



## Austin Transportation Department

Right of Way Management Division

P.O. Box 1088, Austin, Texas 78767

### REQUIREMENTS FOR TEMPORARY USE OF RIGHT OF WAY PERMITS (TURPs)

If you are performing any kind of above ground construction, such as remodel or building repairs and need to close or barricade a portion of the Right of Way for these purposes, this is the permit you will need.

#### STEPS TO OBTAIN A TEMPORARY USE OF RIGHT OF WAY PERMIT

1. Submit a Temporary Use of Right of Way application through the ABC Portal at <https://abc.austintexas.gov>.
2. Provide an approved Traffic Control Plan (TCP) for the affected Right of Way; if a Standard Closure Detail is not applicable, the plan must have an Engineer's Seal. <https://www.austintexas.gov/page/right-way-traffic-control>
3. Identify a Bonded and Insured Contractor who will perform the work within the Right of Way.
4. Provide any applicable documentation and pay remaining TURP fees; Temporary Use of Right of Way Permits can then be activated by Right of Way Management.

**NOTE: IF THE IMPACTED AREA WILL BE 25 FEET OR GREATER AND LIES WITHIN THE DOWNTOWN AUSTIN PROJECT COORDINATION ZONE (DAPCZ) THEN IT MAY BE NECESSARY TO ATTEND DAPCZ MEETINGS.**

**\*\*SEE PAGE 2 OF PACKET\*\***

#### STEP 1 –TEMPORARY USE OF RIGHT OF WAY APPLICATION, USING ABC

Refer to

[https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/How\\_to\\_Apply\\_for\\_Permits\\_on\\_the\\_ABC\\_Website.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/How_to_Apply_for_Permits_on_the_ABC_Website.pdf) for a guide on how to submit an online application.

#### STEP 2 – TRAFFIC CONTROL PLAN

Refer to <https://www.austintexas.gov/page/right-way-traffic-control> for additional information on TCP requirements. Plans should be emailed to [TCPReview@austintexas.gov](mailto:TCPReview@austintexas.gov) for review.

#### STEP 3 – IDENTIFY A BONDED AND INSURED CONTRACTOR

To become OR continue to be a Bonded and Insured Contractor:

1. Refer to <https://www.austintexas.gov/page/right-way-contractors>.
2. Requirements for bonds can be found here, [https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/Bond\\_Requirements.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Bond_Requirements.pdf).
3. Requirements for insurance can be found here, [https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/Insurance\\_Requirements.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Insurance_Requirements.pdf).

#### STEP 4 – DOCUMENTATION AND FEES

##### TEMPORARY USE OF RIGHT OF WAY DOCUMENTATION

1. Provide evidence of City of Austin project consent via an approved -- Site Plan, Sign Permit, General Permit, Building/Demo Permit, CIP, Small Cell Permit, License Agreement, and/or Utility Plan ). If available, please provide your Inspector Name.
2. Provide an approved Temporary Traffic Control Plan. If a City of Austin Standard Detail applies please list the specific detail number, otherwise provide an Engineer's Sealed Plan. The plan must be specific to the temporary use of right of way work. **\*\*SEE "STEP 2 – TRAFFIC CONTROL PLAN"\*\*\***

**Short Term:**

Short Term permit usage must NOT exceed 30 days. Short Term permits CANNOT be renewed/extended.

**Dumpster:**

Dumpster placement requires a site approval from a Right of Way Inspector.

**Alleyway:**

Any impediment to alley access requires approval from Austin Resource Recovery (ARR) and Austin Fire Department (AFD). See ROW contact sheet here,

[https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/ROW\\_Permitting\\_Contacts.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/ROW_Permitting_Contacts.pdf).

**Parking:**

Identify the affected Meter and/or Pay Station number(s).

**Overhead Work:**

Overhead work greater than 1 week in duration will require either a pedestrian covered walkway OR an Engineer's Sealed Plan.

**FEES**

[https://www.austintexas.gov/sites/default/files/files/Transportation/Right\\_of\\_Way/Fiscal\\_Year\\_2018\\_Approved\\_Fees.pdf](https://www.austintexas.gov/sites/default/files/files/Transportation/Right_of_Way/Fiscal_Year_2018_Approved_Fees.pdf)

**CITY CODE**

For information about City Ordinances, Standard Details, Transportation Criteria Manual, Utilities Criteria Manual, etc. go to <https://www.municode.com/library/tx/austin>. For in depth temporary use of right of way requirements, reference "Article 2. - Temporary Use of Right-of-Way" (chapters 14-11-101 through 14-11-138)."

**DOWNTOWN AUSTIN PROJECT COORDINATION ZONE (DAPCZ)**

Per City of Austin ordinance 14-11-167, a person who seeks to install in the **Downtown Austin Project Coordination Zone** must submit a project description. If this requirement applies to you AND if the installation area will be **25 feet or greater**, it will be necessary to contact our office at 512-974-7828 and request to be added to both the DAPCZ and AULCC agendas. Per ordinance, a project description should be submitted "to the director: 1) no later than January 1 for an excavation to begin after January 30 and before July 1; or 2) no later than July 1 for an excavation to begin after July 30 and before January 1."

**TO VIEW A MAP OF THE DAPCZ, CLICK [HERE](#). DAPCZ Meetings are scheduled once per month and are held on the 3<sup>rd</sup> floor of the One Texas Center Building, 505 Barton Springs Road, Austin, TX 78704. **\*\*SEE "AUSTIN UTILITY LOCATION AND COORDINATION COMMITTEE (AULCC)" PROCESS ABOVE\*\*****

**How to be added to the DAPCZ agenda?**

1. E-mail project details to Right of Way Management DAPCZ Coordinator. Details should include – contact phone and e-mail, ROW ID, and project name, location, description, manager, owner, start date, duration, status, bidding, and a current update on the project. **Evelyn Powers** – [Evelyn.Powers@austintexas.gov](mailto:Evelyn.Powers@austintexas.gov).
2. You will receive a confirmation e-mail. Prior to attending the meeting please review your agenda entry and advise if corrections/additions are needed.