



RULES AND REGULATIONS FOR CONSTRUCTION IN THE PUBLIC RIGHT OF WAY

CITY OF AUSTIN GUIDEBOOK

Austin Transportation and Public Works Department
Right of Way Management Division
May 1, 2025

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Section 1 | Introduction

Introduction

The **City of Austin** maintains over 7,000 lane miles of public streets within its jurisdiction. These vital roadways serve a diverse commuter population, including pedestrians, cyclists, motorists, public transit vehicles, and emerging mobility solutions. The public right of way (ROW) also contains critical infrastructure both above and below ground, including water systems, electrical networks, and telecommunications facilities. Proper management of these public spaces is crucial for maintaining sustainable infrastructure and ensuring the safety and well-being of Austin's residents and businesses.

This **guidebook** provides essential guidance for contractors, utility providers, developers, and other authorized entities conducting work within the city's ROW.

It also serves as a reference for activities requiring permits from the ROW Management Division, which includes work performed on streets, sidewalks, and other ROW elements. The **guidebook** aims to minimize conflicts, clarify standards, and answer common questions about ROW operations.

This manual is subject to periodic updates and revisions as determined by the City of Austin.

What is ROW?

The ROW is the area owned and/or controlled by the City. It typically includes the street surface, sidewalks, alleys, and grassy areas between pavement and property lines. The ROW boundaries vary depending on the physical conditions at any given location. For tips on identifying the ROW and determining who owns/controls Austin-area ROW, check out:

- [Example Image of the ROW](#)
- [Finding ROW](#)
- [Whose ROW Is It Anyway?](#)

1.1 City of Austin Right of Way Management Division

The [ROW Management Division](#) of the [Transportation and Public Works Department \(TPW\)](#) is responsible for overseeing and managing the use of public ROW throughout the city. This includes streets, sidewalks, alleys, and other public spaces that are essential for transportation and utility infrastructure. The division verifies that ROW activities follow federal, state, and local standards and makes sure that traffic can move safely through and around these activities.

KEY RESPONSIBILITIES

- Issuing [permits](#) and [licenses](#) to operate in the ROW
- Providing [traffic control planning, review, and inspection](#) for the ROW
- Running the [Austin Utility Location and Coordination Committee \(AULCC\)](#) and the [Downtown Austin Project Coordination Zone \(DAPCZ\)](#)

SERVICES PROVIDED

The division provides several essential services to contractors, utility companies, and residents:

- Construction permits and inspections
- Utility coordination
- Traffic control and mobility coordination

1.2 About this Guidebook

This **guidebook** includes the following sections:

1

Introduction

Provides an overview of the City of Austin, ROW Management, the guidebook's purpose, key ROW definitions, and manuals.

2

Austin Utility Location and Coordination Committee

Details the role and responsibilities of AULCC in coordinating utility work and provides general guidelines for AULCC departments.

3

Traffic Control and Mobility Guidelines

Outlines requirements and resources for maintaining safe traffic flow and pedestrian mobility during construction activities.

4

ROW Permitting Guidelines

Summarizes the process, requirements, and documentation needed to obtain permits for construction work in the public ROW.

5

ROW Inspection Guidelines

Describes inspection procedures, compliance requirements, and quality control measures for construction activities in the public ROW.

6

Resources

Provides supplementary materials:

- **Austin Build + Connect (AB+C) Portal**
- **DAPCZ**
- **Codes and manuals**
- **ROW definitions and acronyms**
- **Traffic Control Plan (TCP) Portal**



Section 2 | Austin Utility Location and Coordination Committee

Austin Utility Location and Coordination Committee

What is the [AULCC](#)?

The Austin Utility Location and Coordination Committee (AULCC) is a group of utility stakeholders and asset owners. Per [Ordinance 14-11-165](#), this group meets regularly in order to identify ROW utility conflicts before construction begins. AULCC coordination efforts include construction phasing, sharing of work zones, and finding opportunities for joint trenching.

What is the AULCC meeting? Why is it important?

The AULCC meeting is a weekly gathering hosted by ROW Management, and attended by City, utility, and private project representatives. Proper coordination saves your project time and money. It also minimizes impacts on infrastructure and the transportation system.

Who needs to attend the AULCC meeting?

AULCC meeting attendance is required if a project meets one of the following conditions:

- If an excavated area will be 300 feet or greater
- If an excavated area will be 25 feet or greater AND lies within the [DAPCZ](#)
- If the work will impact the ROW AND is affiliated with a License Agreement
- If the work and/or site development will require a tower crane

When are the AULCC meetings?

AULCC meetings are held every Thursday from 2 p.m. - 4 p.m. These meetings will be held via Microsoft Teams with periodic in-person meetings.

How do I get added to the AULCC Agenda?

Submit AULCC cases online via the [Austin Build + Connect \(AB+C\) Portal](#). Pay the applicable fee. See [austintexas.gov/page/right-way-fees-and-payments](#) for the latest fee schedule.

After the fees are paid and the submitted application is processed, applicants will receive an email invitation with the link and instructions for attending an AULCC meeting date. AULCC attendees receive the following information specific to their proposed project area:

- Existing utilities
- Proposed utilities
- Current and upcoming activities
- Upcoming special events

Does my Completeness Letter expire?

Initial Completeness Letters are valid for 1 year if the project falls within the [DAPCZ](#), or 2 years if the project falls outside the DAPCZ. If the Completeness Letter expires, then a recertification will be necessary. The recertification will be valid for 6 months if the project falls within the DAPCZ, or 1 year if the project falls outside the DAPCZ. To request a recertification, submit to the [AULCC Smartsheet](#).



All utilities with infrastructure in the ROW are required to participate in the AULCC.



2.1 AULCC Process



Figure 1: AULCC Process (Adapted from [Austin Mobility](#))

2.2 How to Apply for a Utility Coordination Case – First Submittal

1. Visit abc.austintexas.gov to create an AB+C user account or login to an existing account.
 - Select **Apply for ROW/Special Events**
 - Application Type → **Utility Coordination**
 - Select **Sub Type**
 - Enter **Project Name:** *Project Sponsor-Location-Project Name*
 - Enter **Project Description:** Describe scope of project that will affect the ROW. Include material quantities, locations, proposed construction methods.
2. **Select Property/Identify Properties:** Add all affected street segments to be selected.

TEXT SEARCH Instructions

- Address Type → **Segment**
- Street/Segment Number AND Street Name: **Enter Street Name alone or Segment Number and Street Name**
- Select all affected street segments. Selected segments will add to bottom of page under Selected Properties

MAP VIEWER Instructions

- *Optional:* Use mouse to move map to project area OR use Address Search to center map to project area.
- Property Search and Selection Options → **Select Streets in the Map.**



Select: **+ Select Streets by Polygon** to begin selection process on the map. Draw a polygon around street segments to select. Double click to end polygon drawing.



Select: **+ Select Streets by Rectangle** to begin selection process on the map. Drag to draw box around street segments to select.



Select: **+ Select Streets by Line** to begin selection process on the map.

Cross through each segment in one continuous line to select.

- Select: **Submit**
 - Verify highlighted street segments are correct and select: **Selection Complete** to move on
 - **Add Properties?** Follow same map selection steps.
 - Select **Continue**
3. **Application Details:**
 - Answer as many questions as possible.
 - City Sponsored Project applicants please fill out all COST OF SERVICE sections of the application. Reach out to the City Project Manager for funding information.
 4. **People Details:**
 - Select **People**. Select **Role**. Select name from **People** drop down menu.
 - If necessary, Select **Add New People** and fill out information for new contact.
 5. **APPLICATION ATTACHMENTS:** *Engineer seal & Texas Firm Registry Number required on all plan sets.*
 - Select **Browse** complete plan set as a single file in *.pdf* format. For plan sizes > 200 MB, email file-share URL or include URL in project description.
 - Select description of attachment and select **Upload**.
 - **Upload** location map in *.pdf* format.
 6. **New Application Summary**
 - Application fee will be generated once you select **Submit**.
 - If fees apply, pay fee. Status will move to *Internet Pending*.

See <https://www.austintexas.gov/page/right-way-fees-and-payments> for latest fee schedule.

2.3 How to Apply for a Utility Coordination Case – Re-Submittal

1. Visit abc.austintexas.gov to log into your AB+C user account.
 - Select **My Permits/Cases**.
 - Select the UC case you wish to resubmit.
 - Scroll to the bottom of the page and select **ATTACHMENT UPLOAD**.
2. **Upload** updated single file plan set in *.pdf* format. Max size is 50 MB.
3. **Fill out** the Resubmittal Request form using the [AULCC Smartsheet](#).
 - Include updates to project description, estimated construction dates, design stage and project contacts
 - Attach plans or include file share link to Resubmittal Request form if plans larger than 50 MB
4. If your case requires another AULCC meeting, you will receive an email invitation with the link and instructions. Check [AB+C portal](#) for AULCC Meeting Date/Review Cycle End Date.
 - If the new review cycle ends on a Wednesday, your project will NOT be on an agenda and was resubmitted to internal reviewers only.
 - A completed data workbook will still be required when requesting a completeness letter.

AULCC Meeting or Internal Review Only?

- AULCC meetings occur on Thursdays only.
- Franchise projects DO NOT get placed on an AULCC agenda.

Status = Application Incomplete?

- Go to **My Incomplete Applications**
- Select **Continue**

Ready to RESUBMIT an existing UC case?

- Resubmittals DO NOT require a new online application.
- Upload the revised plan set to your UC case on abc.austintexas.gov
- Fill out the Resubmittal Request form using the [AULCC Smartsheet Link](#)

Ready for a Completeness Letter?

- Upload latest plan set to your UC case on abc.austintexas.gov
- Fill out the Completeness Letter Request form using the [AULCC Smartsheet Link](#)

2.4 AULCC General Guidelines for 90% Submittal

1. Ensure correct General Permit (GP) number/information is included.
2. All plan sheets must have name and PE number of engineer responsible for design and the engineering consultant's TBPE firm registration number on every sheet/page of plan set per TBPE rule §137.77.
3. Utility plan and profile drawn to scale. We suggest one-inch equals 40 feet (1:40) in horizontal and one-inch equals six feet (1:6) in vertical.
4. All symbology, line types, abbreviations explained on a legend sheet between the index sheet and first layout sheet.
5. (RECOMMENDED) North arrow on each sheet aligned to point at top edge or left edge of sheets.
6. Property information shall include property lines, property address, owner name(s).
7. ROW line shall be described in heavy line weight (clearly defined and labeled) and labelled ROW
8. Easements shall be labeled as to type, use (PUE, Electric, Wastewater, etc.), and width with distinct line type and easement document number.
9. Roadway features shall include sidewalk, edge of pavement (label *EOP*), curb-gutter (label *BOC* or *FOC*), street name and street class.
10. Bore pit location and dimensions shall be described if using bore methods.
11. Distinct line type shall be used in **plan** and **profile** to distinguish different construction methods.
12. All existing and proposed utilities shall be described and labelled with size, material type, and usage (i.e., W, WW, elec, SD).
13. All infrastructure that is abandoned and no longer serving the original utility purpose shall be labeled as abandoned (i.e., AB, ABND).
14. Existing feature locations are verified by field survey (tie-down using survey monuments and or benchmarks).
15. 24-inch and greater dimension(s) shall be described with double line to render actual dimension(s) of line/main.
16. Show existing ground in profile view.
17. Capital Metro Rail, TXDOT or other ROWs must be labeled and show with bold distinct line type.
18. Indicate stationing along proposed alignment in **plan** and **profile**.
19. Label all proposed utilities to be constructed by others as "*by others*."
20. Buried fiber minimum cover 36-inch for directional drill method, 30-inch for open trench method.
21. Carrier conduit required for all utility installations by bore in City ROW – no direct-bury cable under city-maintained structures (i.e., sidewalks, roads, walls, and rock berm)
22. Bore pit or trench depth greater than 60-inches requires shoring detail.
23. Add all City of Austin Standard Details appropriate for the project. (trench details, sidewalk repair, curb-gutter repair details, pavement repair, etc.).
24. Please select appropriate City details that apply to your project from City of Austin Standard Specifications Manual here: municode.com/library/tx/austin/codes/standards_manual
25. Include on Cover Sheet:
 - "ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF

AUSTIN MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER."

