



City of Boerne  
 Development Services  
 447 N. Main Street  
 Boerne, TX 78006  
 (830) 248-1538

<b>CITY USE ONLY</b>
<b>PERMIT #:</b> _____
<b>ISSUE DATE:</b> _____

**RIGHT OF WAY PERMIT APPLICATION**

**ATTACH THE COMPLETED APPLICATION AND ATTACHMENTS TO DEVELOPMENT SERVICES (2<sup>ND</sup> FLOOR OF CITY HALL). ONCE THE PERMIT IS APPROVED, PAYMENT CAN BE MADE TO CUSTOMER SERVICE.**

Direct questions to Development Services at devservices@boerne-tx.gov or 830-248-1538.

**Development Name or Address:** \_\_\_\_\_

**Kendall CAD ID#:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

Contact Information

**Applicant**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

General Information

Scope of Work: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Total Value of All Improvements in Right-of-Way: \_\_\_\_\_

Type of Application:  Single Family Residential  Other

Attachments Required

- 1) Two copies of construction plans for proposed work.
  - a. For residential projects, plans must include dimensional drawings and construction details for the proposed improvement.
  - b. For projects that include excavation in ROW for a utility, plans must be signed and sealed by a professional engineer.
- 2) List of all contractors and subcontractors who will perform work
- 3) Proof of insurance, if not already on file with the City
- 4) Performance bond, if work equals or exceeds \$15,000

By signing this document, I hereby acknowledge the following:

- 1) **Permit fees are \$50 for single family residential and \$200 for all other applications.**
- 2) This permit expires three months after the date of issuance. Once this permit has expired, a complete application refiling will be required, including all applicable fees and documents.
- 3) Work cannot begin until this permit and the construction plans are approved in writing by all appropriate parties. The contractor must have the approved permit, plans, and construction notes on site at all times.
- 4) All erosion control and tree protection devices must be in place prior to beginning work.
- 5) Line locates from all affected utilities must be completed prior to beginning work. Call 811 for location of utilities. Texas State Law requires 48-hours notice before excavation.
- 6) The contractor shall comply with the construction hours allowed by the current noise ordinance. Allowable construction hours are currently 7AM-9PM Monday through Friday, 8AM-9PM on Saturday, and 10AM-8PM on Sunday.
- 7) All construction in the right-of-way is to be in strict accordance with the approved permit and City of Boerne Ordinance 2006-59.
- 8) Approval of this permit does not relieve the owner, engineer, or contractor from full compliance with Ordinance No. 2006-59, City of Boerne Standard Specifications, or applicable City Ordinances.
- 9) This permit is authorization for work within the right-of-way only. A construction release permit or building permit is required for work outside the right-of-way, if any.
- 10) Any construction activity which falls within the local or FEMA floodplain is subject to the floodplain regulations of the City and requires a Floodplain Development Permit. Unless otherwise authorized by the City, no work shall take place in the 1% annual chance floodplain or the local floodplain.
- 11) All inspections must be scheduled through Development Services at least 24 hours in advance.
- 12) All test reports shall be certified by qualified personnel of a testing laboratory, reviewed by the engineer of record, and submitted to the city.
- 13) The maximum allowable width of the driveway at the right-of-way line is 18' for single family residential driveways. The maximum allowable width for a non-residential driveway at the right-of-way line is 25% of the lot width for a single lot, but the cumulative width of access points along a single block face may never be more than 15% of the entire block face.

I hereby confirm this application is complete and all attached information is in compliance with the City of Boerne requirements.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CITY USE ONLY**

Approved     Approved with Conditions \_\_\_\_\_

Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Issuance