



# **COLLIN COUNTY**

# **RIGHT OF WAY USE POLICY**

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Approved by the Collin County Commissioners Court on February 1, 2021  
Court Order Number 2021-109-02-01

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**1.01 INTRODUCTION**

A. Jurisdiction

This Court Order regulates the accommodation, method, and location for the installation, adjustment, and maintenance of facilities within the right of way of roadways, streets, and drainage channels in Collin County, Texas, under the jurisdiction of the Commissioners Court of Collin County.

Where industry or governmental codes, orders, or laws require facilities to provide a higher degree of protection than provided herein, the higher degree of protection shall prevail. This includes, but is not limited to, the compliance with the Federal Clean Water Act, the Federal Endangered Species Act and the Federal Historic Preservation Act.

**B. Purpose**

This Court Order prescribes the minimum requirements relative to the accommodation, method, and location for the installation, adjustment, and maintenance of utility facilities, including privately owned facilities, within the rights of way of roads on the Collin County Roadway System and drainage channels where the County holds a drainage easements. These requirements are provided in the interest of safety and protection, utilization, and future development of roads and drainage channels with due consideration given to the public service afforded by adequate and economical utility installations. If required by the Director of Public Works, any abandoned facility shall be removed from County right of way.

**C. Exceptions**

Requests for exceptions will be considered where it is shown that extreme hardship and/or unusual conditions provide justification and where alternate measures can be prescribed in keeping with the intent of this Order. All requests for such exceptions shall be fully documented with design data, cost comparisons, and other information that may be pertinent. Granting of an exception is at the sole discretion of the Director of Public Works.

**D. Authority of Facility Owners**

1. Under existing state laws, various firms and agencies have a right to install their facilities along and/or across roadway right of way subject to the requirements of the County. This includes but is not limited to those firms that are authorized by the laws of this state to transport and/or distribute natural gas, water, electric power, telephone (including cable television), and salt water; and those which are authorized to construct and operate common carrier petroleum and petroleum product lines.
2. Private facilities normally will be allowed to cross but will not be permitted longitudinally on roadway right of way. This includes, but is not limited to, privately-owned lines from gas or oil wells, lines owned by oil companies within refinery and oil storage complexes, by firms which are engaged in businesses other than those described in Section 1.01.D(1), and domestic lines owned by individuals.

**1.02 DEFINITIONS**

For the purpose of this Policy, the following terms, phrases, words and their derivations shall have the meaning given herein. Definitions not expressly prescribed herein are to be determined in accordance with customary usage in planning and engineering practice. The word “shall” is mandatory and the word “may” is permissive.

**AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO) - An**

association of state highway and transportation officials.

**BUSINESS DAY** – the days of the week when County offices are normally open (excludes official holidays and weekends). Collin County holidays may be found online at:

<https://www.collincountytx.gov/government/Pages/Holidays.aspx>

**COLLIN COUNTY ROADWAY SYSTEM** – Any roadway maintained by Collin County Public Works.

**COMMISSIONERS COURT** – The Commissioners Court of Collin County.

**COMMON CARRIER** - A person who owns, operates, or manages a pipeline or any part of a pipeline in the State of Texas for the transportation of crude petroleum to or from the public for hire, or engages in the business of transporting crude petroleum by pipeline. A common carrier may transport oil, oil products, gas, salt brine, fuller's earth, sand, clay, liquefied minerals, or other mineral solutions.

**COUNTY** – Collin County, Texas.

**COUNTY ROADWAY** – a public roadway under the control and maintenance of the County.

**DESIGN VEHICLE LOAD (HS-20)** - A design load designation used for bridge design analysis representing a three-axle truck loaded with four tons on the front axle and 16 tons on each of the other two axles. The HS-20 designation is one of many established by AASHTO for use in the structural design and analysis of bridges.

**DIRECTOR OF PUBLIC WORKS** – where used in this Policy, “Director of Public Works” shall mean the Collin County Director of Public Works and his authorized and/or appointed representatives.

**EASEMENT** – an area for restricted use on private property upon which a public utility/entity shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growth which in any way endanger or interfere with the construction, maintenance and/or efficiency of its respective systems on or within any of these easements.

