



# Public ROW/Easement Rules and Regulations

City of Shenandoah  
29955 I-45 North  
Shenandoah, Texas 77381  
281-298-5522  
[www.shenandoahtx.us](http://www.shenandoahtx.us)

## I. General Notes

The following information is provided to assist you with procedures and requirements for submitting permit request. If you have any questions after reviewing this information, please contact our Customer Service Representatives at 281-298-5522.

The City of Shenandoah has adopted the 2015 International Codes and the 2017 National Electrical Code. Local ordinances may be viewed at [www.shenandoahtx.us](http://www.shenandoahtx.us).

All contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence along with workers' compensation coverage; the City of Shenandoah is required to be a Certificate Holder. Commercial subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

The City of Shenandoah will no longer accept payment via credit card for fees and fines accessed to building projects. The City of Shenandoah's current fee schedule, is posted for review on the City of Shenandoah website, [www.shenandoahtx.us](http://www.shenandoahtx.us). The City of Shenandoah strictly adheres to the collection of current fees and fines.

**Construction hours are Monday thru Sunday 7 A.M. to 10 P.M.**

**All signs are permitted separately including construction, temporary and permanent signs.**

- Projects must not be started until the permit has been paid for and posted on the job site.

## II. Permit and plan requirements:

All ROW/Easement applications must contain the following information:

1. All plans must be submitted in a single Adobe pdf digital format. Plans can be emailed to [plans@shenandoahtx.us](mailto:plans@shenandoahtx.us), please note the plans will not be processed for review until the application and payment have been received.
2. Submitted plans must be to scale and indicate property lines, setbacks, easements, ROW and any improvements in the location of proposed work.

3. If the contractor fails to act upon the permit within 90 calendar days of issuance the permit shall become invalid, and the person will be required to obtain another permit.
4. Once the Permit is approved the contractor shall give the city a minimum of 48 hours' notice. Call the permit hotline 832-585-8144 to give required 48 hours' notice.
5. Any locates that need to be completed by the City requires a 72 hours' notice, contact customer service at 281-298-5522.
6. A traffic control plan is required for any blockage of the public right-of-way. Plan must conform to the current Texas Manual on Uniform Traffic Control Devices standards. The plans must also clearly depict the construction stage and must be compiled by Licensed or Certified personnel. A copy of the current certificate shall be submitted as part of the request.
7. Any excavation and other construction in the public rights-of-way shall use trenchless technology whenever commercially economical and practical and consistent with, obligations on other similar users of the publish rights-of-way.
8. After construction, expansion, reconstruction, removal, excavation or other work is complete the contractor must promptly restore the rights-of-way in accordance with the city requirements. The contractor shall replace and properly relay and repair the surface, base, irrigation system and landscape treatment of any public rights-of-way that may be excavated or damaged by reason of the erection, construction, maintenance, or repair of the person's facility within 30 days after completion of the work in accordance with existing standards of the city in effect at the time of such work.
9. Approved plans must be on site for the inspection.
10. As-Built plans are required to be submitted no later than 60 days after the final inspection.
11. Please refer to section 62 of the City Code of Ordinance for additional requirements.

**Permit Expiration:** All ROW permits expire 180 days from the date the permit is issued.

### **III. Inspection Requirements**

The following inspections are required for every ROW permit issued in the City of Shenandoah. At all times during the construction the site must be maintained in a safe condition. Contractors will need to request the following inspections via the inspection hotline 832-585-8144. **The following inspections are required:**

1. **Pre-Construction:** – Inspection must be requested 48 hours prior to construction. Failure to give such notice will subject the person to a stop work order from the city and enforcement action.
2. **Final:**
  - a. All Work shall be complete. The on-site inspection will take place to determine that the ROW has been restored to equal or better than start of construction.
  - b. As-Built documents shall be delivered to the City within 60 days of the inspection.

Please Note the City will make periodic inspections to ensure the following:

- a. SWPPP: BMS and other good housekeeping practices shall be maintained at all times. If the project does not maintain these good practices the site will be shut down until brought into compliance.
- b. If Traffic control measures are in use they shall be maintained in good working order and per the approved plans.
- c. Repair/Restoration work should begin as soon as practicable once the major construction activities have been completed in an area.

4. **Maintenance Period** –

Within the two years from the date of the completion of the Work, if the city reasonably determines that the surface, base, irrigation system or landscape treatment requires additional restoration work to meet existing standards of the city, the owner shall perform such additional restoration work to the satisfaction of the city.

**Contractors are required to meet all Storm Water Pollution Plan (SWPP) requirements and maintain all SWPPP measures throughout the project during all construction activities and any failure to comply with the approved SWPPP standards will halt Work until deficiencies are corrected and inspected for compliance. Any dirt/mud track offsite is required to be cleaned/swept immediately.**

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Email Address