26. Include in General Notes:
 - "APPROPRIATE EASEMENT OR ACCESS AGREEMENT MUST BE SECURED FOR PROJECT AREA OUTSIDE ROW BEFORE WORK BEGINS. MUST OBTAIN PERMISSION FROM AFFECTED PROPERTY OWNERS FOR ANY CONSTRUCTION-RELATED ACTIVITY THAT MAY ENCROACH ON ADJACENT PROPERTY."
27. Include on all Plan and Profile sheets:
 - "ALL EXISTING UTILITIES CROSSING BORE PATH MUST BE PHYSICALLY LOCATED (POTHOLED) FOR HORIZONTAL AND VERTICAL LOCATION PRIOR TO INSTALLATION."
 - "LOCATION INFORMATION GATHERED BY POTHOLING MUST BE ADDED TO PROFILE SHEETS."
 - "MUST MAINTAIN MINIMUM VERTICAL AND HORIZONTAL CLEARANCE FROM ALL EXISTING AND PROPOSED UTILITIES BASED ON MINIMUM REQUIREMENT BY UTILITY PROVIDER."
 - "CONTACT ONE CALL UTILITY LOCATE SERVICE AS REQUIRED BY STATE LAW."

Suggested Planimetric Labeling

G	Gas Line
T	Telecom
SW	Sidewalk
W	Water Line
BOC	Back of Curb
ROW	Right of Way
OH	Overhead Utility
WW	Wastewater Line
SD	Storm Drain Line
EOP	Edge of Pavement
RW	Reclaimed Water Line
AEU	Austin Energy Underground
CW	Austin Energy Chilled Water



2.5 Austin Water Utility – Infrastructure Management General Guidelines

1. Conform to City of Austin Utilities Criteria Manual Section 3.
2. All plan sheets must have name and PE number for Engineer responsible for design and the Firm Registration Number on every sheet/page of plan set per TBPE rule §137.77.
3. Please register at the following address to obtain access to AW record information
 - [AustinTexas.gov/water/GIS_EXTERN/GIS_AccessRequest_Form.cfm](https://austintexas.gov/water/GIS_EXTERN/GIS_AccessRequest_Form.cfm)
4. Include on each plan sheet
 - Austin Water as-built project number,
 - Water intersection number,
 - Wastewater profile number,
 - Main size, material type, and usage (W/WW/Reclaimed), i.e., 6" CI WL
 - If main is abandoned be sure to label line as AB, ABND, etc., i.e., AB/ABND 6" CI WL, 8" PVC WWL ABND/AB
5. Show AW infrastructure that is 24-inches and larger as double-lined to reflect internal diameter.
6. Describe Austin Water infrastructure and appurtenances per as-built records.
7. If actual location differs from record location provide method by which information was obtained and submit proof, i.e., pictures, surveyed information (tie-down using XYZ coordinates).
8. Profile required by City Code 14-11-173
9. When dimensioning/measuring separations, be sure to dimension/measure between proposed infrastructure and improvements from outside diameter to outside diameter or outside edge to outside edge.
10. Bore Pits are to be 5-foot horizontal separation from AW infrastructure and appurtenances (outside diameter/edge to outside

diameter/edge). Bore Pits cannot be above AW infrastructure, especially behind fire hydrants

- If possible do not disturb AW infrastructure trenches. The 5-feet will ensure integrity of trenches and will account for larger mains.
 - Consideration for less than 5-feet will be given on a case-by-case basis depending on constraints shown on plans, size & depth of mains, and alternatives considered to try to meet 5/2'.
11. Do not disturb Austin Water trenches. 60-inches (5-ft) horizontal separation ensures integrity of trench and accounts for larger mains.
 12. Consideration is given case-by-case for clearances less than 24-inch (2-ft) vertical / 60-inch (5-ft) horizontal dependent upon
 - Constraints described
 - Size, depth, material of affected main
 - Alternatives considered to meet statutory minimum clearances
 13. City staff may require video surveying for directional drilling method of construction per Utilities Criteria Manual 5.7.2
 14. Consider above items in relationship to proposed works and ensure all proposed utilities are described on plan and profile sheets.
 15. Print to scale.

2.6 Austin Transportation and Public Works Department – Signal Operations General Guidelines

1. Describe traffic signaling infrastructure on plan and profile
 - Location
 - Pole number
 - Anchor location
 - Guy direction
 - Duct bank dimensions

- Conduit size and count
- All appurtenances including vaults, hand holes, cabinets, etc.

2.7 Watershed Protection Department – Storm Drain Infrastructure General Guidelines

1. 24-inches (2-ft) minimum vertical separation from outer edge of storm drain, manhole, inlet or appurtenance. Preferred 36-inches (3-ft) vertical separation below outer edge of storm drain to protect storm drainpipe bedding material.
2. 60-inches (5-ft) minimum horizontal separation from outer edge of storm drain, manhole, inlet or appurtenance
3. **REQUIRED NOTE:** Above clearances (minimum 2-ft vertical and 5-ft horizontal) shall be stated in a general note.
4. Profile required at all crossings of storm drain line
5. Label all storm drain lines with size (diameter for circular pipes, span by rise for box culverts, etc.) and material
6. Label all storm drain lines as SD
7. Refer to the Drainage Criteria Manual (DCM) for storm drain design criteria here:
https://library.municode.com/tx/austin/codes/drainage_criteria_manual
8. Approximate storm drain infrastructure locations can be viewed here:
Property Profile website and Development Web Map
<https://maps.austintexas.gov/PropertyProfile/>
Information on the websites should be verified with field survey.



2.8 Austin Energy General Guidelines

1. Austin Energy Geographic Information System (GIS) maps are for geographic reference only and represent only approximate relative location of property boundaries. Field survey Austin Energy facilities for exact locations.
2. Utility locations shown on plan are based on field and document research and may be neither accurate nor complete. The contractor is fully responsible for physically locating (potholing) the horizontal and vertical location of all utility crossing in path prior to trenching or boring. The customer is responsible for following all clearances and criteria per the latest Austin Energy Design Criteria Manual.
3. Describe all existing electric infrastructure
 - Pole number
 - Guys
 - Anchors
 - Overhead electric
 - Underground electric
 - Pull boxes (drawn to scale, labelled with outer diameter and material)
 - Manholes (drawn to scale and dimensioned appropriately)
4. Minimum separation from Austin Energy facilities is 24-inches and is measured from outer dimension to outer dimension.
5. If the proposed facility is within 60-inches of Austin Energy facility locate, pothole and survey for exact horizontal and vertical location. Potholing not required for hand-dug works.
6. Excavation within 100-feet of the moonlight tower or moonlight tower guy anchor requires description of measures to protect these structures and approval of these measures by Austin Energy.

7. **REQUIRED NOTE:** If trenching within 60-inches (outer dimension) of an Austin Energy pole or guy anchor include note at each location:
 - CONTACT AUSTIN ENERGY FOR POLE SUPPORT (CHARGES APPLY) AT 512-974-7878.

RESOURCES

AE Design Requests: <https://abc.austintexas.gov>

Apply for Permits → Austin Energy Additional Services → Design Intake → Design Submission

Area Maps: aegisservices@austinenergy.com

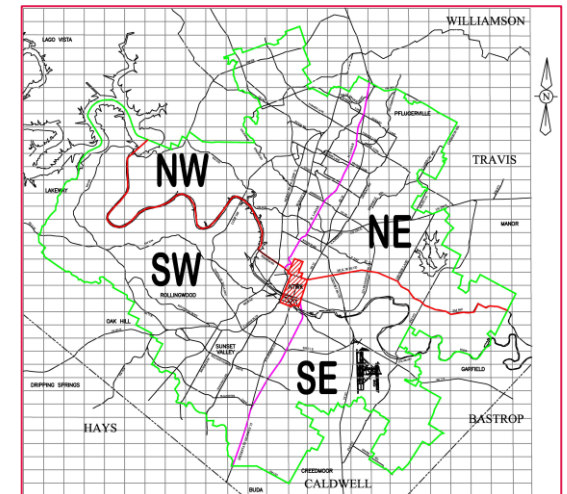
Pole Inventory Request Link:
austinenergy.com/commercial/commercial-services/pole-attachments/customer-requests

2.9 Austin Energy Onsite Energy Resources (Chilled Water) General Guidelines

1. Minimum separation from Austin Energy chill water pipes and fiber conduit include:
 - 24-inches below
 - 24-inches right and left
 - 36-inches above
2. Austin Energy chill water facilities shall be described on all plan and profile sheets.
3. Contractor shall use potholes to locate all Austin Energy chill water piping and fiber conduit at each proposed crossing and at occurs, intervals along drill path if proposed construction method is directional drill and running line is parallel to Austin Energy chill water facility.
4. The contractor shall contact the Austin Energy Chill Water Piping inspector 24 hours before exposing or crossing Austin energy chill water facilities.

5. **REQUIRED NOTE:** State #3 and #4 above shall be placed on all sheets
6. Discharge of Austin Energy chill water system product:
 - Austin Energy chill water product contains chemicals and must be analyzed prior to discharge from the system.
 - There shall be no penetrations of Austin Energy chill water piping. Chill water system product shall only be discharged to sanitary wastewater system and only with 24-hour advance notification to Austin Water.
 - If penetration occurs, contact Austin Energy Chill Water Piping Inspector immediately.
 - Contractor shall repair damage to Austin Energy chill water system according to Austin Energy chill water specification at own cost.
7. See City of Austin [Utilities Criteria Manual](#) Section 2.5.0, Section 2.9.0, Section 2.9.B.17, Section 2.9.5 B and C, Section 3.4 (entire), Section 3.7.1, Section 5.7.2, and Section 5.6.2.

Austin Energy Design Area Map



2.10 Austin Transportation and Public Works Department – Street and Bridge Operations General Guidelines

1. The plan shall describe:
 - Curb-gutter or edge of pavement
 - Lane lines
 - Sidewalks
 - Pedestrian ramps
 - Non-standard materials (e.g., pavers, etc.)
 - Proposed method of construction (differentiate on plan by linetype)
 - Pavement removal and restoration area (cross-hatch on plan)
 - Trench line within restoration area
2. Minimum plan requirements
 - Describe limits of utility work and pavement or concrete structure damage clearly
 - Appropriate trench repair details (at least 1100S-2, 1100S-3, 1100S-5, 1100S-7) to address all pavement types likely to be encountered.
 - Appropriate details for repair of sidewalk, curb-gutter, driveway approach, etc.
 - Applicable repair notes
 - Include table listing all affected streets and include the following:
 - Street name
 - Street classification
 - Protection status
3. Pavement repair recommendation
 - Include Standard Details 1100S-2, 1100S-3, 1100S-5
 - If using Standard Details 1100-S-8A, 1100S-8B, 1100S-6B, 1100S-6D substitute CLSM where Class J PC concrete is shown.
 - CLSM recommended for backfill
4. Pavement Restoration Plan (enhanced restoration strategy)
 - Required for
 - all pavement cuts in Downtown Austin Project Coordination Zone
 - all pavement cuts in Protected Streets
 - all pavement cuts exceeding 300 linear feet
 - See Standard Detail 1100S-7. In addition to trench repair contractor must remove and replace existing asphaltic concrete surface full width of lane (travel, parking, bicycle) for length of repair project.
 - Replacement asphaltic concrete (Item 340S) surface layer shall be of type and thickness appropriate for street functional classification.
 - Residential: replace minimum two (2) inches HMAC Type D
 - Collector or Arterial: replace minimum three (3) inches HMAC Type C
 - Concrete street pavement restoration limits determined by joint locations
5. Sidewalks, pedestrian ramps, curb-gutter, driveway approaches
 - Avoid placing vaults, hand holes, bore pits, etc. in sidewalks, pedestrian ramps, curb-gutter or driveway approach
 - Repair plan required for damaged concrete structures
 - Replacement of the structures must meet ADA specification
6. Include Street Repair Notes to the plans from S&B's Street Repair Guidelines – see link at
 - [AustinTexas.gov/StreetAndBridge](https://austintexas.gov/StreetAndBridge)

STREET REPAIR NOTES

TRENCH REPAIR: USE THE APPROPRIATE 1100S SERIES DETAILS FOR TRENCH REPAIRS: 1100S-2 (FLEXIBLE BASE AND AN ASPHALT SURFACE), 1100S-3 (CONCRETE OR ASPHALT OVERLAID CONCRETE), AND 1100S-5 (FULL DEPTH ASPHALT STREETS). CLSM SHALL BE SUBSTITUTED FOR BACKFILL AND FLEXIBLE BASE REPLACEMENT PER THE DETAIL NOTES.