**ENGINEER** – a person licensed under the provisions of the Texas Engineering Registration Act to practice the profession of engineering in the State of Texas.

**FACILITY** - any permanent or temporary non-County owned improvement placed within the right of way. Such facilities may involve underground, surface, or overhead facilities, either singularly or in combination. (Accessories are any attachments, appurtenances, or integral parts of the facility such as fire hydrants, valves, gas regulators, etc.).

**FACILITY OWNER** – a representative authorized to do business for a facility.

**MINIMUM REQUIREMENTS** – Minimum acceptable requirements; such requirements may be modified by the Director of Public Works as may be necessary to protect the public health, safety, and welfare.

**PAVEMENT STRUCTURE** - The combination of the surface, base course, sub base, and a minimum eight inches of sub grade material, which supports the traffic load and distributes it to the roadbed.

**PUBLIC WORKS** – Collin County Public Works.

**RIGHT OF WAY** – a parcel of land that is occupied or intended to be occupied, by a roadway or alley. Where appropriate, “right of way” may include other facilities and/or utilities such as sidewalks; railroad crossings; and/or electrical, telecommunication, oil, gas, water, sanitary sewer and/or storm sewer facilities. The term “right of way” shall also include parkways and medians which are located outside of the actual pavement. The usage of the term “right of way” for land platting purposes shall mean that every public right of way hereafter established and shown on a final plat is to be separate and distinct

from the lots or parcels adjoining such right of way and shall not be included within the dimensions or areas of such lots or parcels. The right of way is the distance between property lines measured at right angles to the centerline of the roadway or alley.

**ROADWAY** – a right of way (or easement), whether public or private and however designated, which provides vehicular access to adjacent land.

## 1.03 GENERAL REQUIREMENTS

### A. Application

1. Any work done within County right of way requires an appropriate permit. See Section 1.03.B for further information.
2. For roadways and drainage channels under the jurisdiction of Collin County, the provisions of this Order concerning facility placement shall apply to:
  - a. New installations;
  - b. Additions to existing installations; and
  - c. Adjustments or relocations of facilities incident to roadway construction.
3. Various types of facilities not specifically covered herein shall be considered within the provisions of this Order concerning facility placement in accordance with the nature of the facility. It shall be general practice to consider all facilities carrying caustic, flammable, or explosive materials under the provisions for gas and liquid petroleum lines.

### B. Notice

1. Notice of the proposed installation, adjustment, or maintenance of facilities are to be provided by the submission of a Notice of Proposed Right of Way Activity form (latest revision) to Public Works. A copy of the Notice of Proposed Right of Way Activity form is included in Appendix A.
2. The Notice of Proposed Right of Way Activity form should be accompanied by:
  - a. A map or plat of the area of the County in which the proposed facility is to be located;
  - b. A detailed drawing(s) in sufficient detail to show the exact location of the facility in relation to the various roadway features such as edge of pavement, right of way lines, depth of buries, height above the pavement, etc.
3. No work is to be performed within the right of way until the Director of Public Works has approved the Notice of Proposed Right of Way Activity form. This includes work done in the Collin County right of way at the request of Collin County.
4. A copy of the approved Notice of Proposed Right of Way Activity form, as well as all attachments, must be kept on the jobsite at all times.
5. A Notice of Proposed Right of Way Activity form is not required from public utility companies when service connections are installed to a location, which is immediately adjacent to the connection point. However, service connections are to be installed in accordance with the requirements contained herein. A Notice of Proposed Right of Way Activity form will be required where a service connection involves the installation of a line either over or under or in the Collin County right of way.
6. Emergency repairs to protect life and property can be made without the submission of a Notice of Proposed Right of Way Activity form. However, as soon as practical, notification should be given to Public Works by means of emailing or in person only. The notification should include the name of the company, the location and type of work, when the work began, duration of the repair, and the name and telephone number of the contact person. Allow up to five business days to process the permit.

