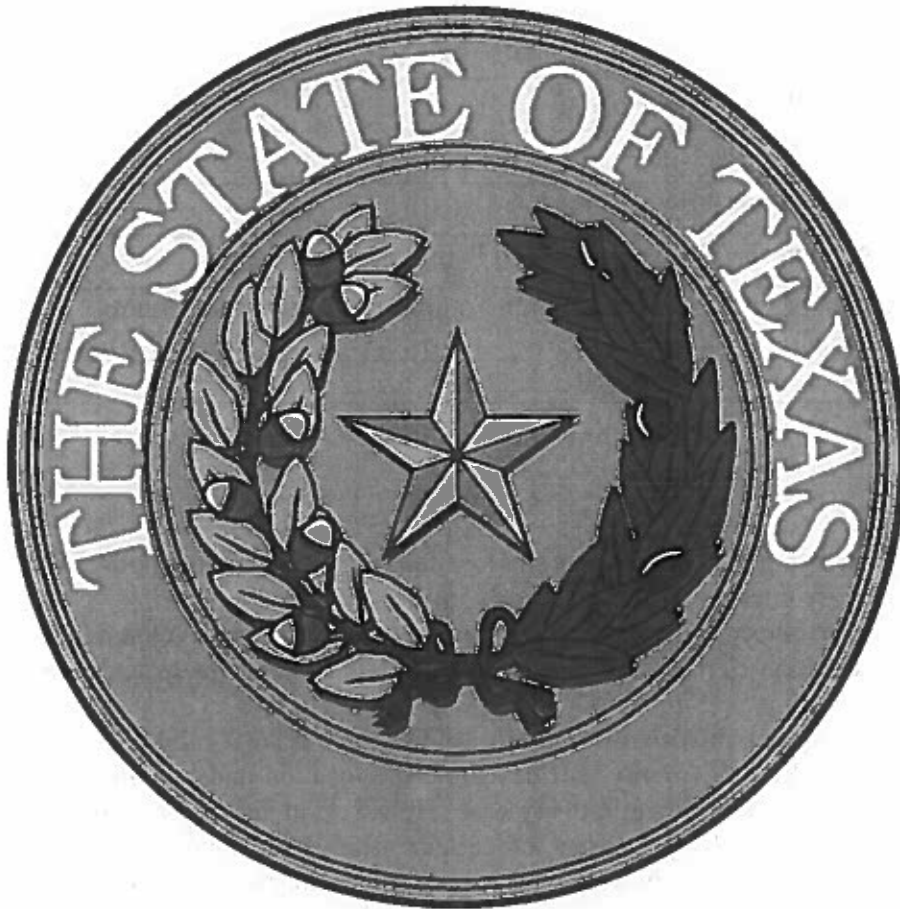


Rev. 01/13

REEVES COUNTY, TEXAS



**Policy & Regulations
Accommodation of Utility Facilities
Within County Right-of-Ways
Road & Bridge Utility Policy**

REEVES COUNTY REGULATIONS CONCERNING THE INSTALLATION AND ADJUSTMENT OF UTILITY LINES ON REEVES COUNTY ROADS AND RIGHT-OF-WAYS

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Section 1 **Purpose**

It is Reeves County’s policy to stipulate the location, materials and methods for installation and adjustment of utility lines on all county roads within its jurisdiction.

This policy was developed for the safety, protection, use and future development of the roadways with due consideration given to public service afforded by adequate and economical utility installations.

Whereas governing laws provide that certain utilities have a legal right to be placed on county road right-of-ways, Reeves County will designate the location and conditions that will govern their installation and maintenance in every case. However, in specific instances Reeves County may deny a request for the placement of certain utilities on county road right-of-way. For example, on a section of roadway where the only available space for utilities is between the ditch back slope and the pavement, the request may be denied.

Policies governing the location, materials, and methods of installation are set out in this chapter.

Definitions

(1) **Utilities:** In this chapter, the word utilities applies to all private as well as public lines, including electric power transmission, electrical power service, telephone, television coaxial cable, water, gas, petroleum products, chemicals, steam, waste water and similar lines. These utilities may involve underground, surface appurtenances or overhead facilities either singularly or in combination.

(2) **Applicant:** Entity making a request; “Applicant” and “Requestor” are used interchangeably throughout this policy and its accompanying forms.

The following form, which is found at the end of this policy, gives Reeves County official notice that a utility installation on a county road right-of-way is proposed:

- Utility Installation Permit Request Form (Form 1000)

Section 2

Authority for Installation on County Road Right-of-Way

Rights Under Existing Laws

(a) Title 43, Part 1, Chapter 21, Subchapter C, Rule §21.36, "Authority of Utilities," provides that various utility firms and agencies have a right to install their lines along and/or across county road right-of-ways. This includes those firms which are authorized by state laws to transport and/or distribute natural gas, water, electric power, telephone and television cable, and salt water, and those which are authorized to construct and operate common carrier petroleum and petroleum product lines.

(b) Private lines should normally be allowed to cross, but should not be permitted longitudinally on the county road 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, lines by firms which are engaged in businesses other than those described above, and domestic lines owned by individuals.

(c) The County determines the legal status of proposed installations and should call upon the Applicant to provide evidence of its eligibility.