SURFACE RESTORATION: SURFACE PAVEMENT RESTORATION IS REQUIRED WHEN CUTS 1) ARE OVER 300 LINEAR FEET IN LENGTH, 2) OCCUR WITH THE DAPCZ AREA, OR 3) OCCUR WITHIN PROTECTED STREET SEGMENTS. USE DETAIL 1100S-7 FOR DETERMINING AREAS REQUIRING SURFACE REMOVAL AND REPLACEMENT. THE REPLACEMENT ASPHALTIC CONCRETE SURFACE LAYER THICKNESS SHALL BE A MINIMUM 2 INCHES HMAC TYPE D FOR LOCAL OR RESIDENTIAL STREETS AND A MINIMUM 3 INCHES HMAC TYPE C FOR COLLECTOR OR ARTERIAL STREETS (SEE ITEM 340S, SECTION 340S.4).

CONCRETE AND COMPOSITE PAVEMENTS: IN CONCRETE STREETS, ACTUAL RESTORATION LIMITS ARE DETERMINED BY JOINT LOCATIONS. FOR COMPOSITE PAVEMENTS CONSTRUCTED OF CONCRETE WITH A HMAC OVERLAY, USE 1100S-3 FOR TRENCH REPAIR (USING CLASS 360S CONCRETE) AND 1100S-7 FOR DETERMINATION OF ASPHALT SURFACE RESTORATION AREAS.



2.11 Planning and Zoning Department – Urban Design General Guidelines

1. Plan shall describe
 - Equipment proposed for installation
 - Outer dimensions of proposed equipment
 - Installation height above grade
 - If applicable: pole type, material and dimension for proposed equipment attachment
 - Existing traffic signal
 - Existing Austin Energy pole
 - Decorative pole
 - New pole
 - Faux treatments proposed
 - Indicate distance to historic landmarks, parks, schools, residential-zoned property, trees
 - Existing utilities and surface features
 - Type of proposed facility
 - Proposed construction method
 - Rendering of proposed location after installation of equipment
2. Location
 - If area zoned or otherwise designated a historic district or landmark provide proof of approval by Historic Preservation Office
 - New nodes must be at least 20 feet from a historic property.
 - Indicate name of Design District or Underground Utility District if any
 - Design standards vary by design district and can be found in section 12.7 of the Transportation Criteria Manual.
3. Include photograph of proposed facility location
4. If new pole provide justification for new pole through analysis of nearby poles deemed unsuitable.
5. New equipment placed on an existing metal pole must match the existing pole color.

2.12 Texas Gas Service General Guidelines

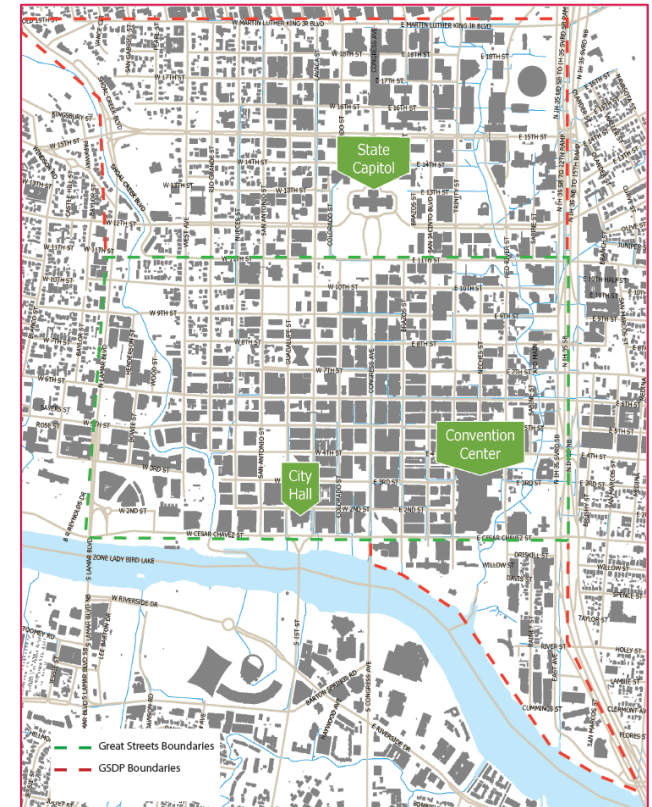
1. Describe all gas facilities (above and below ground) accurately
2. Include main size and material type on the plans as noted on provided TGS system maps.
3. 24-inches vertical and horizontal separation (OD to OD) from gas distribution mains
4. 60-inches horizontal and 24-inches vertical separation (OD to OD) from High Pressure Distribution or Transmission gas lines
5. High Pressure Distribution or Transmission gas lines shall be labelled as such on plan and profile sheets.
6. **REQUIRED NOTE** on all plan and profile sheets:
 - *When working within the tolerance zone which is 18" plus half the nominal diameter of the pipeline an excavator shall exercise such reasonable care as may be necessary to prevent damage using methods such as hand digging, soft digging and vacuum excavation methods. Reference the Texas Administrative Code Title 16 Part 1 Chapter 18 Rules 18.2 and 18.10.*
 - *When digging within ten (10) feet of a Transmission or High Pressure Distribution line please contact the Austin Transportation and Public Works Department minimum 48 hours in advance so that a TGS representative can be scheduled to be present during excavation activity. Please maintain at least 5 feet separation (OD to OD) from the transmission or HPD line as well."*



Other gas utility providers in Austin:

Atmos Energy	512 275 7343
CenterPoint Energy	512 481 1215

Great Streets Boundaries





Section 3 | Traffic Control and Mobility Guidelines

Traffic Control and Mobility Guidelines

What is a TCP? What types of TCPs exist?

A Traffic Control Plan (TCP) describes traffic controls to be used for helping all modes of traffic through a work zone. All TCPs must be in accordance with the most current version of the [Texas Manual on Uniform Traffic Control Devices](#) (TMUTCD) and the City of Austin, [Transportation Criteria Manual](#) (TCM).

The following types of TCPs exist:

- Engineered TCPs: TCPs designed by an engineer which must then be reviewed by a ROW TCP Reviewer
- Special Details: Preapproved TCPs that must be sealed by an Engineer
- Standard Details: Preapproved TCPs adopted by the city for general use

Is a TCP always required? Is a TCP the same as a permit?

A TCP is required for all ROW work zones. TCPs are not the same as permits. To occupy/close a portion of the ROW, you must have a reviewed permit AND a reviewed TCP.

How do I submit my TCP for approval? How do I provide my approved TCP?

Typically, only Engineered TCPs need to be submitted for review. For detailed instructions on when and how to submit a TCP for review and approval, read the "[TCP Submittal Instructions](#)". All TCP files must be submitted in PDF format.

Your reviewed TCP should be provided at the time of permit application. Engineered TCPs and Special Details should be attached to the application. Standard Details only need to be referenced in the application; provide the specific Standard Detail sheet number.

How do I resolve conflicts with my TCP?

TCP Conflict and Shared Work Zone Reviews

TCP conflict reviews are conducted to determine whether work zones established by different contractors can coexist without causing confusion for drivers, pedestrians, or cyclists.

There are two types of reviews:

- TCP Conflict Review: This review identifies whether two traffic control plans are in direct conflict. *Example:* If one TCP closes a sidewalk and detours pedestrians to the opposite side, and a second TCP also closes that opposite sidewalk, detouring pedestrians back to the already closed side, this results in no safe pedestrian path being provided. Such conflicts must be resolved before work can proceed.
- Shared Work Zone Review: This review applies when a new work zone is proposed within or behind an existing closure. Minor adjustments—such as extending a taper—may be made to the existing setup to accommodate the additional work, provided it does not create conflicts or compromise safety.

View the [ROW Conflict Resolution](#) webpage for a detailed breakdown of how to clear conflicting TCPs.

Does my TCP expire?

Yes. A TCP must display existing conditions and geometrics in the field. If a TCP completes the review process but is not implemented within one year of the review date, it will be considered expired. However, if the impacted area falls within the DAPCZ (as defined on Page 32), the plan will expire six months from the review date if implementation has not begun. To request a re-review, submit a

request through TCP Smartsheet if the plan was submitted before February 3, 2025. If submitted on or after this date, log in to the TCP Portal and request a new review. Permits cannot be issued or extended if the corresponding TCP is expired. TCP expiration ensures that current and correct field conditions and projects are displayed, leading to safer work zones.

What if I need a TCP for work associated with a Site Plan (SP) or Small Cell Permit (SCP)?

TCP can either be reviewed:

- During your Development Services Department (DSD) plan review (i.e. SP or SCP). This is known as an in-process review.

OR

- Separate from your plan review. This is known as an out-of-process or deferred review. Initial reviews are allotted 9 business days. Subsequent review timeframes will vary. These TCPs must be submitted to the [TCP Portal](#) a minimum of 6 weeks prior to the start of the closure. For guidance on how to create an account and submit a TCP, please see the user guide on the [TCP Portal](#).

Who can set, maintain, and remove temporary traffic control (TTC) devices?

TTC may only be set by a competent and/or certified person. A "competent person" is experienced and knowledgeable in the placement of TTC. A "certified person" is credentialed through [ATSSA](#), [TEEX](#), or another relevant agency.



3.1 TCP Portal

The [TCP Portal](#) is used to submit:

- TCPs
- TCP Conflict Reviews
- Shared TCP Requests.

TCP

A TCP describes traffic controls to be used for helping all modes of traffic through a work zone. All TCPs must be in accordance with the most current version of the [TMUTCD](#) and the City of Austin, [TCM](#).

TCP CONFLICT REVIEW

A TCP Conflict Review is when two TCPs conflict with each other. The conflict reviewer will evaluate overlapping or adjacent TCPs to ensure they don't interfere with each other's traffic flow patterns, detours, or work zones in the same area. Both TCPs must be attached to this request. If either TCP is engineered, then they must already be reviewed by our TCP Review Team. If a standard detail will be used for either project, please include the proposed standard detail sheet number.

Please allow up to ten (10) business days to review TCP conflict request.

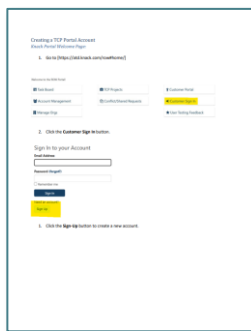
Your project will not qualify for a conflict review request if there will be:

- Conflicting channelizing devices between work zones
- Conflicting pedestrian, cyclist, or motorist pathways causing accessibility/mobility issues
- Conflicting detours or diversions
- Two (2) work zones within 100 feet of a signalized intersection. The two (2) projects must arrange non-conflicting schedules if any of the above apply.

SHARED TCP REQUEST

A Shared TCP Request allows two or more projects to work behind a single TCP no more than minor modifications to that TCP. Examples of a minor modification is extending a taper. If a standard detail will be used for the project, please include the proposed standard detail sheet number. Please allow up to ten (10) business days to review shared TCP request.

TUTORIAL RESOURCES



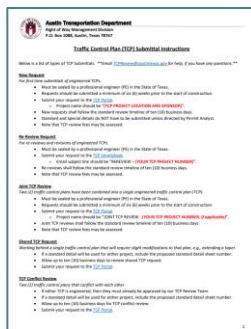
TCP Portal Guide

Provides instructions and guidance for accessing and utilizing the TCP Portal, including logging in, signing up, creating a project, and submitting TCPs.



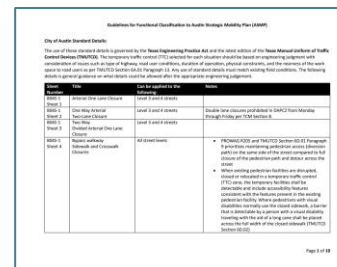
TCP Portal Walkthrough Video

Provides a visual walkthrough of accessing and utilizing the TCP Portal.



TCP Submittal Instructions

Describes types of TCP submittals and provides instructions for submitting each TCP type.



Standard Details to Austin Strategic Mobility Plan (ASMP) Street Levels Comparison Guide

Provides guidance on street typologies, ROW requirements, and design elements for different street classifications based on the ASMP framework.

3.2 TCP Submittal Instructions

NEW REQUEST

For first time submittals of engineered TCPs.

- Must be sealed by a professional engineer (PE) in the State of Texas.
- Requests should be submitted a minimum of six (6) weeks prior to the start of construction.
- Submit your request to the [TCP Portal](#).
 - Project name should be "(TCP PROJECT LOCATION AND SPONSOR)".
- New requests shall follow the standard review timeline of nine (9) business days.
- Standard and Special details do NOT have to be submitted unless directed by Permit Analyst.
- Note that TCP review fees may be assessed.