## **1.04 ENFORCEMENT**

### **A. Fines and Fees**

Failure to obtain a permit prior to the beginning of work within the Collin County right of way may result in the jobsite being shut down. A fine will be assessed with or without the site being shut down. The amount of the fine is shown in the published fee schedule.

### **B. Indemnification**

The Owner agrees to indemnify and save harmless Collin County, its agents and employees from all suits, actions or claims and from all liability and damages for any and all injuries or damages sustained by any person or property in consequence of any neglect in the installation, operation or maintenance of the facility.

### **C. Severability**

In the event any article, appendix, section, paragraph, sentence, clause or phrase of this Policy shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction for any reason, such declaration shall not affect any remaining part of this Policy. It is the express intent of the Collin County Commissioners Court that the articles, appendices, sections, paragraphs, sentences, clauses or phrases of this Policy be severable.

### **D. Contempt of Commissioners Court**

Any person found violating this Order shall be deemed in contempt of Commissioners Court and shall be called upon to show cause why he should not be held in, and punished for, contempt, in accordance with section 81.023 of the Texas Local Government Code.

## **1.05 RIGHT OF WAY USE**

### **A. Location**

1. Facilities shall be located to avoid or minimize the need for adjustment for future roadway improvements and to permit access to the facilities for their maintenance with minimum interference to traffic.
2. The location of facilities shall not adversely affect the safety, design, construction, operation, maintenance, or stability of the roadway.
3. Longitudinal installations shall be located on uniform alignment, as near as practicable to the right of way line, to provide space for future roadway construction and/or facility installations.
4. Facilities crossing the roadway should be located at approximately right angles to the roadway to the extent feasible and practicable. Facilities crossing a roadway or under pavement for any reason shall be encased as described in the appropriate section of this document.
5. It shall be the facility owner's responsibility to determine the location of right of way lines, other facilities, and roadway appurtenances.
6. The County may require the relocation of an existing facility in the County's ROW to facilitate maintenance or construction of the roadway or drainage channel. The facility owner will be given a minimum of sixty (60) business day's written notice to relocate. The cost associated with the relocation will be borne entirely by the facility owner if the relocation is related to upgrading the roadway. If the relocation is for a drainage improvement within the County's ROW, the County

will assist in the cost of the relocation.

## B. Design

1. The design of any facility installation will be the responsibility of the facility owner. An installation within the right of way must be reviewed and approved by the County with regard to the location and manner of construction. This includes the measures to be taken to preserve the safety and free flow of traffic, integrity of the roadway pavement structure, ease of roadway or channel maintenance, appearance of the highway, and the integrity of the facility. Installations on, over, or under the right of way of the County Roadway System shall conform with the requirements contained herein, requirements found in Collin County standard documents, and/or, as a minimum, the appropriate requirements outlined in the following, whichever is greater:
  - a. Safety rules for the installation and maintenance of electrical supply and communication lines-National Electric Safety Code.
  - b. Title 49, Code of Federal Regulations, Part 192, Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards, and amendments.
  - c. Title 49, Code of Federal Regulations, Part 195, Transportation of Liquids by Pipelines, and amendments.
  - d. Latest American Society for Testing and Materials (ASTM) specifications.
  - e. Most recent edition of the Texas Manual on Uniform Traffic Control Devices for Streets and Highways (TMUTCD).
  - f. Latest edition of the Rules and Regulations for Public Water Systems, published by the Texas Department of Health, Water Hygiene Division.
2. All facility installations should be of durable materials designed for long life expectancy and relatively free from routine servicing or maintenance. In addition to the requirements herein, any existing facilities to remain in place must be of satisfactory design and condition.
3. Special precautions should be taken during facility installation to avoid disturbing existing drainage courses. In addition, soil erosion should be held to a minimum and sediment from the construction site should be kept away from the roadway and drainage channels. For further design guidance, refer to the Collin County SWPPP guidance.
4. Clearances between proposed underground facilities and existing underground facilities shall be a minimum of 12 inches if the installation can take place without disturbing the existing facility. Otherwise, the minimum clearance shall be 24 inches.
5. On new installations or adjustment of existing facilities, provision for known or planned expansion of the facilities may be made, all at the sole expense of the facility owner. Any such expansion should be planned so as to minimize hazards and interference with traffic.
6. Manholes shall be limited to those necessary for installation and maintenance of underground facilities. In no case shall they be placed or permitted to remain in the pavement or shoulders of roadways, except at those locations on roadways in urban areas where necessary for existing facilities that may be permitted to remain in place under existing or proposed roadways. To conserve space, manhole dimensions should be the minimum acceptable by engineering and safety standards. In general, the only equipment to be installed in manholes located on roadway right of way is that which is essential to the normal function of the facility, such as circuit re-



