



Melissa Municipal Center
3411 Barker Avenue
Melissa, Texas 75454
Phone: (972) 838-2036

City of Melissa, Texas Utility Installation Request

To the City of Melissa
Attn: City Engineer

Date _____

Formal notice is hereby given that _____ proposes to place/repair (circle one) a _____ line within the right of way of _____, the nearest intersecting street being _____, within the City of Melissa, as follows: (give location, length, general design, etc.)

We will construct and maintain the line on the street right of way as shown on the attached drawing and in accordance with the rules, regulations, and policies of the City of Melissa, and all governing laws, including, but not limited to, the "Texas Engineering Practice Act", "Federal Clean Water Act", the "National Endangered Species Act", "Americans with Disabilities Act", and the "Federal Historic Preservation Act". Upon request by the City of Melissa, we will submit to the City of Melissa proof of compliance with all governing laws, rules, and regulations before commencement of construction. Plans shall include the design, proposed location, vertical elevations, and horizontal alignments of the facility based on the city's survey datum, the relationship to existing highway facilities and the right of way line, traffic safety and access procedures, and location of existing utilities that may be affected by the proposed utility facility. The location and description of the proposed line and appurtenances is more fully shown by a complete set of drawings attached to this notice.

Our organization will use Best Management Practices to minimize erosion and sedimentation resulting from the proposed installation, and we will revegetate the project area as indicated under "Revegetation Special Provisions."

Our organization will ensure that traffic control measures complying with applicable portions of the *Texas Manual on Uniform Traffic Control Devices* will be installed and maintained for the duration of this installation.

It is expressly understood that the City of Melissa does not purport, hereby, to grant any right, claim, title, or easement in or upon this highway; and it is further understood that the City of Melissa may require us to relocate this line, subject to the provisions of governing laws, by giving thirty (30) days written notice.

We will notify the City of Melissa prior to commencement of any routine or periodic maintenance which requires pruning of trees within the highway right of way, so that the City of Melissa may provide specifications for the extent and methods to govern in, but not limited to, trimming, topping, tree balance, type of cuts, painting cuts and clean up. We understand that these specifications are intended to preserve the City of Melissa's considerable investment in street planting and beautification, by reducing damage due to trimming and to protect known endangered species.

Our installation shall not damage any part of the roadway structure or associated appurtenances and we will make adequate provisions to minimize inconveniences to the traveling public, and adjacent property owners. In the event we fail to comply with any or all of the requirements as set forth herein, the city may take such action as it deems appropriate to compel our compliance.

Following approval, we will begin construction on or after _____
Month/Day/Year

Additional Provisions and Requirements (for City of Melissa input only)	
• General Special Provisions:	
<input type="checkbox"/> Are attached	
<input type="checkbox"/> Are not attached	
• As-built Plans/Certifications of Construction:	
<input type="checkbox"/> Are required and shall be certified as accurate by an authorized representative of the company	
<input type="checkbox"/> Are required and shall be signed and sealed by a State of Texas Licensed Professional Engineer	
<input type="checkbox"/> Are not required	
<input type="checkbox"/> Certification that utility was installed as approved	
• Re-vegetation Special Provisions: In order to minimize erosion and sedimentation resulting from the proposed installation, the project area will be re-vegetated:	
<input type="checkbox"/> in accordance with the City of Melissa's standard which specifies the appropriate grass seed mix to be used , or:	
<input type="checkbox"/> as indicated on the attachment	
City of Melissa representative to be notified 48 hours prior to beginning construction_____	

If approved, we understand that we will assume all risks associated with this installation within the City of Melissa right of way. These risks include, but are not limited to, injuries to our workers, damage to contiguous utility lines that may be in the area, injuries or damage resulting from our failure to properly install and maintain the line as shown on plans.

We understand the City of Melissa may place additional provisions and requirements as listed above, based upon, but not limited to, the type of utility being installed, local site conditions, soil types and traffic.

We acknowledge that this Utility Installation Request approval expires on the 91st calendar day from the date of issuance, unless otherwise approved, if we do not begin our installation by this date. If we do not begin our installation within this time frame and still wish to continue, we will resubmit our request in accordance with the prevailing governing laws, rules, regulations, and policies at the time of resubmission.

By signing as/for the requestor below, I certify that I am authorized to represent the requestor, that I agree to the provisions and requirements included in this Utility Installation Request, and our commencement of construction will further attest to our review and acceptance of said additional provisions and requirements.

REQUESTOR			APPROVED BY THE CITY OF MELISSA		
Date:			Date:		
By:			By:		
Signature:			Signature:		
Title:			Title:		
Address:			Address:		
City Code	State	Zip	City Code	State	Zip
()			()		
Area Code	Telephone Number		Area Code	Telephone Number	