(d) Specific guidelines have been established for determining the legality of placing gas, petroleum and/or petroleum product lines within the county road right-of-ways. Utility Installation Permit Request forms shall be submitted for utility facilities, which are installed, adjusted, relocated or retained within county road right-of-ways. These forms provide should provide the County with a definite understanding about the location and manner in which the utilities will be installed and/or maintained and, where applicable, provide the necessary rights needed by the County to occupy the property interests held by the utility company.

Section 3

Utility Installation Permit Request Forms

Requirement of Utility Installation Permit Request Forms

(a) All requests for installations of utilities on county road right-of-ways, other than for county road needs, should be made by submitting a completed "Utility Installation Permit Request Form" (found attached at the end of this policy and marked as Appendix A), applicable fee, and necessary diagram as described in Section 4 below.

(b) By submitting an application, assurance is given that the installation material(s) and design meet the minimum Federal Safety Standards for Liquid and Gas Pipe Lines.

Review and Approval of Utility Installation Permit Request Forms

(a) The Reeves Commissioners Court is the governing body who is authorized with granting/denying all Utility Installation Permit Request forms. Completed forms must be submitted the Wednesday before a regularly scheduled Commissioners Court meeting. Such meetings are held on the second and fourth Mondays of every month (excluding holidays).

(b) Utility Request Forms submitted to the Commissioners Court will receive appropriate review, after which the Commissioners Court will advise the County Road and Bridge Administrator of approval or disapproval of each request. The County Road and Bridge Administrator will then advise the utility company by letter accordingly. The utility company should not begin work until advised to do so by the County Road and Bridge Administrator or his designated representative. It is the County Road and Bridge Administrator/representative's responsibility to administer all utility installations in accordance with the policies set out herein and with all other County policies, local, state, and federal laws, and to maintain a complete record of permits issued.

Section 4 Diagram

Requirements for Diagram

(a) A diagram should accompany each Utility Installation Permit Request form. The diagram should show the following:

- the location of right-of-way lines;
- main lanes;
- identification of proposed location of utility installation by with GPS coordinates, farm/ranch road name, and readily identifiable and permanent landmarks, such as the junction of state highways, river crossings, or any other identifying information;
- limits of encasement;
- any other pertinent data, which shows exactly what will be done on, under, or around county right-of-way

(b) All diagrams submitted are required to be on a sheet of paper at least 8½" x 11" in size, but should be large enough to show all necessary details clearly.

(c) It is recommended that utility installations in rural areas be described on a separate vicinity map or plat, which references the location of the installation.

(d) A cross-section diagram is required of all underground installations showing limits of encasement, if applicable, and depth of burial, if the proposed installation crosses the county right-of-way.

Accommodation of Large Communication Equipment Housings on County Road Right-of-way

(a) Above ground, non-pole mounted communication appurtenances that are significantly larger in plain view than single poles may be placed on county road right-of-ways if the following stipulations are met:

- the installation will not significantly hinder county road maintenance operations;
- consideration of the height of the supporting slab above ground line has been taken into account;
- the housing will be placed at or near the right-of-way line; and
- the installation will not reduce visibility and sight distance of the traveling public nor will create an unsafe condition. (This will be a particular item of consideration where such housings are proposed for placement at or near county road intersections).

REEVES COUNTY UTILITY LINE CROSSING ACCOMMODATION REGULATIONS

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1. AUTHORITY

These rules are adopted by the Commissioners Court of Reeves County, Texas pursuant to the Texas Local Government Code, Texas Transportation Code, Texas Water Code, and other local, state and federal laws, where applicable.

2. DEFINITIONS

The following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

(a) **American Association of State Highway and Transportation Officials (AASHTO)** – An association of state highway and transportation officials.

(b) **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.

(c) **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.

(d) **High and low pressure gas lines** – High-pressure gas lines are pipelines that carry a gaseous substance and that are operated or may reasonably be expected in the future to operate at a pressure of over 60 pounds per square inch. Conversely, low-pressure gas lines are those with an operating pressure not expected to exceed 60 pounds per square inch.

(e) **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.

(f) **Roadway** – The portion of a road that is improved, designed, or ordinarily used for vehicular traffic.

(g) **Texas Manual on Uniform Traffic Control Devices (TMUTCD)** – The most recent edition, including any additions or corrections, of the Texas Manual on Uniform Traffic Control Devices for Streets and Highways.

(h) **Utilities** – All lines and/or their accessories within the county road right-of-way, except those for road oriented needs. Such utilities may involve underground, surface, or overhead facilities, either singularly or in combination. (Accessories are any attachments, appurtenances, or integral parts of the utility such as fire hydrants, valves, gas regulators, etc.)

3. JURISDICTION

This Reeves County Commissioners Court has jurisdiction over the regulation, accommodation, method, and location for the installation, adjustment, and maintenance of utility facilities within the right-of-ways of roads, streets, and drainage channels in Reeves County, Texas.

4. PURPOSE

This policy 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 county right-of-ways on the county road system and drainage channels where the county holds a drainage easement. 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 public service afforded by adequate and economical utility installations.

5. SCOPE

This policy shall govern on matters concerning accommodation, location, and methods for the installation, adjustment, relocation, and maintenance of utilities on county right-of-ways and drainage easements under the jurisdiction of Reeves County. Where industry or governmental codes, orders, or laws require utilities 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.