closures, cable splices, relays, valves, and regulators. Other equipment such as substation equipment, large transformers, pumps, etc., should be located outside the limits of the roadway right of way. All manhole covers shall be installed flush with the ground and/or pavement surface, whichever is applicable. All underground facilities within the roadway right of way, including manhole rings and covers, must be designed for HS-20 loading.

7. Where it is necessary for facilities to cross drainage easements outside of roadway rights of way, the same minimum depth of cover shall be maintained as required of the roadway right of way. In cases where soil conditions are such that erosion might occur or where it is not feasible to obtain specified depth, it shall be the responsibility of the facility owner to install retards, encasement, or concrete slabs over the line, or take such other measures as needed for safety and to protect the channel and the facility.

#### C. Safety of the Travelling Public

1. Traffic control is required for any work within County right of way.
2. Appropriate signs, markings and barricades shall be placed by the facility owner prior to the beginning of construction operations and shall be properly maintained. All traffic control devices shall conform to the Texas Manual on Uniform Traffic Control Devices For Streets and Highways. The facility owner must submit a Traffic Control Plan (TCP) prepared by a person certified to prepare such plan with the application for a Right of Way Activity Permit. The plan shall be signed by a Professional Engineer and is subject to approval by the Director of Public Works.
3. If the facility owner does not provide and maintain adequate traffic control devices to warn and protect motorists, the County may shut the project down or install traffic control devices it considers necessary. The expense of such devices will be borne by the facility owner.
4. Any damage to the roadway as a result of the project shall be repaired by the contractor to Collin County standards. This includes, but is not limited to, damage to the roadway surface and/or base by truck hauling equipment, damage to the shoulders of the roadway from entering and exiting the work site and damage to the roadway surface and/or base by excavation equipment.

#### D. Site Clean-Up

Roadways adjacent to construction sites shall be kept free from debris, construction material, and mud. At the end of every construction day, construction equipment and materials shall be removed as far from the roadway edges as feasible. Adequate provisions shall be made to provide for drainage of the roadway ditches during construction operations. Where underground utilities are to be installed, the work shall be prioritized so as to minimize the time between opening of trenches and backfilling. When installation is complete, the right of way shall be reshaped to its original condition and the areas reseeded or re-sod to reduce erosion and shall be maintained until vegetation is established. Should settlement or erosion occur within six months after installation, the facility owner shall reshape, reseed, or re-sod the area, as necessary.

### 1.06 PROPOSED FACILITIES

#### A. Underground Facilities - General

##### 1. Location

- a. The depth of underground facilities shall be as specified herein for each type of facility. Where

placement at such depths is impractical or where unusual conditions exist, the facility owner may request approval of other protection as may be appropriate in lieu of the depth of bury required for the particular facility.

- b. Longitudinal facilities are to be placed no closer than 15 feet from the improved section of the roadway unless otherwise approved by the Director of Public Works.

2. Clearances

- a. Vertical and horizontal clearances between a facility and a structure or other roadway should be sufficient to permit maintenance of the pipeline and the other facilities.

3. Manholes

- a. Manholes should be straight, on line installations with a minimum overall width necessary to operate and maintain the enclosed equipment.

4. Unsuitable conditions

- a. Conditions that are generally unsuitable or undesirable for facility crossings should be avoided. These include locations such as deep cuts; near footings or bridges or retaining walls; across roadway intersections; at cross drains; and in wet or rock terrain where minimum depth of cover would be difficult to obtain.

