

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.)**

Please provide resolution to our conflict using one of the options below:

- 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:
 - 1) The traffic control plan will not require modifications. **(Provide permit #.)**
 - 2) The traffic control plan will require slight modifications. **(Submit a “Shared TCP” request to [TCP Conflict and Shared TCP Request.](#))**
- D) Our TCPs can be combined. **(Email both TCPs, providing the sheet numbers that will be used, to TCPReview@austintexas.gov for approval. The email subject line should be “JOINT TCP REVIEW”.)**
- E) Both TCPs can be set at the same time. **(Submit a “TCP Conflict Review” request to [TCP Conflict and Shared TCP Request.](#))**

Your timely attention is appreciated!