVIEWING AND UPDATING YOUR PERMIT INFORMATION

• Reasons you will need to update your permit
  • You may need to update the road segments you will be working in
  • You may have informational items that have changed
  • Your have submitted your line locate request through 811 and Ask Arlington and need to enter the 811 Ticket Number and the request number from Ask Arlington (City of Arlington Utilities Number) on your permit
  • You have identified or changed your contractors
    • Note: to add contractors they need to be included on your Business Registration (BR)
    • You may need to add or update attachments

• Permit updates such as segment changes can trigger additional reviews

• Status of review processes are available on the permit view
To edit a permit, go to “My Services” and select from “My Permits” by clicking on permit number.
To change street segments, click “View/Update Map.” Update works the same as initial selection.
To update permit information, scroll down permit to “Update Info” button. Updating info will work the same as initial entry.
To update “Contractor’s List,” scroll down permit to “Add/Modify” button. Updating contractors will work the same as initial entry.
To see process statuses, scroll down permit to the Process Section.
To add attachments, scroll down to “Modify Attachments.” Uploading attachment will work the same as initial entry.

![Screenshot of Arlington Permits system](image-url)
QUESTIONS

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