5. Methods of Installation

- a. Lines placed under any existing roadway and/or paved driveway shall be installed by boring or tunneling and shall be encased in material unless otherwise approved. See 43 TAC §§21.31-21.56. Open cutting or trenching of a County roadway surface will require a fee in addition to the repair cost per Local Government Code 240.907. Only required pipe diameters of 30" or greater will be allowed to be installed via open cut of a County roadway. Fees are subject to change and will be listed in the County's fee schedule.

- i. For rural (uncurbed) roadway cross sections, all borings shall extend beneath all travel lanes plus five feet, to centerline of the ditch, or as approved by the Director of Public Works.

- ii. For urban (curbed) roadway cross sections, all borings shall extend beneath travel and parking lanes and extend two feet beyond the back of curb, or as approved by the Director of Public Works.

- iii. Where circumstances necessitate the excavation of a bore pit closer to the edge of pavement than set forth in this section, the facility owner must submit a request to do so to the Director of Public Works. If the request is approved, a guard fence or other approved protective devices will be installed for the protection of the traveling public at the expense of the facility owner. Bore pits shall be located and constructed in such a manner as not to interfere with safe roadside clearance or traffic operations. If necessary, shoring shall be utilized.

- b. Where trenching in the right of way is permitted, backfill shall be compacted to a density of 90% maximum dry density as determined by ASTM-698. Where trenches are allowed to cross a roadway or driveway, the backfill under and within three feet of the pavement shall consist of two sack per yard cement stabilized material, as approved by the Director of Public Works.

- c. Any trench or other excavation five feet deep or deeper that will have personnel entry must

be protected per OSHA requirements.

6. Method of protection

- a. Underground facility crossings of roadways and/or under pavement for any reason shall be encased in the interest of safety, protection of the facility, protection of the roadway, and for access to the facility. Encasement shall be as specified for each type of line discussed herein. Casing shall consist of a pipe or other separate structure around and outside the carrier line and shall be designed to support the load of the roadway and superimposed loads there on, including that of construction machinery. The strength of the casing shall equal or exceed structural requirements for drainage culverts and it shall be composed of materials of satisfactory durability under conditions to which it may be subjected. Underground tape shall be installed 12"-18" below ground level and 12" directly above buried pipes, cables, lines and conduits, before final backfilling.

7. Weather Conditions

- a. Work done within the County right of way that involves traffic disruption is not to be performed in adverse weather. This includes, but is not limited to, rain, fog, or any other condition that limits sight distance.

B. Gas and Liquid Petroleum Lines

1. Depth of Cover

- a. For encased gas or liquid petroleum lines, the minimum depth of cover for casing pipe shall be 30 inches. For that portion of the carrier line outside of the casing pipe, including longitudinal portions, the minimum depth of cover within the roadway right of way shall be 36 inches. All lines shall be a minimum of 18 inches or one-half the diameter of the pipe, whichever is greater, beneath the bottom of the pavement structure.

2. Encasement

- a. Gas lines and liquid petroleum lines shall be encased or they may be placed without encasement if they are of welded steel construction and are protected from corrosion by adequate and approved cathodic protective measures, as long as they are outside the pavement.
- b. Where encasement is to be utilized, the encasement shall be steel and provided from top of back slope to top of back slope for cut sections (or five feet beyond the toe of slope for fill sections, or face of curb) of all roadways including side streets, and five feet beyond any structure where the line passes under it.
- c. Existing lines may be permitted to remain in place without encasement or extension of encasement if they are protected by a reinforced concrete slab or equivalent protection or they are located at a depth of five feet under the pavement surface and not less than four feet under the roadway ditch. If a reinforced concrete slab is to be used, it should meet the following standards:
  - i. width - three times the diameter of the pipe or five-foot minimum, whichever is greater;
  - ii. thickness - six-inch minimum;
  - iii. reinforcement - #4 bars at 12-inch centers each way or equivalent wire mesh