6. 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 policy. All requests for such exceptions shall be fully documented with design data, cost comparisons, and other information that may be pertinent.

7. AUTHORITY OF UTILITIES

(a) Under existing state laws, certain public utilities have a right to install their lines along and/or across county road right-of-way. This includes those utilities, which 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.

(b) If properly requested, this policy will allow for the approval of Private lines on county road right-of-ways, however lines will not be permitted longitudinally on county road right-of-ways. 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 subsection (a) of this section, and domestic lines owned by individuals.

8. APPLICABILITY

(a) For roads and drainage channels under the jurisdiction of Reeves County, the provisions of this policy concerning utility accommodation shall apply to:

- (1) New utility installations;
- (2) Additions to existing utility installations; and
- (3) Adjustments or relocations of utilities incident to roadway construction.

(b) Various types of utility lines not specifically covered herein shall be considered within the provisions of this policy concerning utility accommodation in accordance with the nature of the

line. It shall be general practice to consider all lines carrying caustic, flammable, or explosive materials under the provisions for high-pressure gas and liquid fuel lines.

9. UTILITY INSTALLATION PERMIT REQUEST FORM

(a) Prior notice and approval by the Reeves County Commissioners Court is required for the proposed installation, adjustment, or maintenance of utility facilities. No work shall be done until permit request has been approved.

(b) A request for a permit shall be provided by submitting a Utility Installation Permit Request (Form 1000) to the County Road and Bridge Administrator's office. (The form is attached and marked as "Appendix A" at the end of this policy).

(c) The Utility Request Form should be accompanied by:

(1) A map or plat of the area of the County in which the utility facility is to be located;

(2) Diagram(s) sufficiently detailed to show the exact location of the utility facility in relation to the various roadway features such as edge of pavement, right-of-way lines, depth of buried line, height above the pavement, etc.

(d) No work is to be performed within the right-of-way until "811" (Dig Tess) has been notified and all other utility lines in work zone have been identified, marked and/or cleared. Upon receiving the Dig Tess confirmation number, it should be submitted to the Reeves County Road and Bridge Administrator or his designated representative at least 48 hours prior to beginning proposed work.

(e) A copy of the approved Utility Installation Permit Request form, as well as all attachments, must be kept on the jobsite at all times.

(f) Except as noted, a Utility Installation Permit Request 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 Utility Installation Permit Request form shall be required where a service connection involves the installation of a line either over or under the traveled portion of the right-of-way.

(g) Emergency repairs to protect life and property can be made without the submission of a Utility Installation Permit Request form. However, as soon as practical, notification should be given to the Reeves County Road and Bridge Administrator's office by means of telephone (432-445-3075), e-mail (anthonylopez.1979@yahoo.com), or fax (432-445-3173). The notification should include the name of the company, the location and type of work, when work began, duration of repair, and the name and telephone number of a contact person.

10. FEES AND PAYMENT

(a) Except as noted, the proper fee shall accompany the Utility Installation Permit Request form. For a schedule of fees, please see Appendix B below.

(b) Payments must be made through the Reeves County Treasurer's Office at the Reeves County Courthouse located at 100 E. 4th Street in Pecos, TX 79772, (phone No. 432-445-2631).

(c) Utilities that are owned by governmental entities are exempt from the payment of a fee otherwise imposed by this section.

(d) Permit fees are non-refundable.

11. INDEMNIFICATION

(a) The Applicant, to the fullest extent of the law, agrees to release, defend, indemnify, and hold Reeves County harmless from and against any liability, loss, cause of action, penalty, fine, cost (including, but not limited to, attorneys' fees), claim, or strict liability claim arising out of or in any way incident to the work or services performed by Applicant or its contractors or the employees of either, on account of personal injuries, death, damage to property, or damage to the environment, regardless of whether such harm is to Applicant, Reeves County, the employees or officers of either, or any other person or entity, but excluding injury/death/damage to the extent caused by the negligence of Reeves County. Applicant's duties under this paragraph shall survive the termination, revocation, or expiration of this grant. The owner agrees to indemnify and save harmless Reeves 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 utility facility.

12. SEVERABILITY

(a) If any provisions, section, subsection, sentence, clause or phrase of this order, or the application of same to any person, firm, limited partnership, joint stock association, or corporation, or set of circumstances is for any reason held to be unconstitutional, void or invalid (or for any reason unenforceable), the validity of the remaining portions of this order or their application to other persons, firm, limited partnerships, joint stock associations, or corporations, or set of circumstances shall not be affected thereby, it being the intent of the Commissioners' Court of Reeves County, Texas, in ordering the above regulations and provisions that no portion hereof or provision or regulations contained herein shall become inoperative or fail by reason of any unconstitutionality or invalidity of any other portion, provision or regulation, and to this end, all provisions of this order are declared to be separable.

13. LOCATION

(a) Utility lines shall be located to avoid or minimize the need for adjustment for future road improvements and to permit access to the utility lines for their maintenance with minimum interference to traffic.

(b) The location of utility lines shall not adversely affect the safety, design, construction, operation, maintenance, or stability of the roadway.