RE-REVIEW REQUEST

For re-reviews and revisions of engineered TCPs.

- Revision – Request this option when returning revised plan per comments.
 - For this option, submit the TCP using the [TCP Portal](#).
- Recertification – Request this option when plan has been previously stamped complete but has expired. Completion stamps expire after one year.
 - For this option, submit the TCP using the [TCP Smartsheet](#).
- Correction – Request this option when field corrections need to be addressed for project in action construction.
 - For this option, submit the TCP using the [TCP Smartsheet](#).
- Email subject line should be "REREVIEW – (YOUR TCP PROJECT NUMBER)".
- Re-reviews shall follow the standard review timeline of nine (9) business days.
- Note that TCP review fees may be assessed.

JOINT TCP REVIEW

Two (2) traffic control plans have been combined into a single engineered traffic control plan (TCP).

- Must be sealed by a professional engineer (PE) in the State of Texas.
- Requests should be submitted a minimum of six (6) weeks prior to the start of construction.
- Submit your request to the [TCP Portal](#).
 - Project name should be "JOINT TCP REVIEW - (YOUR TCP PROJECT NUMBER, if applicable)".
- Joint TCP reviews shall follow the standard review timeline of nine (9) business days.
- Note that TCP review fees may be assessed.

SHARED TCP REQUEST

Working behind a single traffic control plan that will require slight modifications to that plan, e.g., extending a taper.

- If a standard detail will be used for either project, include the proposed standard detail sheet number.
- Allow up to nine (9) business days to review shared TCP request.
- Submit your request to the [TCP Portal](#).

TCP CONFLICT REVIEW

Two (2) traffic control plans that conflict with each other.

- If either TCP is engineered, then they must already be approved by our TCP Review Team.
- If a standard detail will be used for either project, include the proposed standard detail sheet number.
- Allow up to nine (9) business days for TCP conflict review.
- Submit your request to the [TCP Portal](#).

3.3 TCP Resources



[Barricading Summary Table Example](#)

Provides examples of barricading summary tables to use for both Capital Improvement Program and non-Capital Improvement Program projects.



[Bike Lane Standard Details](#)

Technical specifications and requirements for bike lane construction and modifications.



[Contractor's Self-Inspection Checklist](#)

A tool for contractors to verify compliance with required safety and construction standards



[TCP Standard Notes](#)

Standard documentation and notes related to traffic control planning



[Standard Details](#)

Reference documents containing standardized specifications and drawings



[TCP Design Checklist](#)

A comprehensive list of requirements for TCP design, including before and during TCP preparation.



[TCP Conflict & Shared TCP Request](#)

Documentation for managing overlapping TCPs or shared use of traffic control resources



[Permits](#)

Provides navigation to the ROW permits webpage, containing documentation related to necessary permits for traffic control implementation

3.4 Mobility Guidelines

Mobility Guidelines (MGs) are a series of bulletins published by the Austin Transportation and Public Works Department (TPW) to provide information to permit applicants, ROW contractors, engineers designing traffic control, and others with an interest in the City's ROW.

Anyone working on projects impacting the ROW should familiarize themselves with the Mobility Guidelines.

Mobility Guidelines enhance mobility by providing general and clarifying information related to regulations, codes, and processes established or enforced by TPW. Mobility Guidelines also explain procedures that must be adhered to for the permitting and performance of activities occurring within City's ROW.

PERMITS

Any person or organization being issued a ROW permit is required to follow all applicable sections of City Code and the Criteria Manuals as a condition of work. Failure to do so is considered a violation of the permit terms and conditions. These Guidelines further explain those requirements.

AUTHORITY

Mobility Guidelines are issued by TPW on behalf of the City Traffic Engineer in accordance with City Code section [12-1-12](#), which provides that "the traffic engineer shall regulate traffic [. . .] to protect the safety of persons and property and to manage the flow and expeditious handling of traffic."

Traffic is defined not only as motor vehicles, but also pedestrians, bicyclists, and even ridden animals such as horses.

In addition, Chapter 14-11 of the City Code and the

Transportation Criteria Manual grant TPW the ability to set additional conditions as a requirement of being issued a permit to occupy the ROW.

FOR MORE INFORMATION

All Mobility Guidelines are available online at <https://www.austintexas.gov/page/mobility-guidelines>.

You may also call the ROW Management office at 512-974-7828 or email rightofway@austintexas.gov.

3.4.1 Summary of Mobility Guidelines



MG-00: Mobility Guidelines

This foundational document outlines the overall scope and impact of mobility guidelines, establishing the framework for ROW management.



MG-01: TCP Submittals

This document details the requirements and procedures for submitting TCPs, ensuring safe and efficient traffic management during work activities.



MG-02: Pedestrian Considerations

This document focuses on protecting pedestrian safety during construction or maintenance work, including requirements for walkways and barriers.



MG-03: Closures/Detours

This document provides comprehensive protocols for implementing road closures and establishing detour routes, including timing and safety requirements.



MG-04: Providing Notification

This document outlines when and how to notify affected parties about ROW activities, including required timing and communication methods.



MG-05: Fee Calculator

This Excel-based spreadsheet is a tool for calculating fees associated with Temporary Use of ROW Permits (TURPs).



MG-06: Fee Calculator

This Excel-based spreadsheet is a calculator for determining fees related to driveway, sidewalk, and excavation permits.



MG-07: Inspections

This document details inspection requirements and procedures for traffic control setups, ensuring compliance with safety standards.



MG-08: ROW Activity Restrictions

This document covers restrictions during special events and includes processes for requesting waivers



MG-10: Bicyclist Considerations

This document addresses specific requirements for protecting cyclists during construction or maintenance work, including lane modifications and safety measures.



Section 4 | ROW Permitting Guidelines

Section 4 | ROW Permitting Guidelines

4.1 ROW Permitting

If you're doing any work in the ROW, or if your work requires using any part of the ROW, then you need a ROW permit.

There are 7 different ROW permit types:



Vendor

Required for stationary vending (sell, offer for sale, exchange, take orders for merchandise) at a specific location in the ROW.



Temporary Use of the Right of Way (TURP)

Required for any kind of above ground construction (such as building repairs) and need to close or barricade a portion of the ROW.

DEVELOPMENT

ROW development work is typically permitted under a DS, EX, and/or TURP. View the [Development](#) page to learn more.

There are three categories of development work:

- Commercial - this work is typically associated with a Consolidated Site Plan (SP), Non-Consolidated Site Plan (SP), Site Plan Exemption (DA), New Subdivision (C8), General Permit (GP), Small Project Exemptions, or a Commercial Building Permit (BP).
- Residential - this work is typically associated with a Residential Building Permit (BP) and is related to building a single or two-family dwelling or townhouse.
- Stand-Alone - this work is not associated with Commercial or Residential development.

To receive a permit to work in the City of Austin ROW, you will need to:

- Determine whether or not your work falls within [City of Austin's ROW](#)
- Secure any necessary [preapprovals](#):
 - [Traffic Control Plan](#) - Plan for managing traffic flow during construction or road work
 - [AULCC](#) - Coordinates utility work and

underground infrastructure (see Section 2)

- [DAPCZ](#) - Manages construction coordination in downtown area (see Page 33)
- [License, Bond, Insurance](#) - Required contractor credentials and coverage
- [Site Plan](#) - Review of proposed development plans
- [General Permits](#) - Development Review for City Departments and Franchised Utilities
- [Small Cell Permitting](#) - Permits for installing small cell facilities
- Submit an [online application](#)
- Coordinate with [area stakeholders](#)
- Coordinate with [area conflicts \(i.e. other permitted activities\)](#)
- Pay any necessary [fees](#)

If you are uncertain which permit type might be right for you, begin by identifying the purpose of your work. Use the guides below to help you identify the purpose.

EMERGENCY

ROW emergency work is typically permitted under an EX or TURP. View the [Emergency](#) page to learn more. Emergency work is defined as operations or repairs of facilities to prevent imminent harm to the health, safety, or welfare of persons or property.

CAPITAL IMPROVEMENT PROJECT (CIP)

ROW CIP work is typically permitted under an EX and/or TURP. When applying online, be certain to select the "CIP" application option (unless otherwise directed by the City Project Manager).

PERMIT EXTENSION/REVISION

Permit extensions and revisions are commonly requested for adding workdays, implementing a phase change, adjusting a TCP, and changing workdays/times.



Driveway/Sidewalk (DS)

Required for new, modify, repair, and/or demo of driveways, sidewalks, walkways, and/or curbs & gutters in the ROW.



Excavation (EX)

Required for performing any kind of excavation, removing or otherwise disturbing soil, concrete, asphalt, or ground covering. This includes utility work, trenching, boring, and other underground construction.



Parking

Required for temporarily loading or unloading non-construction materials or if you need to place a temporary storage device in a parking space or designated parking area in the ROW.



Sidewalk Café/Patio/Storefront

Allows a business to place a temporary seating area or other activities on the sidewalk or parking spaces in front of your building.



Valet

Required for performing valet operations (temporary zone, permanent zone, or serving as an operator) in the ROW.

4.2 Driveway/Sidewalk Permits

A driveway/sidewalk (DS) permit is required for driveway, sidewalk, curb, or gutter work. Some examples include repairing damaged sidewalk or installing a new driveway that does not involve utility work. Visit the [ROW Permits: Driveway/Sidewalks](#) webpage for information about these permits, including the following resources:



What you can expect to find on the ROW Permits: Driveway/Sidewalks Webpage:

- What you need to know before applying for a DS.
- Considerations for if your DS is tied to a commercial or residential building permit.
- How to apply for a stand-alone DS.
- How to revise your DS permit.



[AB+C Portal](#)

Online portal for COA permitting services. See page 31 for more information.



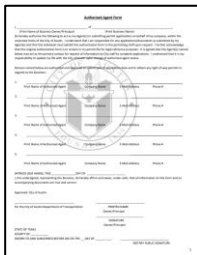
[Parking Inventory Web Map](#)

Interactive tool that displays parking meter locations and their corresponding meter numbers throughout Austin.



[ROW Management Guide](#)

Describes how to apply for ROW permits on the AB+C Portal.



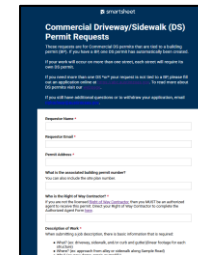
[Authorized Agent Form](#)

Identifies specific individuals authorized to submit permits, plans, and other documentation on behalf of the contractor.



[DS Considerations](#)

Provides considerations for types of DS work.



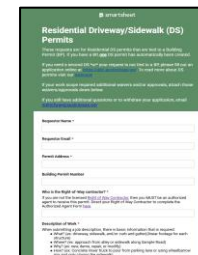
[Commercial Smartsheet](#)

Online form used to submit applications and requests for commercial DS permits that are tied to a BP.



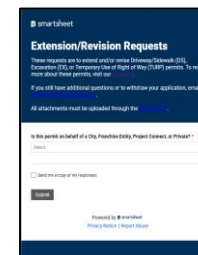
[Waiver/Variance/Approval Smartsheet](#)

Online form for requesting approval of a residential DS that is not designed to standard.



[Residential Smartsheet](#)

Online form used to submit applications and requests for residential DS permits that are tied to a BP.



[Extension and Revision Request Smartsheet](#)

Online form that allows permit holders to request a revision or additional time for their existing ROW permits.

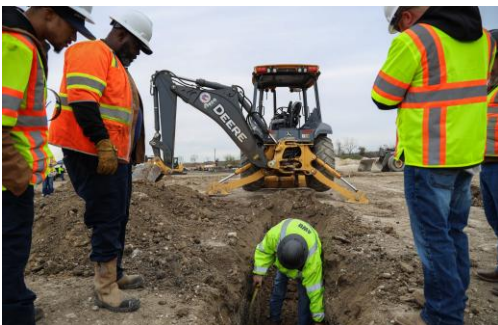
4.3 Excavation Permits

An excavation (EX) permit is required for any kind of excavation work, such as removing or otherwise disturbing soil. Some examples include demoing sidewalk for utility repairs, planting a tree, or potholing for investigative work. Visit the [ROW Permitting: Excavation](#) webpage for information about these permits, including the following resources:



What you can expect to find on the [ROW Permitting: Excavation](#) Webpage:

- What you need to know before applying for an EX.
- How to apply for an EX.
- How to revise your EX permit.



[AB+C Portal](#)

Online portal for COA permitting services. See page 31 for more information.



