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Royse City, TX 75189

TxDOT Submittal Process

All development in the City of Royse City that will be constructing infrastructure or connecting existing facilities within Texas Department of Transportation (TxDOT) maintained rights-of-way will require a TxDOT driveway and/or a utility permit approved by TxDOT's Dallas or Paris District Area Office prior to its construction. The City of Royse City is considered the permittee for all permit applications within their ETJ and requires that all submittals be processed through Royse City's Engineering or Public Works Department.

Driveway Permits shall contain the following documents and information:

- A letter of intent or letter of transmittal explaining the proposed improvements in State ROW. A letter of transmittal shall be included with each submittal.
- PDF of scalable 11"x17" plans.
- All engineering plan sheets must be signed/sealed by the engineer.
- Respective TxDOT Area District Driveway Permit Form (Either Dallas or Paris District)
- PDF of the Traffic Impact Analysis
- ALL applicable TxDOT CAD Standard Plan Sheets shall be attached to the plans. (i.e., PED, EC, TCP, BC, SET, etc.)
- Only plan sheets that pertain to driveway permits shall be included. Driveway permits cover only drives/paving and storm drain within State ROW, along with traffic control plan and erosion control plan. Additional plan sheets may be necessary that are not part of the city plan set.
- For re-submittals, the original redline markups from TxDOT shall be included along with a letter explaining any un-addressed comments.

Utility Installation Request (UIR) shall contain the following documents and information:

- A letter of intent or letter of transmittal explaining the proposed improvements in State ROW. A letter of transmittal shall be included with each submittal.
- PDF of scalable 11"x17" plans.
- All engineering plan sheets must be signed/sealed by the engineer.
- For re-submittals, the original redline markups from TxDOT shall be included along with a letter explaining any un-addressed comments.
- Only plan sheets that pertain to the UIR, along with the traffic control plan and erosion control plan shall be included. Utility permits cover only water and sewer within State ROW. Additional plan sheets may be necessary that are not part of the city plan set. Please note that the City of Royse City does not process franchise utility permits.

Important Note: The City of Royse City will review all driveway and utility permit plans prior to submittal to TxDOT for accuracy and completeness. The City of Royse City will return any submittal that is deemed incomplete.