(c) Longitudinal installations shall be located on uniform alignment, as near as practicable to the right-of way line, to provide space for future road construction and/or utility installations.

(d) Utility lines crossing the road should be located at approximately right angles to the road to the extent feasible and practicable.

(e) It shall be the utility company's responsibility to determine the location of right-of-way lines, other utilities, and roadway appurtenances.

(f) The County may require the relocation of an existing utility line to facilitate maintenance or construction of the road or drainage channel. The utility company will be given a minimum of thirty (30) days written notice to relocate. The cost associated with the relocation will be borne entirely by the utility company.

14. DESIGN

(a) The design of any utility installation will be the responsibility of the utility company. An installation within the right-of-way must be reviewed and approved by the County Road and Bridge Administrator 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 structure, ease of road or channel maintenance, appearance of the highway, and the integrity of the utility facility. Utility installations on, over, or under the right-of-way of the County road system shall conform with the requirements contained herein and/or the following rules and regulations:

(1) Safety rules for the installation and maintenance of electrical supply and communication lines—National Electric Safety Code.

(2) Title 49, Code of Federal Regulations, Part 192, Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards, and amendments.

(3) Title 49, Code of Federal Regulations, Part 195, Transportation of liquids by pipelines, and amendments.

(4) Latest American Society for Testing and Materials (ASTM) specifications.

(5) Most recent edition of the Texas Manual on Uniform Traffic Control Devices for Streets and Highways.

(6) Latest edition of the rules and Regulations for Public Water Systems, published by the Texas Department of Health, Water Hygiene Division.

(b) All utility 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 utility lines to remain in place must be of satisfactory design and condition.

(c) Special precautions should be taken during utility 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.

(d) Underground utility installations should be backfilled with pervious material and outlets provided for entrapped water. Underdrains shall be provided where necessary. No jetting or puddling will be permitted.

(e) Clearances between underground utilities and storm sewers shall be a minimum of 12 inches, if the installation can take place without disturbing the storm sewer installation. Otherwise, the minimum clearance will be 24 inches.

(f) On new installations, or adjustment of existing utility lines, provision for known or planned expansion of the utility facilities may be made, all at the sole expense of the utility firm. Any such expansion should be planned so as to minimize hazards and interference with traffic.

(g) Manholes shall be limited to those necessary for installation and maintenance of underground lines. In no case shall they be placed or permitted to remain in the pavement or shoulders of roadways, except at those locations on roads in urban areas where necessary for existing lines 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 road right-of-way is that which is essential to the normal flow of the utility, 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 road right-of-way. All manhole covers shall be installed flush with the ground and/or pavement surface, whichever is

applicable. All underground utilities within the road right-of-way, including manhole rings and covers, must be designed for HS-20 loading.

(h) Where it is necessary for utility lines to cross drainage easements, outside of road right-of-ways, the same minimum depth of cover shall be maintained as required for crossing ditches inside of the road 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 utility 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 line.

(i) Where lines approved through cattle guard crossings, they will be cleared of any sediment before installation.

15. SAFETY OF THE TRAVELING PUBLIC

(a) Appropriate signs, markings and barricades shall be placed by the utility company prior to the beginning of construction operations and shall be properly maintained throughout the installation. All traffic control devices shall conform to the Texas Manual on Uniform Traffic Control Devices for Streets and Highways.

16. SITE CLEAN-UP

Roadways adjacent to utility 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 prosecuted so as to minimize the time between opening of trenches and backfilling. When utility installation is complete, the right-of-way shall be reshaped to its original condition and the area reseeded or resodded to reduce erosion. Should settlement or erosion occur within six months after utility installation, the utility company shall reshape, reseed, or re-sod the area as necessary.

17. UNDERGROUND UTILITIES – GENERAL

(a) Method of protection. In general, underground utility line crossings of roadways shall be encased in the interest of safety, protection of the utility, protection of the roadway, and for access to the utility. 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 thereon, 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.

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

(c) Location.

(1) The depth of underground lines shall be as specified herein for each type of utility. Where placement at such depths is impractical or where usual conditions exist, the utility company may submit for approval other protection as may be appropriate in lieu of the depth of bury required for the particular utility line.

(2) Longitudinal pipelines are to be placed as far away from the improved section of the roadway unless otherwise approved.

(d) Methods of installation.

(1) Lines placed under any existing unpaved roadway shall be installed by boring, trenching or tunneling unless otherwise approved.

(2) Lines placed under any existing paved roadway shall be bored unless otherwise approved beneath all travel lanes plus five feet or as approved.

(3) All traffic control devices used to warn motorists of the construction activity must conform to the TXMUTCD.

(4) Where circumstances necessitate the excavation of a bore pit closer to the edge of pavement than set forth in this section, a guard fence or other approved protective devices will be installed for the protection of the traveling public. 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.

(5) Where trenching in the right-of-way is permitted, backfill shall be compacted to densities equal to that of the surrounding soil. Where trenches are allowed to cross a roadway or driveway the backfill shall consist of wet compaction at 4" lifts.

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

(f) Clearances. Vertical and horizontal clearances between a pipeline and a structure or other roadway or utility facility should be sufficient to permit maintenance of the pipeline and the other facilities.

