



Indefinite Right-of-Way Easement Instructions:

1. Submit the completed easement form, 11"X17" site plan(s), and payment in the amount of \$350.00 to the City Engineer for review. Make all checks payable to: City of Tyler.
2. The City of Tyler Engineering Department is located @ 423 W. Ferguson Street, Tyler, TX. Submissions may be made by mail to City of Tyler Engineering Department P.O. Box 2039 Tyler, TX 75710
3. If the easement request is in a Texas Department of Transportation (TxDOT) right-of-way, approval to work in the right-of-way must be obtained from TxDOT.
4. Once review is complete and approved by City Staff, all indefinite right-of-way easements must go to City Council for approval. City Council typically meets the second and fourth Wednesday of each month.
5. ***Once the right-of-way easement has been approved by the City Council you may begin work under the following conditions:***
 1. Any damage must be repaired within 30 days.
 2. Underground installation which could cross a water main 18" and larger will require open excavation.
 3. Notice of work commencement is required a minimum of 48 hours before work begins. Contractor must also contact the Water Service Center @ 903-531-1289, 48 hours prior to commencing installation.
 4. Contractor must notify Traffic Engineering of any lane or street closures a minimum of 48 hours before work begins 903-531-1201. **No Traffic Lanes will be closed between the following hours: 7:00 AM to 8:30 AM & 4:00 PM to 6:00 PM.**
 5. Five days' notice must be given before any construction within the right-of-way. That includes alterations to the surface or subsurface of the right-of-way.

NOTE: An easement to work in the right-of-way can take approximately two weeks to a month for approval, depending on the date of submission and the City Council meeting schedule.