[Parking Inventory Web Map](#)

Interactive tool that displays parking meter locations and their corresponding meter numbers throughout Austin.



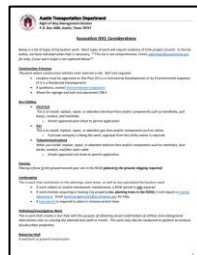
[ROW Management Guide](#)

Describes how to apply for ROW permits on the AB+C Portal.



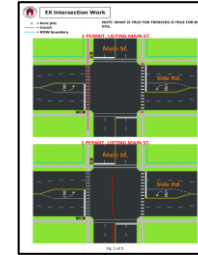
[Authorized Agent Form](#)

Identifies specific individuals authorized to submit permits, plans, and other documentation on behalf of the contractor.



[EX Considerations](#)

Provides considerations for types of EX work.



[Excavation Intersection Work](#)

Provides visual examples of how to depict intersection work related to excavation.



[Excavation Permit - ROW Usage Fee Exceptions](#)

Outlines specific situations and criteria where fees may be limited for excavation permits in the public ROW.



[Protected Street List](#)

Identifies streets with special restrictions on excavation and construction activities due to recent pavement work or other critical infrastructure considerations.



[Extension and Revision Request Smartsheet](#)

Online form that allows permit holders to request a revision or additional time for their existing ROW permits.

4.4 Parking Permits

A parking permit is required if you are temporarily loading or unloading non-construction materials or if you need to place a temporary storage device in the ROW. Some examples include needing to reserve parking spaces to load/unload equipment for a venue or for placement of a temporary storage device. Visit the [ROW Permitting: Parking](#) webpage for information about these permits, including the following resources:



What you can expect to find on the ROW Permitting: Parking Webpage:

- What you need to know before applying for a parking permit.
- How to get a permit for a moving/storage container.
- Considerations for reserving parking of unmetered and/or restricted zones.
- How to apply for a parking permit.



[AB+C Portal](#)

Online portal for COA permitting services. See page 31 for more information.



[Parking Inventory Web Map](#)

Interactive tool that displays parking meter locations and their corresponding meter numbers throughout Austin.



[ROW Management Guide](#)

Describes how to apply for ROW permits on the AB+C Portal.



[Parking Considerations](#)

Provides considerations for types of parking in the ROW.



[Notification and Signoff Form](#)

Document required for parking permits that affect property owners and businesses in the area where parking reservations are proposed.



4.5 Sidewalk Café and Street Patio Permits

A sidewalk café and street patio permit is required if you are operating a business and would like to place a *temporary* seating area or other activities on the sidewalk or parking spaces in front of your building. Some examples include a restaurant that would like a temporary patio in parking spaces or a cocktail lounge that would like additional seating on the sidewalk. Visit the [Sidewalk Cafés and Street Patios](#) webpage for information about these permits, including the following resources:



What you can expect to find on the Sidewalk Café and Street Patio Permits Webpage:

- What you need to know before applying for a sidewalk café and street patio permit.
- How to apply for a sidewalk café and street patio permit.
- How to renew your sidewalk café and street patio permit.



[AB+C Portal](#)

Online portal for COA permitting services. See page 31 for more information.



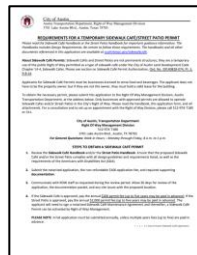
[Parking Inventory Web Map](#)

Interactive tool that displays parking meter locations and their corresponding meter numbers throughout Austin.



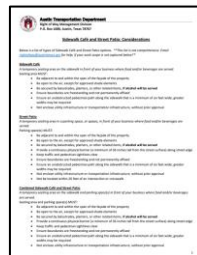
[ROW Management Guide](#)

Describes how to apply for ROW permits on the AB+C Portal.



[Sidewalk Café/Street Patio Application](#)

Identifies requirements and guidelines for applying for a temporary sidewalk café/street patio permit.



[Sidewalk Café/Street Patio Considerations](#)

Provides considerations for types of sidewalk cafés and street patios.



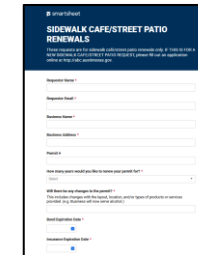
[Sidewalk Café Handbook](#)

Provides design guidelines and details on design requirements for sidewalk cafés.



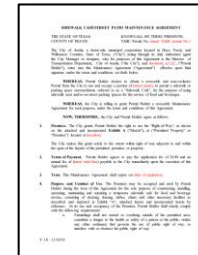
[Street Patio Handbook](#)

Outlines guidelines for businesses creating outdoor dining in parking spaces, covering design standards, safety rules, and permit requirements.



[Sidewalk Café/Street Patio Renewals Smartsheet](#)

Online form used to submit renewal/revision applications for their existing sidewalk café or street patio permits.



[Sidewalk Café/Street Patio Maintenance Agreement](#)

Defines business owners' responsibilities for outdoor dining areas, including cleanliness, safety, and liability.

4.6 Valet Permits

A valet permit is required you are performing valet operations (temporary zone, permanent zone, or serving as an Operator) in the ROW. Some examples include temporary valet service for an event or annual valet service for a hotel. Visit the [ROW Permits: Valet](#) webpage for information about these permits, including the following resources:



What you can expect to find on the [ROW Permits: Valet](#) Webpage:

- What you need to know before applying for a temporary or permanent valet permit.
- How to apply for a valet permit.
- How to renew your valet permit.



[AB+C Portal](#)

Online portal for COA permitting services. See page 31 for more information.



[Parking Inventory Web Map](#)

Interactive tool that displays parking meter locations and their corresponding meter numbers throughout Austin.



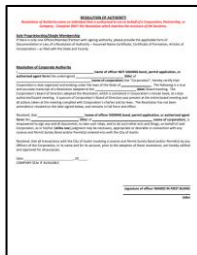
[ROW Management Guide](#)

Describes how to apply for ROW permits on the AB+C Portal.



[Authorized Agent Form](#)

Identifies specific individuals authorized to submit permits, plans, and other documentation on behalf of the contractor.



[Resolution of Authority](#)

Designates who has legal authority to sign as the company Principal on the License and Permit Surety Bond.



[Temporary Valet Zone Application](#)

Printable application for a Temporary Valet Zone.



[Annual Valet Zone Application](#)

Printable application for an Annual Valet Zone.



[Valet Zone Renewals Smartsheet](#)

Online form used to submit renewal/revision applications for their existing permanent valet parking zone permits.



[Valet Operator Renewals Smartsheet](#)

Online form used to submit renewal/revision applications for their existing valet operator license.

4.7 Vendor Permits

A vendor permit is required if you are performing stationary vending (sell, offer for sale, exchange, or take orders for merchandise) at a specific location in the ROW. Some examples include a 4' x 5' vendor cart to sell tacos downtown or a small table to sell jewelry on the sidewalk. Visit the [ROW Permits: Vendor](#) webpage for information about these permits, including the following resources:



What you can expect to find on the [ROW Permits: Vendor](#) Webpage:

- What you need to know before applying for a vendor permit.
- What type of carts/stands are allowed.
- Where to place carts/stands.
- How to apply for a vendor permit.
- How to renew your vendor permit.



[AB+C Portal](#)

Online portal for COA permitting services. See page 31 for more information.



[ROW Management Guide](#)

Describes how to apply for ROW permits on the AB+C Portal.



[Vendor License Application](#)

Printable application to apply for a ROW vendor license.



[Vendor License Agreement](#)

Establishes the terms and conditions for vendors operating in public spaces, including requirements for insurance, operating hours, location restrictions, and compliance with city regulations.



[Resolution of Authority](#)

Designates who has legal authority to sign as the company Principal on the License and Permit Surety Bond.



[Notification and Signoff Form](#)

Document required for vendor-related changes that requires notification and approval from affected property owners and businesses in the area where vendor modifications are proposed.



[Vendor Renewals Smartsheet](#)

Online form used to submit renewal/revision applications for their existing vendor permits.

4.8 Temporary Use of the ROW Permits

A temporary use of the ROW permit (TURP) is required for any kind of above ground construction that requires closing or barricading a portion of the ROW. Some examples include hauling materials to and from your site with staging occurring in the right of way, placement of a construction dumpster, or needing to close the sidewalk for overhead façade work. Visit the [ROW Permits: Temporary Use of the ROW](#) webpage for information about these permits, including the following resources:



What you can expect to find on the [ROW Permits: Temporary Use of the ROW](#) Webpage:

- What you need to know before applying for a TURP.
- How to apply for a TURP.
- How to extend and/or revise your TURP.



[AB+C Portal](#)

Online portal for COA permitting services. See page 31 for more information.



[Parking Inventory Web Map](#)

Interactive tool that displays parking meter locations and their corresponding meter numbers throughout Austin.



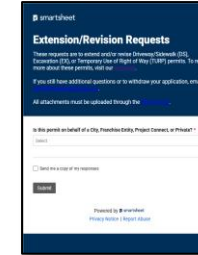
[ROW Management Guide](#)

Describes how to apply for ROW permits on the AB+C Portal.



[TURP Considerations](#)

Provides considerations for types of TURP work.



[Extension and Revision Request Smartsheet](#)

Online form that allows permit holders to request a revision or additional time for their existing ROW permits.



[Mobility Guidelines](#)

Series of bulletins to provide information to permit applicants, ROW contractors, engineers designing traffic control, and others with an interest in the City's ROW. See [page 16](#) for more details.



[DAPCZ](#)

Designated area is a central Austin area where construction, infrastructure, and development activities are coordinated to reduce disruption and boost efficiency. See [page 32](#) for more details.

4.9 License, Bond, Insurance

Licenses, Bonds, and Insurance (LBI) are required for the following ROW permits:

Table 1

ROW Permit	Insurance	Bond - \$10K	License
Parking			
Temporary Storage Device/ POD			
Film	X		
Valet	X		
Vendor	X		
Dumpster	X	X	
TURP	X	X	
Sidewalk Café	X	X	
Driveway/ Sidewalk (DS)	X	X	X
Excavation (EX)	X	X	X

Does the ROW Management Division have your current insurance and/or current bond? Are you already a Licensed ROW Contractor?

Most insurance companies and bonding agents limit policies to one (1) year of coverage. If you are uncertain if your current insurance and/or bond is already on file with our office, you may submit the current version to the [ROW Contractors Smartsheet](#).

How is a ROW Contractor License obtained?

The following four documents, available on the [ROW Contractors webpage](#), must be provided: Bond, Insurance, Resolution of Authority, and Authorized Agent Form.

Submit these documents to the [ROW Contractors Smartsheet](#) for review. If the documents satisfy the License requirements, we will provide you with an invoice. Once the invoice is paid, we will issue the License.

How long does a License remain active?

The License remains valid until either the Bond and/or Insurance (on file with us) expire.

How is a ROW Contractor License renewed?

The renewal documentation will vary. We may require current versions of all four documents described above. The individual documents do NOT share expiration dates. Documents must be submitted to the [ROW Contractors Smartsheet](#).

How do I add a ROW Contractor to my permit?

You may only add a ROW Contractor to your permit if they have listed you on their Authorized Agent Form (AAF).

Note to ROW Contractors: Organizations and individuals that you list on your AAF will be able to submit permit requests and/or pull permits using your ROW Contractor License. To avoid having to make frequent changes to the AAF, add an organization name, instead of an individual. The most recent version you file with us will replace previous versions. This is why each version must be comprehensive.

Visit the [ROW Contractors webpage](#) to access the following resources:



ROW Contractors Smartsheet

Digital tool that is used for ROW contractors to submit their license, bond, and insurance documentation.



List of Current ROW Contractors

Directory of approved contractors authorized to perform work within Austin's public ROW.



Requirements for ROW Bond

Outlines the specific bonding requirements that contractors must meet to work in the public ROW.



Requirements for ROW Insurance

Specifies comprehensive insurance coverage requirements for contractors.



Resolution of Authority

Designates who has legal authority to sign as the company Principal on the License and Permit Surety Bond.



Authorized Agent Form

Identifies specific individuals authorized to submit permits, plans, and other documentation on behalf of the contractor.



Section 5 | ROW Inspection Guidelines

Section 5 | ROW Inspection Guidelines

City of Austin ROW Inspectors monitor work zone activities and temporary traffic control set-ups in the public ROW. Inspections ensure that all activities are occurring safely and in accordance with approved TCPs, permit conditions, terms, and legal requirements.