18. HIGH-PRESSURE GAS AND LIQUID PETROLEUM LINES

(a) Depth of cover.

(1) For encased high-pressure gas or liquid petroleum lines, the minimum depth of cover for casing pipe shall be 36 inches.

(2) For un-encased high-pressure gas or liquid petroleum lines, the minimum depth of cover shall be 60 inches under the pavement surface. Under ditches, the minimum depth of cover shall be 48 inches. Exceptions may be authorized to permit a reduction in the specified depths of cover where the pipeline is protected by a reinforced concrete slab. As used herein, depth of lines is the depth to top of carrier (if un-encased) or casing (if required).

(b) Crossings

(1) Where encasement is to be utilized, the 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 five feet beyond any structure where the line passes under it.

(2) Where encasement is not used, the welded steel carrier pipe shall provide sufficient strength to withstand the internal design pressure and the dead and live loads of the pavement structure and traffic.

(c) Additional protective measures should include:

- (i) Heavier wall thickness and/or higher factor of safety in design;
- (ii) Adequate coating and wrapping;
- (iii) Cathodic protection;

(iv.) Other measures as required by Title 49, Code of Federal Regulations, Part 192 or Part 195.

(d) 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 if 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 twelve-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.

(e) Vents. One or more vents shall be provided for each casing or series of casings. On shorter casings, a vent should be located at the high end with a marker placed at the low end. Vents shall be placed at the right-of-way line immediately above the pipeline, situated so as not to interfere with roadway maintenance or concealed by vegetation. Ownership of the line shall be shown on the vents.

(f) Markers. The utility company 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 lines installed longitudinally within the right-of-way.

(g) Above-ground appurtenances, except vents, shall not be permitted within the right-of-way.

19. LOW-PRESSURE GAS LINES

(a) Depth of cover. For low-pressure gas lines, the minimum depth of cover is required within the right-of-way and under roadway ditches, but outside the pavement structure, including longitudinal portions, depth of cover shall be thirty six (36'') inches for either encased or unencased installations. Exceptions may be authorized to permit existing lines to remain in place with a reduction of six (6'') inches in the above-specified depth. All lines normally shall be a minimum of thirty six (36'') inches or one-half the diameter of the pipe, whichever is greater, beneath the bottom of the pavement structure.

(b) Encasement. Low-pressure gas lines shall be encased as required for high pressure gas and liquid petroleum lines 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, with a specific agreement that the pavement will not be cut for repairs to the pipeline at any time in the future.

(c) Vents. Vents shall be installed as provided for in the requirements for High pressure Gas and Liquid Petroleum Lines.

(d) Markers. Markers shall be installed as provided for in the requirements for High-Pressure Gas and Liquid Petroleum Lines.

(e) Plastic lines. Plastic lines may be used, provided the internal pressure will not exceed 60 psi, that they are encased from right-of-way line to right-of-way line on crossings, and have at least thirty six (36'') inches of cover. The maximum size of plastic lines for crossings shall not exceed twenty four (24'') inches. The maximum size of plastic lines placed longitudinally shall not

exceed six (6'') inches. Where plastic pipe is installed longitudinally a durable metal wire or other means shall be concurrently installed for detection purposes.

(f) Above-ground appurtenances. Above-ground appurtenances, except vents, shall not be permitted within the right-of-way.

20. WATER LINES

(a) Depth of cover. The depth of cover for water lines shall be the same as stipulated for low-pressure gas lines.

(b) Encasement. Encasement shall be provided from center of ditch to center of ditch for cut sections, (or five (5') feet behind toe of slope for fill sections or face of curb) of all roadways. Encasement under side road entrances may be omitted in consideration of traffic volume and condition of roadway.

Encasement under low volume roadways may be omitted on existing water lines having an inside diameter of twenty four (24'') inches or more and on new lines having an inside diameter of thirty inches (30'') inches or more, provided all other requirements are met.

(C) Plastic lines. Plastic lines may be used provided they have at least thirty six (36'') inches of cover for both crossing and longitudinal segments. Crossings shall be encased in accordance with the requirements of High-Pressure and Liquid Petroleum Lines.

(d) Nonmetallic pipe detection. Where nonmetallic pipe is installed longitudinally, a durable metal wire or other means shall be concurrently installed for detection purposes.

(e) Exceptions to location requirements. Same as stipulated for low-pressure gas lines.

(f) Markers. The utility company shall place a readily identifiable and suitable marker at each right-of-way line where it is crossed by a water line.

(g) Above-ground appurtenances. Above-ground appurtenances shall not be permitted within the right-of-way.

21. TEMPORARY POLY-PIPE WATER LINE

Effective 10/10/11—By Order of the Reeves County Commissioner's Court

Definition(s):

"Temporary Poly-Pipe Line" means an above ground poly-pipe line 4" or less in diameter on the County right-of-way for a time period of six (6) months or less.

Any Poly-Pipe Line larger than 4" in diameter on a County right-of-way will not qualify as a Temporary Poly-Pipe Line. No permits will be granted under this section for poly-pipe greater than 4" in diameter.