- iv. cover - the cushion between the bottom of slab and top of pipe shall be no less than six inches.
  - 3. Above ground appurtenances
    - a. Above ground appurtenances, except vents, shall not be permitted within the right of way.
  - 4. Markers
    - a. The facility owner shall place a readily identifiable and suitable marker at each right of way line where it is crossed by any high-pressure gas or liquid petroleum line except where marked by a vent. Readily identifiable and suitable markers shall be placed at the right of way line for line installed longitudinally within the right of way.
  - 5. Exception to location requirement
    - a. Exceptions may be authorized to permit existing lines to remain in place with a reduction of six inches in the above-specified depths of cover.
- C. Water Lines
- 1. Depth of cover
    - a. For encased water lines, the minimum depth of cover for casing pipe shall be 30 inches. For that portion of the carrier line outside of the casing pipe, including longitudinal portions, the minimum depth of cover within the roadway right of way shall be 36 inches. All lines shall be a minimum of 18 inches or one-half the diameter of the pipe, whichever is greater, beneath the bottom of the pavement structure.
  - 2. Encasement
    - a. Crossings shall be encased.
    - b. Encasement shall be provided from center of ditch to center of ditch for cut sections (or five feet behind toe of slope for fill sections or face of curb) of all roadways.
  - 3. Nonmetallic pipe detection
    - a. Where nonmetallic pipe is installed longitudinally, a durable metal wire or other means shall be concurrently installed for detection purposes.
  - 4. Above ground appurtenances
    - a. Above ground appurtenances shall not be permitted within the right of way.
  - 5. Markers
    - a. The water line owner shall place a readily identifiable and suitable marker at each right of way line where it is crossed by a water line.
  - 6. Exception to location requirement
    - a. Exceptions may be authorized to permit existing lines to remain in place with a reduction of six inches in the above-specified depths of cover.
- D. Sanitary Sewer Lines
- 1. Depth of cover
    - a. For encased sanitary sewer lines, the minimum depth of cover for casing pipe shall be 30 inches. For that portion of the carrier line outside of the casing pipe, including longitudinal

portions, the minimum depth of cover within the roadway right of way shall be 36 inches. All lines shall be a minimum of 18 inches or one-half the diameter of the pipe, whichever is greater, beneath the bottom of the pavement structure.

2. Encasement

- a. Lines under pavement, lines to be operated under pressure, and those composed of materials not conforming to material or depth of cover requirements herein, shall be encased as prescribed for water lines.
- b. New and relocated sewer lines crossing roadways shall be encased and shall be ductile iron, with satisfactory joints, of materials and designs, which will provide equal or better protection of the integrity of the roadway and resistance to damage from sulfide gases and other corrosive elements to which they may be exposed.

3. Non-metallic pipe detection

- a. Where non-metallic pipe is installed longitudinally a durable metal wire of other means shall be concurrently installed for detection purposes.

4. Manholes

- a. Manholes should be the minimum overall width necessary to operate and maintain the sewer system.

5. Exception to location requirements

- a. Except where relocation is necessary to clear existing sewer lines from structures or other roadway appurtenances or for other specific reasons, existing lines in urban areas may remain in place at any location, provided the line is of satisfactory quality and depth, manholes are adjusted in conformance with general requirements herein, and provisions are made to assure that future service lines installations will not disturb the roadway.

E. Facility Structures

- 1. Where one or more facilities are to be carried across a roadway right of way in a tunnel or on a bridge rather than in separately trenched and encased crossings, the following should be met:
  - a. Transmittance of mutually hazardous materials, such as fuels and electric energy, shall be isolated by compartmentalizing or by auxiliary encasement of incompatible carriers.
  - b. Where a pipeline on or in a facility structure is encased, the casing shall be effectively opened or vented at each end to prevent possible build-up of pressure and to detect leakage of gases or fluids.
  - c. Where a casing is not provided for a pipeline on or in a facility structure, additional protective measures shall be taken, such as employing a higher factor of safety in the design, construction, and testing of the pipeline than would normally be required for cased construction.
  - d. Communication and electric power lines shall be suitably insulated, grounded, and preferably carried in protective conduit or pipe from the point of exit from the ground to reentry. Carrier and casing pipe should be suitably insulated from electric power line attachments.
  - e. Shut-off valves, preferably automatic, shall be in lines at or near ends of facility structures unless segments of the lines can be isolated by other sectionalizing devices within a

reasonable distance.