PERMIT REQUIREMENT

Any person or organization working in the ROW must keep copies of the approved permits, TCPs (engineered or standard), and a copy of the [Contractor's Self-Inspection Checklist](#) on site. These items must be presented to an Inspector or other City official upon request.

CONTRACTOR SELF-INSPECTION CHECKLIST REQUIREMENT

Any person or organization working in the ROW that installs traffic control devices, must be competent or certified. This checklist is required to be completed by the individual installing the devices as verification of proper installation. Once completed, the [Contractor Self-Inspection Checklist](#) should remain onsite and be uploaded to the applicable permit within 24 hours.

PROCEDURE

The Inspector will begin the inspection by observing the impacted ROW for issues related to safety, mobility, and compliance with the permit conditions. The Inspector will speak to a person supervising the work and request the approved permit and TCP. The Inspector will then compare the permit and TCP with the observed activities.

If deficiencies are found:

- The Inspector will communicate the deficiencies with the responsible person on site, if available.
- A timeframe will be provided to correct the deficiencies.
- Depending upon the severity of the deficiencies, the work may be halted, and additional enforcement action may be taken.
- The deficiencies will be logged on the permit as an Investigation Report and emailed to the permit holder.
- If the violation is for not having a permit, the Inspector will attempt to find the responsible party and email the report.

If no deficiencies are found:

- The Inspector will thank the staff for their time and leave the site.
- The deficiency-free inspection will be logged on the permit as an Investigation Report and emailed to the permit holder.

DEFICIENCIES

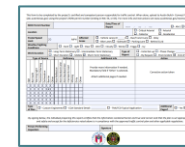
Deficiencies include but are not limited to traffic control not set to the approved plan, no permit on site, exceeding the scope of the permit, restricting traffic during peak hours, or other violations of the permit conditions. Investigation Reports will provide inspection details, work location(s), comply-by date, and a suggested remedy for each observed deficiency.

ADDITIONAL CONSIDERATIONS

Circumstances may warrant a departure from the above protocol. Depending on the severity of the deficiency, work may be stopped in accordance with Chapter 14-11. If the work is occurring in conjunction with a building permit, a hold may be placed on the Certificate of Occupancy until all issues are resolved, including any unpaid fees.

ROW Code Investigators may also submit probable cause affidavits to City of Austin Municipal Court for violations of city code, including work without a valid permit and violation of permit conditions.

RESOURCES



[Contractor's Self-Inspection Checklist](#)

A tool for contractors to verify compliance with required safety and construction standards



[MG-07: Inspections](#)

This document details inspection requirements and procedures for traffic control setups, ensuring compliance with safety standards.

5.1 Contractor's Self-Inspection Checklist

The [Contractor's Self-Inspection Checklist](#) form shall be completed according to the following schedule:

- Upon initial set-up of traffic control devices.
- For phase changes or when a work zone is modified to a new set-up.
- Once monthly, after the initial setup; checklist to be submitted in the first five days of the month.
- Once monthly, at night after the initial setup only if long-term extends more than 30 days; checklist to be submitted in the first five days of the month.
- Upon request of an inspector or city official, such as following a severe weather event or according to the schedule established in the permit conditions (e.g., every X number of days for long-term projects).
- Following an incident in the work zone, such as a crash or near-miss.
- Once the work is complete to verify all devices have been removed from the ROW.
 - If any devices are unable to be removed immediately following the end of work, they should be noted as 'Other' deficiencies with 'Additional Info' to indicate why the device cannot be removed and the planned removal date noted in the 'Action' column.
 - If all devices have been removed, indicate 'all devices removed' under the deficiencies section 'Action' column. No additional information needed in the deficiencies section.

INSTRUCTIONS

The form must be completed and signed by the contractor's authorized and competent representative responsible for traffic control. It may be filled out electronically or by hand. Upload the completed form as a permit attachment using the AB+C Portal.

Fill out each field according to observed conditions:

- **ROW Permit Number:** In the format 18-123456-EX. All ROW permits will end with EX, RW, or DS.
- **Date/Time of Report:** Fill in month, day, year, and time. Check AM or PM. The report shall be completed at the time of inspection.
- **Location:** Fill in block range of the work zone being inspected. For example, 1200 block South Lamar Boulevard or 600-900 blocks Congress Avenue. Check the appropriate box to indicate if the street is a Critical Arterial, Arterial, Collector, or Residential Street, which will be indicated on the permit.
- **Posted Speed Limit:** Select the speed limit for the street. This will help determine appropriate device spacing requirements.
- **Affected Areas:** Check all that apply. Fill in the number of vehicle lanes affected if checked, as applicable.
- **Weather/Lighting Conditions:** Check Dark or Light, as applicable. Check one or more weather conditions, as applicable.
- **Work Duration:** Check according to definitions found in the TMUTCD.

- **Type of Report:** Check one box to indicate reason for report (see above requirements section). For phase changes, indicate the phase being set.
- **Deficiencies:** If there are any issues observed, you must complete the deficiency information. Treat each line/row as distinct. You will first select the type of device, followed by the deficiency. Complete the Additional Info section if you select other or to provide more exact deficiency information. Under the Action Section, indicate what action was or will be taken. If the deficiency was corrected at the time of inspection, mark the 'Check if corrected' column. For example:

Type of Device	Deficiency	Additional Info	Action	Check if corrected
Sign	Non-Reflective	Provide more information if needed. Mandatory field if 'Other' is selected. Attach additional pages if needed.	Corrective action taken	
Sign	Non-Standard Color			
Sign	Non-Standard Size			
Sign	Missing	Road work ahead sign missing	Placed a spare road work ahead sign	✓
Sign	Missing	No water in water barrier	Water truck will come tomorrow	
Sign	Missing	Type 3 barricade	Ordered barricade, will be here by 5pm	

- If more pages are needed to capture all deficiencies, complete additional pages and mark the 'Additional Pages' as 'Yes' on all.
- **Type of Plan:** Check the appropriate box. If using a standard detail or TMUTCD TA, indicate which.
- Finally, the person performing the inspection must fill in their name and sign the report. A digital signature is acceptable.



Section 6 | Resources

6.1 Austin Build + Connect Portal

What is the AB+C Portal?

[Austin Build + Connect](#) (AB+C) is the City's online portal that allows registered users to apply for some permits, schedule inspections, pay fees, upload project attachments, and more.

The portal's [Public Search](#) function is available to search permits and case history (and does not require registration). The [AB+C Manual](#) provides guidance on performing searches and navigating results.

Visit the [AB+C webpage](#) to see the full list of types of applications on the AB+C Portal.

AB+C Manual



This manual showcases the screens, actions, and tools available for processing permits and completing payments through the AB+C online portal.

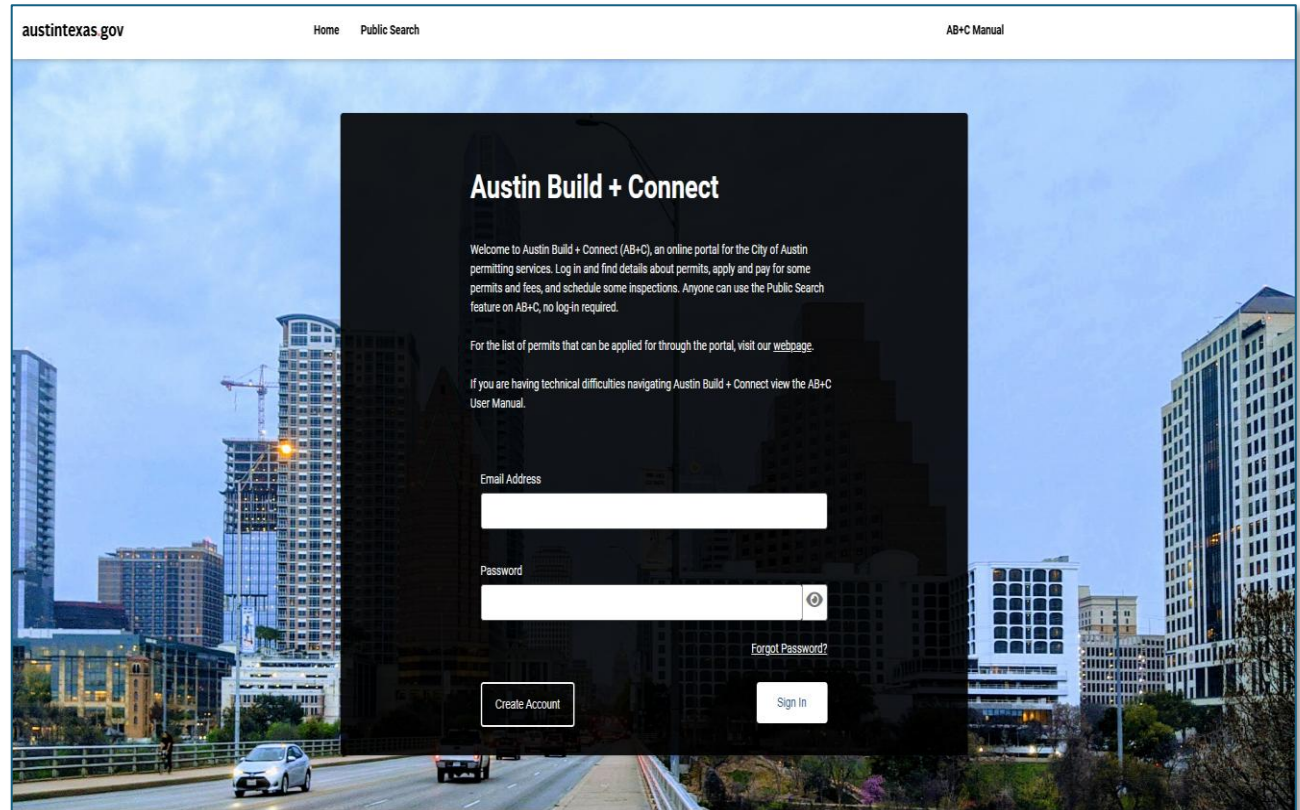
This manual only showcases the functionality of the website and does not provide detailed guidance for each individual type of Permit Application.

Additional guidance for specific Permit Applications can be found in these detailed Permit guides.

[ROW Management Guide: Common ROW Permits](#)

- Please see this guide to view step-by-step instructions on how to apply for the most common ROW permits: Excavation, Driveway/Sidewalk, TURP, and Parking Permits.

Should any additional information be needed, ROW Management can be contacted via email at rightofway@austintexas.gov or by phone at 512-974-7828.



6.2 Downtown Austin Project Coordination Zone

What is the [Downtown Austin Project Coordination Zone \(DAPCZ\)](#)?

The DAPCZ encompasses downtown proper. Per Ordinance 14-11-167, activities within this zone must coordinate with one another before construction can begin.

What is the DAPCZ meeting? Why is it important?

The DAPCZ meeting is a monthly virtual gathering run by ROW Management, attended by City, utility, and private project representatives. The meetings allow neighboring projects to review the DAPCZ project list. Project representatives coordinate via construction phasing, sharing of work zones, and joint trenching. These meetings allow for regular communication with other project managers and area stakeholders.

Who needs to attend the DAPCZ meeting? What projects need to be added to the DAPCZ project list?

A knowledgeable project representative must attend all monthly DAPCZ meetings while their project remains on the project list. A project must be added to the list if it falls within the DAPCZ boundaries and meets one of the following conditions:

- Excavation of 25 linear feet or greater
- Overhead or above ground work lasting 31+ days
- Any work associated with a long-term project

When are the DAPCZ meetings?

DAPCZ meetings are held virtually on the 3rd Tuesday of every month. The meeting link is included in the meeting invite which is sent out to all parties

who have requested to be added to the DAPCZ Project List. Meetings typically run from 1 to 1 1/2 hours.

How do I add a project to the DAPCZ Project List?

Email project details to DAPCZ Coordinators at ROWProjectCoordination@austintexas.gov. We ask that a new project is added to the project list three months prior to the start of construction. The email subject line should read "New DAPCZ Project".

- NEW
 - Project Name:
 - Project Location:
 - Project Description (detailed):
 - Name, Phone #, Email Address of Project Manager:
 - Project Owner:
 - Start Date (estimated):
 - Duration (estimated):
 - Project Status (e.g., active Site Plan, pending General Permit):
 - Comments:
- Comments should provide a detailed description of project state including set up, closures, work phase, durations, subcontractors, etc.