- (a) A permit shall be obtained to lay poly-pipe line in the County's right-of-ways. The line shall be placed off the county roadway a sufficient distance to allow for the unobstructed travel down the roadway.
- (b) A permit application must state what substance is to be transported through the poly-pipe line.
- (c) A permit application must state how the line will be marked and/or tagged in order for the County to easily identify to whom the poly-pipe belongs and each poly-pipe that is laid in

the County right-of-ways will contain the markings and/or tags exactly as stated on the application.

- (d) The cost for laying a temporary poly-pipe line in the County's right-of-way is \$14 per rod for six months. At the expiration of six months, if the line has not been removed from County's right-of-way, then the permit must be renewed at the current cost per rod for an additional six (6) months;
- (e) The permit is for a period of six (6) months. The fees will not be prorated and it is agreed that once the fees are paid for use of the County's right-of-way, they will not be reimbursed.
- (f) A thirty (30) day grace period will be granted from October 10, 2011 through November 10, 2011 to allow for permits and payments for poly-pipe line that has already been laid in the County's right-of-way. The penalty for not obtaining a permit on or before the date the grace period ends shall be \$50 per rod for the first thirty days (30) after the expiration of the grace period and \$50 per rod per day for every day thereafter.

WARNING: PLACEMENT OF A POLY-PIPE LINE ON THE TRAVELED PORTION OF A COUNTY ROAD SHALL CONSTITUTE OBSTRUCTION OF A COUNTY ROAD IN VIOLATION OF STATE LAW AND MAY RESULT IN CRIMINAL PROSECUTION AND/OR ADDITIONAL FINES IN THE SUM OF \$100 PER ROD PER DAY.

22. SANITARY SEWER LINES

- (a) Depth of cover. The depth of cover for sanitary sewer lines shall be the same as stipulated for low-pressure gas lines.
- (b) Encasement. 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.
- (c) Materials. New and relocated sewer lines crossing high-traffic roadways 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. New and relocated longitudinal lines and those crossing low-traffic roadways may be of any material which has been proven to be of satisfactory strength and durability in local use, provided all other requirements are met.
- (d) Non-metallic pipe. Where non-metallic pipe is installed longitudinally a durable metal wire of other means shall be concurrently installed for detection purposes.
- (e) Manholes. Manholes should be the minimum overall width necessary to operate and maintain the sewer system.
- (f) Exception for existing lines in urban area. 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.

23. OVERHEAD POWER AND COMMUNICATION LINES

(a) Vertical clearance. The minimum vertical clearance above the roadway shall be no less than twenty (20') feet for power lines. This clearance may be greater, if required by the National Electric Safety Code and/or governing laws.

(b) Location. In rural areas and at uncurbed sections in urban areas, poles supporting longitudinal lines shall be located from one to three (1-3') feet from the right-of-way edge. 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. Steel poles with bases greater than thirty six (36'') inches in diameter shall not be placed within the right-of-way, except in extreme hardship situations and if sufficient space remains for other utilities.

24. UNDERGROUND POWER LINES

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

VOLTAGE MINIMUM--DEPTH OF BURIAL

22,000 or less volts-- 30 inches

22,001 to 40,000 volts-- 36 inches

40,001 or greater volts-- 42 inches

(b) Crossings. Power lines shall be encased (placed in conduit) and buried a minimum of thirty six (36'') inches under roadway ditches, and sixty (60'') inches below the pavement surface.

(c) Encasement. Encasement shall be provided from top of back slope to top of back slope for cut sections (or five (5') 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 roads 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 (6') feet under the pavement surface and not less than four (4') feet under the roadway ditch. If a reinforced concrete slab is to be used, it should meet the following standards:

(1) Width - five (5') foot minimum;

(2) Thickness - six (6'') inch minimum;

(3) Reinforcement - #4 bars at twelve (12'') inch centers each way or equivalent wire mesh;

(4) Cover - the cushion between the bottom of slab and top of cable shall not be less than six (6'') inches.

(d) Markers. 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.

(e) Location. 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.

(f) Above-ground appurtenances. Above-ground utility appurtenances installed as part of an underground power line shall be located at or near the right-of-way line.

(g) Manholes. Requirements for manholes shall be the same as set forth in the design section of this order.

25. UNDERGROUND COMMUNICATION LINES

(a) Longitudinal placement. The minimum depth of cover for cable television and copper cable communication lines shall be thirty six (36'') inches. The minimum depth of cover for a fiber optic line shall be forty two (42'') inches; provided, however, that said minimum depth of cover may be thirty six (36'') inches if the owner/operator of a fiber optic line waives damages and fully indemnifies the County in a form acceptable to the County.

(b) Crossings. 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.

(1) The minimum depth of cover for cable television and copper cable communication lines shall be thirty six (36'') inches under the flow line of ditches.

(2) Lines crossing roadways are not required to be encased, except where such encasement is necessary for the protection of the roadway facility.

(3) When the installation of the line is to be accomplished by boring a hole the same or approximately the same diameter as the line and pulling it through, then encasement is not necessary. Where such conditions cannot be met, encasement should be provided. The annular void between the drilled hole and the line or casing should be filled with a satisfactory material to prevent settlement of any part of the roadway facility over the line or casing.

(4) 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 slope for fill sections, or face of curb of all roadways, including side streets.

(c) Markers. 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.

(d) Placement. Lines may be placed by plowing or open trench method and shall be located on uniform alignment as near as practical to the right-of-way line. Distance from the right-of-way line will depend upon the terrain and other utility lines.