#### F. Traffic Structures

1. The attachment of facilities to bridges and separation structures is discouraged, since the proliferation of such lines and their maintenance constitutes a hazard to traffic as well as complicating the widening or repair of such structures. Attaching facilities to a roadway structure can materially affect the structure, the safe operation of traffic, the efficiency of maintenance, and the overall appearance. Therefore, attachment to bridge structures will not be allowed unless specifically approved by the Director of Public Works.
2. Where other arrangements for a facility to span an obstruction are not feasible, the County may consider the attachment of such a line to a bridge structure. Each such attachment will be considered on an individual basis, and permission to attach will not be considered as establishing a precedent for granting of subsequent requests for attachment. The Director of Public Works may consider approval of attachment of facilities to bridges in the following cases:
  - a. When it is impractical to carry a self-supporting communication line across a stream or other obstruction. If approved, the line must be enclosed in conduits and located so as not to interfere with stream flow, traffic, or routine maintenance operations.
  - b. Low-voltage distribution lines, where the cost of independent facilities to carry these lines would be prohibitive.
3. When a facility owner requests permission to attach a pipeline to an existing bridge, the facility owner must furnish a stress analysis prepared by a Licensed Professional Engineer, which shows the effect of the added load on the structure. Other details of the proposed attachment, as they affect safety and maintenance, should also be addressed. If the bridge structure is not of adequate strength to carry the increased weight or forces with safety, permission will not be granted.
4. In any case, no gas or liquid petroleum lines shall be attached to a bridge without the specific written approval of the Director of Public Works.

#### G. Overhead Power and Communication Lines

1. Vertical clearance
  - a. The minimum vertical clearance above the roadway shall be no less than 22 feet for power lines. This clearance may be greater, if required by the Director of Public Works, based on the National Electric Safety Code and/or governing laws.
2. Location
  - a. In rural areas and at uncurbed sections in urban areas, poles supporting longitudinal lines shall be located from one to three feet from the right of way line. Guy wires placed within the right of way shall be held to a minimum and should normally be in line with the pole line. At curbed sections in urban areas, poles shall be located as far as practical behind the outer curbs and preferably adjacent to the right of way line. In no case shall poles or guy wires be located closer than 10 feet to the edge of pavement. Steel poles with bases greater than 36 inches in diameter shall not be placed within the right of way except in extreme hardship situations and if sufficient space remains for placement of other facilities.

#### H. Underground Power Lines

1. Longitudinal placement

- a. All underground power lines placed within the right of way may be directly buried as follows:

VOLTAGE	MINIMUM DEPTH OF BURY
22,000 or less	30 inches
22,001 to 40,000	36 inches
40,001 or greater	42 inches

- b. Longitudinal underground power lines may be placed by plowing or open trench method and shall be located as set forth in the Location section of this Order.

2. Crossings

- a. Power lines shall be encased (placed in conduit) and buried a minimum of 36 inches under roadway ditches, and 60 inches below the pavement surface.

3. Encasement

- a. Encasement shall be provided from top of back slope to top of back slope for cut sections (or five feet beyond the toe of slope for fill sections, or face of curb) of all roadways including side streets and beneath and five feet beyond any structure where the line passes under it. Existing lines under low volume roadways may be permitted to remain in place without encasement or extension of encasement if they are protected by a reinforced concrete slab or equivalent protection or if they are located at a depth of six feet under the pavement surface and not less than four feet under the roadway ditch. If an enforced concrete slab is to be used, it should meet the following standards:

- i. Width - five foot minimum;
- ii. Thickness - six inch minimum;
- iii. Reinforcement - #4 bars at 12-inch centers each way or equivalent wire mesh;
- iv. Cover - the cushion between the bottom of slab and top of cable shall be not less than six inches.

4. Manholes

- a. See Section 1.05.B(6) and 1.06.A(3) for manhole design requirements.

5. Above ground appurtenances

- a. Above ground facility appurtenances installed as part of an underground power line shall be located at or near the right of way line.