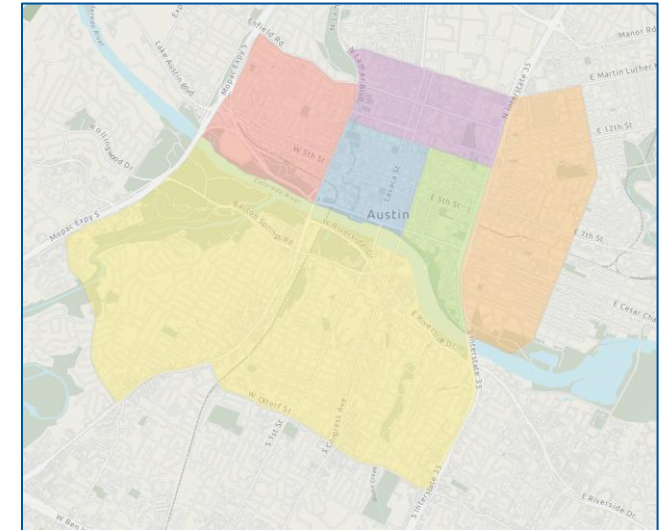
How do I update the DAPCZ Project List?

Email project updates to DAPCZ Coordinators at ROWProjectCoordination@austintexas.gov. Provide the information listed below no later than noon the Friday before the next DAPCZ meeting. The email subject line should read "DAPCZ Project Update".

- UPDATE
 - Project Name:
 - Project Location:
 - Comments:
- Comments should explain the current set up,

changes to closures, work phase updates, duration updates, subcontractor updates, etc. "No change" is not acceptable answer.

DAPCZ Boundaries



Visit the [DAPCZ Viewer](#) for more details.

6.3 Codes, Manuals, and Administrative Rules

The City of Austin's [Municode Library](#) is a comprehensive online database containing the city's current municipal code, ordinances, and regulations.

A

Administrative Rules for Solid Waste Services

Outlines regulations and procedures for managing municipal waste collection, recycling programs, and disposal services within Austin's jurisdiction.

B

Building Criteria Manual

Provides comprehensive guidelines and standards for construction, development, and building practices within Austin, including technical requirements, safety standards, and sustainable design criteria that all construction projects must follow.

C

Code of Ordinances

Contains all current and enforceable city laws, regulations, and standards governing various aspects of city life, from zoning and development to public safety and municipal services.

D

Drainage Criteria Manual

Establishes technical standards, design requirements, and engineering specifications for drainage systems, stormwater management, and flood control infrastructure to ensure proper water management and protect public safety within Austin's jurisdiction.

E

Environmental Criteria Manual

Establishes environmental standards, regulations, and best practices for development projects, including requirements for tree protection, water quality, endangered species protection, and natural resource management within Austin's jurisdiction.

F

Fire Protection Criteria Manual

Establishes comprehensive fire safety standards, requirements, and specifications for building design, construction, and operations, including fire prevention systems, emergency access, and life safety measures that must be implemented in all structures within Austin's jurisdiction.

L

Land Development Code

Governs all aspects of land use, development, and construction within Austin, including zoning regulations, subdivision requirements, site development standards, and building codes that shape the city's growth and development patterns.

S

Standard Specifications Manual

Provides detailed technical requirements, construction methods, material standards, and quality control specifications that contractors and developers must follow when constructing public infrastructure, utilities, and facilities within Austin's jurisdiction.

S

Standards Manual

Outlines specific requirements, standards, and procedures for various aspects of city operations, including utilities, infrastructure, construction methods, and maintenance practices that must be followed by city departments, contractors, and developers working within Austin's jurisdiction.

T

Traditional Neighborhood District Criteria Manual

Provides design guidelines and standards for creating walkable, mixed-use neighborhoods that incorporate traditional planning principles, including requirements for street layouts, building forms, public spaces, and architectural elements that promote community interaction and sustainable development patterns.

T

Transportation Criteria Manual

Establishes comprehensive standards and specifications for transportation infrastructure design to ensure safe and efficient mobility throughout Austin's jurisdiction.

U

Utilities Criteria Manual

Establishes technical standards, specifications, and requirements for the design, construction, and maintenance of public utility systems to ensure reliable and efficient delivery of essential services throughout Austin's jurisdiction.



6.4 Helpful Links

AULCC

- [AULCC Webpage](#)
- [AULCC Smartsheet](#)
- [How to Apply – Utility Coordination Case – First Submittal](#)
- [How to Apply – Utility Coordination Case - Resubmittal](#)
- [Utility Criteria Manual](#)

Traffic Control and Mobility

- [Traffic Control Webpage](#)
- [TCP Portal](#)
- [TCP Smartsheet](#)
- [TCP Submittal Instructions](#)
- [Transportation Criteria Manual](#)
- [Texas Manual on Uniform Traffic Control Devices \(TMUTCD\)](#)
- [TCP Design Checklist](#)
- [Standard Notes for TCPs](#)
- [Mobility Guidelines](#)

ROW Permitting

- [ROW Permits Webpage](#)
- [ROW Permits: Development Webpage](#)
- [ROW Permits: Emergency Webpage](#)
- [ROW Permits: Driveway/Sidewalks Webpage](#)
- [ROW Permits: Excavation Webpage](#)
- [ROW Permits: Parking Webpage](#)
- [ROW Permits: Sidewalk Cafés and Street Patios Webpage](#)
- [ROW Permits: Valet Webpage](#)

- [ROW Permits: Temporary Use of the ROW Webpage](#)
- [ROW Contractors Webpage](#)
- [ROW Contractors Smartsheet](#)
- [ROW Fees and Payments Webpage](#)

ROW Inspection

- [MG-07: Inspections](#)
- [Contractor's Self-Inspection Checklist](#)

General

- [ROW Management Division Webpage](#)
- [Transportation and Public Works Department Webpage](#)
- [AB+C Webpage](#)
- [AB+C Portal](#)
- [AB+C Manual](#)
- [Downtown Austin Project Coordination Zone](#)
- [City of Austin Municode Library](#)



6.5 Acronyms and Abbreviations

AAF	Authorized Agent Form	DSD	Development Services Department	TCP	Traffic Control Plan
AB+C	Austin Build + Connect	EX	Excavation Permit	TMUTCD	Texas Manual on Uniform Traffic Control Devices
AULCC	Austin Utility Location and Coordination Committee	IDIQ	Indefinite Delivery, Indefinite Quantity	TPW	Transportation and Public Works Department
CIP	Capital Improvement Project	LBI	License, Bond, Insurance	TTC	Temporary Traffic Control
CPO	Corridor Program Office	MG	Mobility Guideline	TURP	Temporary Use of the Right of Way Permit
DAPCZ	Downtown Austin Project Coordination Zone	ROW	Right of Way		
DCM	Drainage Criteria Manual	SCP	Small Cell Permit		
DS	Driveway/Sidewalk Permit	SP	Site Plan		
		TCM	Transportation Criteria Manual		



6.6 Definitions

A

Aerial Fiber Install

Placement of overhead lines at or between utility poles; above ground installation requires Temporary Use of ROW Permits.

Art in Public Places

City program run through the Economic Development Department that sponsors and/or supports art installations in the ROW; these installations typically require ROW permits.

Austin 3-1-1

24-hour support for reaching City services; support available via phone (3-1-1 or 512-974-2000), online, or mobile app.

Austin Resource Recovery (ARR)

City Department that provides collection of trash, recycling, composting and yard trimmings, as well as other services.

Austin Transportation and Public Works Department (TPW)

City Department that provides a roadway, bikeway, walkway and transit system for our community.

Austin Utility Location and Coordination Committee's (AULCC)

Committee run through Austin Transportation and Public Works Department that aids in identifying and resolving any potential utility conflicts before construction begins. They identify conflicts and opportunities for ROW utility activities through construction phasing, sharing work zones, and identifying opportunities for joint trenching.

Authorized Agent Form

A form, completed by a person within a company who has signing authority, which allows individuals within or outside of a company to acquire permits on its behalf or submit permit requests.

B

Barricading Summary Table

A chart on an engineered traffic control plan which includes street name, street classification/protection, street from/to, planned improvements, specific dates, traffic control details/plan sheet, allowed barricading times, duration, comments for streets and/or intersections.

Bond (Surety)

A legally binding contract entered by three parties—the principal (contractor), the obligee (City of Austin), and the surety (company providing bond). The City of Austin requires the principal to obtain a surety bond as a guarantee against possible damage to City infrastructure and future work performance.

Bucket Truck

A vehicle equipped with an extendable, hydraulic boom carrying a large bucket for raising workers to elevated, inaccessible areas; Temporary Use of ROW Permits allow for placement and maneuvering of this machinery.

Bull Rock

Is a temporary stone-stabilized pad located at the point where construction vehicles enter and exit a site (either on private or public property). It provides a stable entrance and exit from a construction site and keeps mud and sediment off public roads; installation of bull rock requires Excavation permits.

C

Capital Improvement Project (CIP)

These projects include a variety of work undertaken on behalf of the City as part of the City of Austin's Capital Improvement Program; above ground installation requires Temporary Use of ROW Permits; underground installation requires Excavation Permits.

- You must provide a correct CIP project number and Project Manager name.

Capitol Complex Area

An area surrounding the State Capitol Building. This area roughly falls within MLK (N), 10th (S), Trinity (E), and Lavaca (W) and the Texas Facilities Commission (TFC) and the Texas State Preservation Board (TSPB) manage it.

Chilled Water

An industrial cooling system for water services (ex. part of a building HVAC system for local temperature adjustment); underground work requires Excavation Permits, unless using an existing access opening (ex. handhole) which requires Temporary Use of ROW Permits.

Commercial Site Development

Commercial/multi-family new construction, remodels, and change of uses. Work is associated with a Consolidated Site Plan, Non-Consolidated Site Plan, Site Plan Exemption, C8/New Subdivision, General Permit, Small Project Exemption, or a Commercial Building Permit.

Commercial Site Plan Review

Review and approval of commercial/multi-family plans.



Consolidated Site Plan (“C” Plans)

Plans which address construction elements and land use elements in a single submittal.

- The Construction Element: Includes detailed information on the construction aspects of the site design (such as grading, detention, filtration, erosion/sedimentation controls, landscaping, and tree protection) and demonstrates compliance with drainage, water quality, and environmental regulations.
- The Land Use Element: Includes information on the land use, site design, and layout (such as building height, setbacks, density, and parking) and demonstrates compliance with zoning, site development, and transportation.

Construction Entrance

The point where construction vehicles enter and exit a site; bull rock requires Excavation Permits.

Corridor Mobility Program

City program that oversees the development, design, and construction of improvements along key Austin corridors. Corridors are primary roadways that affect the overall transportation network.

- Corridor Program Office: Designs and improves corridors.

Cost and Quantities

A calculation of wet utility and infrastructure inspection fees to be paid to the Site and Subdivisions Division of the Development Services Department; applicants must pay prior to receiving a ROW permit.

Crane/Tower Crane

A type of device or machinery used to lift or move various items; placement or installation requires Temporary Use of ROW Permits.

Curb & Gutter

A concrete edging of a street, interspersed with drainage cuts; installing, modifying, repairing, or demoing these structures requires Driveway/Sidewalk Permits; underground work requires Excavation Permits.



Deliveries/Hauling

Moving construction materials to or from your site. This work allows for temporary traffic control measures needed for safe delivery/hauling, per set schedule. This work requires a Temporary Use of ROW Permit.

Development Services Department (DSD)

City Department that oversees the building, demolishing, remodeling, or general constructing of sites to ensure compliance with applicable City and building codes.

- Building Plan Review: Reviews residential and commercial building plans for code and regulation compliance.
- Community Trees: Reviews tree-related impacts and issues tree permits.
- Inspections: Examine all construction-related activities.
- Service Center: Issues building and trade permits after a plan review approval and registers contractors.

Downtown Austin Project Coordination Zone (DAPCZ)

This zone roughly falls within MLK (N), Oltorf (S), Chicon (E), and Mopac (W), which includes the downtown area.

- DAPCZ Meeting: A monthly gathering run by TPW attended by representatives from private projects, franchised utilities, and City projects. It helps identify and resolve potential conflicts before construction begins through construction phasing,

sharing work zones, and identifying opportunities for joint trenching. The following types of projects require a representative to attend DAPCZ meetings:

- All excavation work 25 ft or greater
- Work lasting 31+ days in the DAPCZ
- Any work associated with a long-term project

Documentation in Lieu of

Forms accepted instead of a Resolution of Authority. These include Articles of Incorporation, Assumed Name Certificates (DBA), or Certificates of Formation.