(e) Above-ground pedestals. Above-ground pedestals or other utility appurtenances installed as part of an underground communication line shall be located at or near the right-of-way line.

(f) Manholes. Requirements for manholes shall be the same as set forth in the Design section of this policy.

26. VIOLATIONS

(a) In addition to law enforcement agencies, the County Road and Bridge Administrator shall be charged with the enforcement of these Regulations.

(i.) If any person/entity violates any provision of these Regulations or fails to submit a permit request prior to beginning their construction or installation, the County Road and Bridge Administrator or his designee is authorized to remove any construction built and/or property installed in a County right-of-way at the owner's expense and/or shall submit that person/entity to the Commissioner's Court for further action to be taken.

(ii.) Such action taken includes, but is not limited to, the denial of the future use of the County's right-of-way by said person/entity and/or a permit fee to be set by the Commissioner's Court at their discretion and not in accordance with the fee established for those who seek prior approval.

27. POLICY SUBJECT TO CHANGE WITHOUT NOTICE

(a) Notwithstanding anything in this policy to the contrary, all of these policies are subject to change at anytime without notice. Requests for crossings of any kind can and will be made based on the particular circumstances of the request. Requests for longitudinal lines will be determined on a case-by-case basis.

APPENDIX

Appendix A – Utility Installation Permit Request Form 1000, Page 19, 20, 21

Appendix B – Fee Schedule, Page 22



REEVES COUNTY ENGINEER
RAUL B. RODRIGUEZ, P.E.
PO BOX 111
PECOS, TEXAS 79772
OFFICE (432) 445-3075 FAX (432)445-3173

Form 1000

Permit # _____

UTILITY PERMIT REQUEST

1. Applicant Information

Applicant Name: _____
Mailing Address _____ City _____ State _____ Zip _____
Phone Number () _____ Cell Phone () _____ Fax () _____
E-mail Address: _____

2. Location of Property

County Road Number: _____ GPS Location: Lat. _____ Long. _____
Landmark or Intersection _____ Distance _____ Direction _____

3. Construction Type

- Overhead Cable Underground Cable High Pressure Underground (60 psi or Greater) Low Pressure Underground (Less than 60 psi)
- Temporary water poly-line Other _____

4. * "811" Dig Tess Confirmation Number: _____

UTILITY TO CROSS ROAD

Road Name	Cross Street & Distance To	Length/Height	Type of Construction (Bored, Open Trench)

UTILITY TO PARALLEL COUNTY ROAD WITHIN RIGHT-OF-WAY

Type of Permit (Commercial, Residential) _____
Type of Pipe (Steel, Aluminum, Concrete, Poly, etc.) _____
Pipe Size: _____ Casing Size: _____ Wall Thickness: _____
Anticipated Working Pressure _____
Type of Material or Substance to be carried, (i.e. Oil, Natural Gas, potable water, non-potable Water, Produced Water, Etc.) _____.

Applicant will construct and maintain the line on the roadway right of way as shown on the attached drawing and in accordance with regulation and policies of Reeves County. Upon request by Reeves County at any time, Applicant will submit to Reeves County proof of compliance with all governing laws, rules and regulations before commencement of construction. Plans shall include the design, proposed location, vertical elevations, and horizontal alignments of the facility. A complete set of drawings will be attached to this Utility Installation Request. Best Management Practices will be used to minimize erosion and sedimentation resulting from the proposed installation. All lines shall be tagged/marked for proper identification. If the lines are "Temporary" all lines shall be removed from Reeves County Right-Of-Way within 15 days from completion date of project. At the end of the sixth-month period, an application must be resubmitted along with the fees required at the time of the making of the application in order to maintain the temporary line in the County's Right-Of-Way. However, if an application is not resubmitted at the end of the sixth-month period, it is understood that the Applicant will be charged a fine of \$50.00 per rod per day beginning the day after the sixth-month period ends until all lines are removed. We will also ensure the use of proper Traffic Control in all work zones for the duration of the installation, complying with the provisions for design, use, and application set forth in the Texas Manual on Uniform Traffic Control Devices.

It is expressly understood that Reeves County does not purport hereby to grant any right, claim title or easement in or upon roadway right of way. Reeves County may require Applicant to relocate this line, subject to the provision of governing laws, by giving Applicant at least 30 days written notice.

Applicant's installation shall not damage any part of the roadway structure or associated appurtenances, and Applicant agrees to make adequate provisions to cause minimum inconveniences to the traveling public and adjacent property owners. Applicants will not open-cut driveways or intersecting roadways without specific written permission from the owner. Applicant understands that Reeves County may place additional provisions and requirements as listed below, based upon, but not limited to, the type of utility being installed, local site conditions, soil types and traffic.

