

**SUBJECT:** ROW Permit Conflict - **STREET NAME or PROJECT ADDRESS**

Greetings,

I am requesting to work on the **XXXX** block of **STREET NAME**. Right of Way Management identified your project as a **conflict** and your permit number is **20XX-XXXXXX**.

I have copied – **NAME OF INDIVIDUAL WITHIN YOUR COMPANY** – as an alternative point of contact within my company. **Please REPLY ALL on or before 5 CALENDAR DAYS FROM DATE OF EMAIL.** I will escalate to Right of Way if I do not hear back from you by this deadline.

I am hoping to begin work on **XX/XX/XX** and wrap work on **XX/XX/XX**. Work hours will be **XX:XX A.M.** to **XX:XX P.M.**

My work will include **SHORT SUMMARY. (Example: An outside lane closure, of the north bound portion of the road. Concrete will be poured from this lane to the adjacent sidewalk.)**

You MUST select one of the options below to resolve the conflict. To learn more about these options, visit [https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/ROW%20Conflict%20Considerations.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/ROW%20Conflict%20Considerations.pdf):

- A) My work has cleared the ROW and/or ROW travel lanes.
- B) Our schedules do NOT overlap. **(Provide your schedule.)**
- C) All work will take place behind one single traffic control plan (TCP):
  - 1) The TCP will **NOT** require modifications. **(Provide permit #.)**
  - 2) The TCP will require slight modifications. **(Submit a “Shared TCP” request to the [TCP Portal.](#))**
- D) Our TCPs can be combined. **(Combine TCPs into a single engineered TCP and submit it to the [TCP Portal](#) for approval. List “JOINT TCP REVIEW” at the front of the Project Name.)**
- E) Both TCPs can be set at the same time.
  - 1) TCPs will **NOT** conflict with each other. **(Submit a “TCP Conflict Review” request to the [TCP Portal.](#))**
  - 2) My current closure and TCP are reflected on your engineered TCP. **(Provide your sheet number(s) currently set.)**

Your timely attention is appreciated!