Driveway

A point for vehicles to enter and exit a site; Driveway/Sidewalk Permits cover the approach, or apron, portion from the street to the joint/property line.

Driveway/Sidewalk (DS) Permit

Required for the removal, repair, modification, and installation of sidewalks, driveway approaches, walkways, and curbs/gutters.

Dry Utilities

All utilities of, or relating to, electrical, gas, cable, telephony, or telecommunications lines; above ground installation requires Temporary Use of ROW Permits; underground work requires Excavation Permits unless using an existing access opening (ex. handhole).

Duct Bank

Groups of conduits that protect and consolidate cabling; accessing or installing without cuts require Temporary Use of ROW Permits; underground work requires Excavation Permits unless using an existing access opening (e.g., handhole).



D Dumpster

Container where materials are discarded; measures should be taken to store these on private property. When site limitations force these onto the ROW, the container must be placed in a parking space. Requires a Temporary Use of ROW Permit.

E Easement

The right to use and/or enter onto the property of another without owning it.

Electrical Utilities

All utilities of, or relating to, electricity; including lines and components such as handholes, pull boxes, conduit, and manholes; aboveground work requires Temporary Use of ROW Permits; underground work requires Excavation Permits unless using an existing access opening (ex. handhole).

Emergency Operations

Operations or repairs of facilities to prevent imminent harm to the health, safety, or welfare of persons or property.

Environmental Inspections

City Division that performs inspections on permitted site plans for temporary and permanent erosion controls, stormwater controls, critical environmental features, protection of trees and natural areas, landscape installation, and compliance with site plan requirements.

Excavation

An activity that removes or otherwise disturbs soil, pavement, driveways, curbs, or sidewalks in the right-of-way. Excavation does not include routine homeowner maintenance and landscaping activity immediately adjacent to the homeowner's property line, unless the activity removes or disturbs the paved portion of the ROW.

Excavation Permit – Or Install Facility

Required to remove or otherwise disturb soil or pavement in the ROW; final restoration must occur to close out permit.

Extra-Territorial Jurisdiction (ETJ)

Unincorporated land within five miles of Austin's boundary that is not within the city limits.

F Façade Maintenance

Repairs to the outside of a structure; Temporary Use of ROW Permits allow for closures to place related equipment such as scaffolding, lifts, and canopies.

Fencing

A barrier placed around the perimeter of a site; above ground supports require Temporary Use of ROW Permits; underground supports require Excavation Permits.

Final Restoration

The process, performed on an existing excavation permit, to return infrastructure to City-approved standards; evaluation is performed by the Development Services Department or Transportation and Public Works Department.

Franchised Utility

A utility provider who is contracted at a federal, state, and/or local level to deliver its services.

G Gas Utilities

All utilities of, or relating to, gas; including lines and components such as valves.

General Permit

A permit issued by the Development Services Department that grants City approval to utility projects to execute a specific plan, when limits of construction are over 3,000 square feet.

- Small Project Exemption: Exemption issued by the Development Services Department that grants City approval to utility projects to execute a specific plan, when limits of construction are under 3,000 square feet.

I Indefinite Delivery/Indefinite Quantity (IDIQ)

A type of contract providing an unknown quantity of supplies or service over an undetermined length of time.

Infrastructure Work

This work includes public and private physical improvements such as roads, bridges, tunnels, bolted benches, bolted trash cans, medians, MetroRail, and lane extension; requires Excavation Permits.

Insurance (General Liability)

Provides the insured party (contractor) with protection against claims resulting from injuries and damage to people or property.

- Certificate of Insurance (COI): a document that summarizes insurance coverages.

International Building Code (IBC)

A model building code developed by the International Code Council (ICC); adopted for use as a base standard by most jurisdictions in the United States.

L Landscaping

The process of modifying an area of land using plantings or other specialized horticulture work; if performed in the ROW an Excavation Permit is required, unless related to routine homeowner maintenance.

Land Use Review

City Division that reviews and permits site plan and subdivision applications.

License Agreement

Licenses the use of a portion of City ROW for private use.

Long-Term ROW Use

ROW closures that last 31 days or more.

M Manhole

A covered opening in the ROW that allows a person to access a utility; Temporary Use of ROW Permits allow for closures to access the utilities.

Mobile Crane

A hoist designed to travel to different parts of a job site; Temporary Use of ROW Permits allow for placement and maneuvering of this machinery.

Moontowers

A lighting structure designed to illuminate areas of a town or city at night; above ground repairs require Temporary Use of ROW Permits; underground repairs require Excavation Permits.

Municode (Municipal Code Corporation)

The publisher of the City of Austin's code of ordinances, standards, and manuals.

N Non-Consolidated Site Plan ("D" Plans)

Plans which address construction elements and land use elements in separate submittals; this is the plan used for projects in the Extra-Territorial Jurisdiction (ETJ).

O Office of Real Estate

City Office that acquires and leases property for public purposes and for use by City government. They also handle the sale or lease of City property to third parties, the release of public easements on private property, and applications from third parties to use portions of public ROW.

Overlashing

Physically tying additional wires or cables to those that are already attached to a utility pole; Temporary Use of ROW Permits allow for closures to access the utilities.

P Pavement Markings/Striping

Lines, symbols, and words applied to the surface of a roadway to regulate, warn, or guide traffic. Temporary use of ROW permits allow for closures to place these markings.

Pavement Protection

A barrier placed between a piece of equipment and the surface of the ROW to protect and maintain the structural integrity of the ROW (ex. outrigger crane pads).

Pedestrian Covered Walkway

A temporary or permanent structure erected over a sidewalk or pedestrian path to protect pedestrians from overhead hazards (e.g., falling debris, construction activities) and weather elements, ensuring safe passage through or around a work zone. Temporary use of ROW permits allow for closures to place these structures.

Permit Extension

Adding additional days to a permit. Requests to extend are made by submitting a Permit Extension/Revision Requests application.

Permit Revision

Changing any aspect of a permit. Requests to revise are made by submitting a Permit Extension/Revision Requests application.

Permitting and Licensing Review Analyst (PLA)

City employee who reviews, rejects, invoices, approves, extends, and revises ROW permit applications. They also process the related bonds, insurances, and ROW Contractor's Licenses.

Potholing/Investigative Work

Creating a test hole to visually confirm the design of underground utilities; Excavation Permits allow for cuts to locate utilities and obstructions.

Private Property

Property not owned by the City of Austin. Work on private property does not require a ROW permit. If private property work affects the ROW, a ROW permit will be necessary. (ex. closing a sidewalk while window washing).

Pumping Operation

When a truck pumps material in or out of a construction site with a hose; Temporary Use of ROW Permits allow for placement of truck and hose.

R Residential Site Development

New construction, additions, interior remodeling, and demolition of single-family, duplex or two-family houses and/or accessory buildings on one lot; work is associated with a Residential Building Permit

Residential Site Plan Review

Review and approval of residential/single-family, duplex or two-family houses and/or accessory buildings plans on one lot.

Resolution of Authority

A form signed by an Officer/Member of the company who did NOT sign the Bond. The Officer/Member confirms that the Principal is allowed to sign the bond. It's required to obtain a ROW Contractors License.

Retaining Wall

A structure that holds back any material, usually dirt, preventing it from sliding or eroding away, when there is a change in ground elevation; Excavation Permits allow for digging in the ROW to build this structure.

Retention System

A structure which stabilizes the surrounding soil, while it is unearthed or being unearthed; Excavation Permits allow for digging in the ROW to build this structure.

R

Right of Way (ROW)

The area owned and/or controlled by the City. It typically includes the street surface, sidewalks, alleys, and grassy areas between pavement and property lines. The boundaries of the ROW will vary depending on the physical conditions at any given location.

ROW Contractor's License

Authorizes a company to perform excavation and driveway/sidewalk work in City of Austin ROW. ROW and acquire a license, you must provide the following: 1. \$10k Bond 2. Certificate of Insurance (COI) 3. Resolution of Authority (or documentation in lieu of) 4. Authorized Agent Form.

ROW Inspector

City employee who conducts site visits to confirm temporary traffic control devices have been placed correctly and to make necessary adjustments in the field. They also document their site visits, write investigation reports, produce investigation fees, and shutdown noncompliant/dangerous work areas.

ROW Management

City Division that provides appropriate traffic planning and coordination of all activities in the ROW. To accomplish this, the Division issues permits, provides TCP review and inspection, runs the AULCC and DAPCZ, ensures public safety and mobility in the ROW and enforces ROW specific City code.

S

Short-Term ROW Use

ROW closures that are less than 31 days.

Sidewalk

The portion of a street that is:

- Between a curb or lateral line of a roadway and the adjacent property line; and
- Intended for pedestrian use.

Sign Install/Repair

When a sign is placed or replaced; Temporary Use of ROW Permits allow for closures to place and maneuver equipment and materials.

Site and Subdivision Inspections Division

City Division that perform inspections of site work for commercial development in the ROW.

Site Plan

A document, reviewed and approved by the City, to execute a specific plan for commercial site development. It shows the proposed development and its intended use.

- What a Site Plan Is Not: A site plan IS NOT a building permit and DOES NOT authorize the construction, demolition, or relocation of buildings. The applicant is responsible for requesting building, demolition, and relocation permits once the site plan is approved.

Site Plan Exemption

An application, reviewed and approved by the City, for small projects that are not required to have a site plan. It allows a faster pathway to permit the project.

Site Preparation

Levelling and preparing the ground for construction; it includes the demolition of buildings and other structures, blasting, test drilling, landfill, levelling, earth-moving, excavating, land drainage, and other land preparation.

Stand-Alone Development

Work not associated with a Commercial Site Development or a Residential Site Development.

Stormwater

All utilities of, or relating to, engineered rainfall collection systems; aboveground work requires Temporary Use of ROW Permits; underground work requires Excavation Permits unless using an existing access opening (ex. handhole).

Striping/Temporary Striping

See Pavement Markings/Striping definition.

T

TCP Reviewer

City employee who reviews TCPs for compliance with city laws and criteria.

Telecommunications

All utilities of, or relating to, radio, telephone, or internet transmission; including lines and components such as handholes, pull boxes, conduit, manholes, duct banks, and fiber optic cable. Aboveground work requires Temporary Use of ROW Permits; underground work requires Excavation Permits unless using an existing access opening (ex. handhole).

Temporary Traffic Control Zone

The impacted area of ROW between the first advance warning sign through the last traffic control device placed.

Temporary Use of the ROW Permit (TURP)

A permit required when the ROW is obstructed by work-related vehicles, equipment, or material.

Texas Department of Transportation (TxDOT)

Texas state agency that is generally associated with the construction and maintenance of the state highway system. ROW Management (ROW Mgmt) does not issue permits in TxDOT jurisdiction. If TTC devices will impact their area, their approval is necessary.

Texas Facilities Commission (TFC)

Texas state agency whose main duty is to manage state government buildings, excluding those operated by universities. ROW Mgmt does not issue permits in TFC jurisdiction. If TTC devices will impact their area, their approval is necessary.



Texas State Preservation Board (TSPB)

Texas state agency that preserves and maintains the Texas Capitol, the Texas Capitol Visitors Center, and other designated buildings. ROW Management does not issue permits in TSPB jurisdiction. If TTC devices will impact their area, their approval is necessary.

Traffic Control Plan (TCP)

Describes traffic controls to be used for helping all modes of traffic through a temporary work zone.

- Engineered TCPs: TCPs designed by an engineer which must then be reviewed by a ROW TCP Reviewer.
- Special Details: Preapproved TCPs that must be sealed by an Engineer.
- Standard Details: Preapproved TCPs adopted by the city for general use.



Utility Pole Install/Replacement

Placing, replacing or otherwise maintaining a utility pole; Temporary Use of ROW Permits allow for replacing a pole like-for-like without removing or otherwise disturbing soil; Excavation Permits allow for removing or otherwise disturbing soil



Walkway

A pathway connecting sidewalk or curb to the private property; Driveway/Sidewalk permits allow for the installation of these structures in the ROW

Water/Wastewater/Fireline/Irrigation

All utilities of, or relating to, water, wastewater, fire line, and/or irrigation. This includes lines and components such as manholes, water meters, and fire hydrants. Underground work requires Excavation Permits.

Wet Utilities

All utilities of, or relating to, water, wastewater, fireline, irrigation, or stormwater lines; aboveground work requires Temporary Use of ROW Permits; underground work requires Excavation Permits

Window Washing

Overhead work that requires a swing-stage or ladder to clean windows; Temporary Use of ROW Permits allow for placement and maneuvering of this equipment