

## 2018-2019 BUDGET QUESTION

### *Response to Request for Information*

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**DEPARTMENT:** Transportation

**REQUEST NO.:** 90

**REQUESTED BY:** Alter

**DATE REQUESTED:** 8/25/18

**DATE POSTED:** 9/5/18

**REQUEST:** Please provide a copy of the Right of Way Management Program's policies.

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#### **RESPONSE:**

The purpose of the Right of Way Management Division of the Austin Transportation Department is to provide appropriate traffic planning and coordination of all activities in the City's right of way. To accomplish this goal, the division:

1. Issues permits to operate in the row
2. Provides traffic control planning, review, and inspection for the row
3. Runs the austin utility location and coordination committee
4. Ensures public safety and mobility in the row
5. Enforces row specific city code

Here are the types of permits issued by the ROW Management Division. Click on the title of the permit for more information about requirements and related policies.

- [Driveway/Sidewalk \(DS\)](#) – Required for the removal, repair, modification, and installation of sidewalks, driveway approaches, and curbs/gutters.
- [Excavation](#) – Required for removing or otherwise disturbing soil or pavement in the ROW.
- [Film](#) – Required for various types of filming activities in the ROW, including b-roll footage, still photography, and blocking, directing, impeding, or rerouting of any/all traffic modes.
- [Parking](#) – Required when using a City parking space for temporary loading and unloading purposes. Placement of a Temporary Storage Device falls under this permit. (Construction related parking must be requested as a Temporary Use of the Right of Way Permit.)
- [Street Event](#) - Special Event permitting is managed by the Office of Special Events.
- [Temporary Sidewalk Cafés](#) – Required for placement of tables, chairs, planters, and other appurtenances in the ROW, when serving a restaurant or food sales use business.
- [Temporary Use of the Right of Way \(TURP\)](#) – Required when the ROW is obstructed by work-related vehicles, equipment, or material.
- [Valet](#) – Required for the operation of valet zones, either [temporary](#) or [permanent](#) in nature. Valet zones are areas designated for the receiving and returning of vehicles in the ROW.

- [Vendor](#) – Required for the selling, offering to sell, exchanging, and ordering of merchandise on or over a sidewalk.

Additional general information about the Right of Way Management Divisions policies and procedures can be found through published guidelines and the relevant section of the City Code, linked below:

- [Mobility Guidelines](#)
- [Austin Transportation Criteria Manual \(TCM\)](#)
- [Requirements for insurance, bond, and license](#)
- [Traffic Control Compliance Information](#)
  - [Standards Manual – Traffic Control Guidelines](#)
  - [Standards Manual – ROW Management Notes](#)
- [ROW Management Fees](#)
- Relevant sections of Austin City Code:
  - Title 14, chapters 1, 4, 6, 8, 9, 11 – Use of Streets and Public Property
  - Title 15, chapters 4, 5, 7, 8, 10 – Utility Regulations
  - Title 30, chapters 1, 3, 4 – Austin/Travis County Subdivision Regulations
  - Title 10, chapter 5 – Miscellaneous Public Health Regulations
  - Title 6, chapter 3 – Trees and Vegetation
  - Title 25, chapter 6 – Transportation
- [Texas Manual for Uniform Traffic Control Devices \(TxMUTCD\)](#)