6. Markers

- a. Readily identifiable and suitable markers in sufficient number shall be placed at the right of way line for lines installed longitudinally within the right of way. Where an underground power line crosses the right of way, a marker shall be placed at each right of way line.

I. Underground Communication Lines

1. Longitudinal placement

- a. Lines may be placed by plowing or open trench method and shall be located on uniform alignment. Distance from the right of way line shall be three to six feet.

- b. The minimum depth of cover shall be 24 inches. The minimum depth of cover for a fiber optic line shall be 42 inches.
2. Crossings
  - a. Lines should be located at right angles to the roadway to the extent feasible and practicable. Reasonable latitude may be exercised as regards the crossing angle of existing lines which are otherwise qualified to remain in place. Crossing of roadways shall be encased.
  - b. The minimum depth of cover for the casing on cable television and copper cable communication lines shall be 24 inches under the flow line of ditches or 18 inches beneath the bottom of the pavement structure, whichever is greater.
  - c. The top of the casing on a fiber optic line shall be placed a minimum of 42 inches below the lowest point inside the right of way, or 60 inches below the top of the pavement structure, whichever is greater.
3. Encasement
  - a. Encasement may be of metallic or nonmetallic material. Such encasement material shall be designed to support the load of the roadway and superimposed loads thereon, including that of construction machinery. The strength of the encasement material shall equal or exceed structural requirements for drainage culverts and shall be composed of materials of satisfactory durability under conditions to which it may be subjected. The length of any encasement shall be provided from top of back slope to top of back slope for cut sections (or five feet beyond the toe of slop for fill sections, or face of curb) of all roadways, including side streets.
4. Manholes
  - a. See Section 1.05.B(6) and 1.06.A(3) for manhole design requirements.
5. Above ground pedestals
  - a. Above ground pedestals or other facility appurtenances installed, as part of an underground communication line shall be located within two feet of the right of way line.
6. Markers
  - a. Readily identifiable and suitable markers in sufficient number shall be placed at the right of way line for lines installed longitudinally within the right of way. Where an underground communication line crosses the right of way, a marker shall be placed at each right of way line. Where fiber optic lines are installed without a metal sheath or metal casing, a durable metal wire or other means shall be concurrently installed for detection purposes.



**APPENDIX A NOTICE OF PROPOSED RIGHT OF WAY ACTIVITY**

Submitted to Collin County Public Works on \* Required \_\_\_\_\_  
 Construction of this facility will begin on or after \* Required \_\_\_\_\_

Owner Company Name:	
Contractor:	
Company Name:	
Street Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact Name and Phone:	

**Proposes to place a facility within the roadway right of way of:**

\_\_\_\_\_

Refer to Right of Way Activity Permit Fee Schedule

The contractor will use Best Management Practices to minimize erosion and sedimentation resulting from the installation, and will re-vegetate the project area.

**The contractor will ensure that traffic control devices complying with the applicable portions of the Texas Manual on Uniform Traffic Control Devices will be installed and maintained for the duration of the work involved for this installation.**

*\*Drawings are required.* The location and description of the proposed line, along with any appurtenances, is more fully shown on the attached drawings. Drawings will show closest address(s) to the project location.

The installation shall not damage any part of the roadway and adequate provisions must be made to cause minimum inconvenience to the public. Any lines that are to be installed within a drainage ditch to include the front and back slopes is to be installed via bore. Any and all damage to the roadway and drainage areas are to be repaired by the contractor within 30 days of the end of the project. In the event the contractor fails to comply with any or all of the requirements as set forth herein, the County may take such action, as it deems appropriate to compel compliance at all times.

<p><b>COLLIN COUNTY OFFICE USE ONLY</b></p> <p><b>APPROVAL</b></p> <p>Collin County offers no objections to the location of the proposed facility except as noted below.</p>  <p><b><i>Please notify the Collin County Construction Inspector <u>forty-eight (48) hours prior to beginning construction at (972) 548-3700 or cell (214) 686-0107 or the permit will be VOIDED.</u></i></b></p>
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Collin County Permit Number: \_\_\_\_\_  
 Issued By: \_\_\_\_\_  
 Date: \_\_\_\_\_