If approved, Applicant understands we will assume all risks associated with this installation within Reeves County right of way. These risks include injuries to our workers, damage to utility lines that may be in the area and injuries or damage resulting from our failure to properly install and maintain the line. If the character, use or function of Applicant's installation is materially changed from that approved under this Request, Applicant will notify Reeves County within 30 days after the change. * 811 (Dig Tess) will be notified with ample time as to confirm location of all existing utilities within the proposed work area. When Applicant makes the mandatory notification call to Reeves County Representative forty-eight (48) hours prior to beginning the project. Applicant shall submit the Dig Tess confirmation number to said Reeves County Representative. If installation of the line is not begun prior to the 91st calendar day from date of issuance, Applicant acknowledge that, unless otherwise extended, Reeves County's approval of this Request will automatically expire, and Applicant will be required to resubmit its Request. If approved, the Applicant, to the fullest extent of the law, agrees to release, defend, indemnify and hold Reeves County harmless from and against any liability, loss, cause of action, penalty, fine, cost (including, but not limited to, attorney's fees), claim, or strict liability claim arising out of or in any way incident to the work or services performed by Applicant or its contractors or the employees of either, on account of personal injuries, death, damage to property, or damage to the environment,

regardless of whether such harm is to Applicant, Reeves County, the employees or officers of either, or any other person or entity, but excluding injury/death/damage to the extent caused by the negligence of Reeves County. Applicant's duties under this paragraph shall survive the termination, revocation, or expiration of this grant.

All Permit applications must be paid in full before approval of Permit can be granted. Payment will be made through the County Treasurer's office at the Reeves County Courthouse located at 100 E. 4th Street, Pecos, TX 79772. Phone No. (432) 445-2631, by Check or Money Order made payable to Reeves County Treasurer's office. A copy of the application is required when remitting payment.

By signing the Authorized Representative below, I certify that I am authorized to represent the requestor, that I agree to the provisions and requirements included in this Utility Installation Request, and our commencement of construction will further attest to our review and acceptance of said additional provision and requirements.

Date _____

Requestor Signature

Date _____

Reeves Co. Road & Bridge Administrator/Representative

Date of Issuance

Reeves County Authorized Representative

Permit Fee: \$ _____ + Rod Total: _____ = Amount Due: _____

(If Applicable)

Date Application Submitted/Fee Paid

APPENDIX B - - - FEE SCHEDULE

Overhead Power or Communication Lines -----	\$50.00/crossing
Longitudinal Lines -----	\$0.05/Linear Foot (min. \$50.00)
Underground Power or Communication Lines, Pipelines-----	\$150.00 Residential
	\$1,000.00/Commercial
Temporary Water Lines, Aluminum or Poly-Pipe-----	\$1,000.00/Crossing
	\$14.00/Rod (Longitudinal)

Note: Where the utility installation involves both crossing(s) and longitudinal placement, the fee will be determined by adding the fee for each crossing, plus the fee for longitudinal placement.

Reminder: A Reeves County Road & Bridge Administrator or Representative shall be notified forty-eight (48) hours prior to beginning of construction. During this notification, the “811” Dig Tess Confirmation number shall be disclosed to the Road & Bridge Administrator or Representative.

Application to Bore Under County Right of Way (Water Pipeline Only)

1. Please disclose the name of the company(ies) who authorized the pipeline, claim(s) ownership of the pipeline, or will claim ownership of the pipeline, and all other companies affiliated with said company(ies).

2. Please describe the location of the ground water source for the proposed pipeline by address, mile marker, farm/ranch name and other identifying information. You must also include GPS coordinates of the groundwater source location and a site plan and/or plat.

3. Please state the size of the pipeline you intend to place under the County right-of-way and the size(s) of any connecting line on either side of the right-of-way from the groundwater source to the point you intend to bore under to your final destination.

4. Please state the location of the final destination of your water pipeline and identify said location by address, mile marker, farm/ranch name, and any other identifying information. You must also include GPS coordinates of the final destination of your water pipeline along with a site plan and/or plat.

5. Please state your intended use(s) of the water line, including the type of water to be carried.

6. Please state whether any pipeline or connecting pipeline will transport the water outside of Reeves County.

A SITE PLAN AND/OR PLAT IS REQUIRED FOR EACH PERMIT APPLICATION.

WARNING: Any application granted to cross under any County right-of-way is conditional upon the truthfulness and accuracy of the application and the applicant hereby agrees that Reeves County has the right to revoke, rescind or cancel any right to cross the right-of-way and cut off, disconnect, and/or remove any pipeline in the event the information in the application is found to be untruthful or inaccurate.

Change in Usage

There shall be no change in usage after the application has been approved unless it is pre-approved by the Reeves County Commissioner's Court or its designee.

~~~~~  
Applicant herein is aware of the penalties of perjury under Federal Law, pursuant to 18 USC Section 1621 wherein it is provided that anyone found guilty shall not be fined more than Two Thousand (\$2,000.00) or imprisoned not more than years or both. Applicant is also aware that perjury in the execution of a false statement is a criminal act pursuant to Section 37.02 of the Texas Penal Code. Finally, we are also aware that under Section 32.46 of the Texas Penal Code, a person commits an offense, if with intent to defraud or harm a person, he/she, by deception, causes another to sign or execute any document affecting property or service of the pecuniary interest of any person, and that an offense under such Section is a felony of the third degree which is punishable by a fine of Five Thousand (\$5,000.00) and confinement in the Texas Department of Corrections for a term of not more than 10 years or less than 2 years.

APPROVED AND AGREED:

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Authorized Representative (Applicant)

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME by the said \_\_\_\_\_  
On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public State of Texas