



# DALLAS FLOODWAY ACCESS REQUEST FORM

Complete this form and return it to the City of Dallas Floodway Operations  
*(Scope of Work, Emergency Action Plan and Map of Area of Interest must be submitted with request)*

PURPOSE OF ACCESS: \_\_\_\_\_

FULL NAME : \_\_\_\_\_

COMPANY : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CITY / STATE : \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

MAKE / MODEL OF VEHICLE: \_\_\_\_\_

SECOND VEHICLE: \_\_\_\_\_

(IF MORE THAN TWO PROVIDE LIST AS ATTACHMENT)

DATE(S) REQUESTED TO BE WITHIN THE ENCLOSED FLOODWAY AREA:

STARTING DATE:

ENDING DATE:

TIME REQUESTING GATE Access:

Purpose:

**WILL DIGGING/EXCAVATING/DRILLING BE PERFORMED ON LEVEE?** \_\_\_\_\_

ACCESS POINT AND AREA: \_\_\_\_\_

GOVERNMENT AGENCY & DEPARTMENT OVERSEEING CONTRACT:

**NOTE:** All rules and regulations apply to anyone entering these premises. Keep it clean, no dumping; no illegal activities; no driving on sides of Levee; while on the levee, drive only on the graveled roads and ramps. Any damage done to the Levees or gates or failure to close and secure gates will because to revoke this permit and damage cost assessed. This permit must always be kept in vehicles while in the Dallas Floodway and presented when requested by any City representative.

CITY OF DALLAS FLOODWAY OPERATIONS DISTRICT  
2255 Irving Blvd., Dallas, Texas 75207  
Office 214/670-6015 or Fax 214/670-6526

## Floodway Permit Guidelines

- **Permit will be issued between 8-11 a.m. and 1-4 p.m., Monday thru Friday.**
- Levees: No excavation or notching will be performed into or on the levee or within the levee template.
- No digging/excavation of any kind, without Floodway Operations written approval.
- Construction may not start until final written contract, drawings, and plans have been reviewed and approved in writing by Floodway Operations.
- If working for the United States Army Corp of Engineers or Engineering Consultant, a copy of the work authorization will be required
- The contractor shall not store equipment/materials within the floodway (between the levees).
- Travel is limited to the maintenance roads, unless otherwise preapproved in writing (no driving on levee slopes).
- The speed limit is 35 mph on all maintenance roads
- Street legal vehicles only, ATV type equipment is not authorized.
- Any ruts, erosion, or damage to the levees, levee slopes, maintenance roads, or floodway are to be repaired to the satisfaction of the Floodway Operations District within a reasonable time frame. All repairs and method of repair must be approved in advance.
- Project site should be kept clean and maintained using best management practices which includes maintaining vegetation in project site. No dumping; no illegal activities
- Levee access gates are always to be kept closed .
- The Floodway Operations District should be contacted after each rain/ice event to determine if the levees and/or floodway are open. Floodway Operations personnel will determine accessibility after each rain/ice event.
- Excess material shall be disposed at approved location(s) secured by the contractor at his own expense. Material should be removed within 24 hours of notification.
- Any fluid spilled, other than clean water, must be reported to the Floodway Operations District Office immediately. The permit holder/contractor will be responsible for the clean-up and must follow existing City of Dallas standards.
- **Permit holders are required to follow the Office of Environmental Quality guidelines and provide the necessary signed documents along with the Permit Access Request. The documents are attached.**
- Complete list of vehicles that will be on site, vehicles must be temporary/permanently marked with company name and logo.
- Vehicle Restrictions: Horses and Quads are banned. Also, Golf carts are banned if wet.
- Emergency contact information is to be included with scope of work.
- If the primary permit holder is not present during sub-contractor work activities, the sub-contractor must apply for an individual permit.
- The person whose name is on the permit must physically come to 2255 Irving Blvd, Dallas, Texas 75207 and sign the permit for the permit to be issued.
- List contact information for the on-site Supervisor and Project Manager in your scope of work.
- Wherever possible, a single permit will be issued to the lead company however, the Floodway Operations District will determine if multiple permits will be required. The person listed on the permit will be responsible for all activities and actions of company personnel
- Permits must always be carried, and presented when asked by City of Dallas/Floodway Operations Personnel
- These guidelines are not inclusive and can be changed at any time
- Failure to abide by these guidelines may result in permit being revoked.
- The CONTRACTOR shall maintain all excavations, embankment, stockpiles, haul roads, and access roads within or outside the project boundaries free from dust, which would cause a hazard or nuisance to adjacent Property Owners. The CONTRACTOR shall use sprinkling or other methods acceptable to the OWNER to control dust.

ENVIRONMENTAL RECORD AFFIDAVIT

For purposes of this Affidavit:

(A) the term "Bidder/Proposer" includes any and all authorized officers, employees, agents, or other representatives of Bidder/Proposer working in that capacity on behalf of Bidder/Proposer within the past three (3) years prior to the date of this Affidavit;

(B) the term "Environmental Laws" includes any and all State, Federal, or local statutes, laws, rules, codes, regulations, or ordinances developed to regulate activities that impact human health and the environment including, but not limited to, those intended to control land, air, and water pollution, conserve natural resources, prevent damaging practices, and regulate chemical hazards.

By signing below, I, \_\_\_\_\_, the authorized representative of \_\_\_\_\_ (hereinafter called the "Bidder/Proposer"), affirm, on behalf of Bidder/Proposer, the following:

(1) That Bidder/Proposer has received and read the Contractor Environmental Packet. Bidder/Proposer also understands that the Contractor Environmental Packet is not intended to be all inclusive, but rather a guideline for environmental responsibility.

***[Strike the item indicated below that does NOT apply in this Affidavit.]***

(2) That Bidder/Proposer *has not* been served with any notices of violation or notices of enforcement or had any civil or criminal fines or penalties imposed by any regulatory authority for a violation of any Environmental Laws within the past three (3) years prior to the date of this Affidavit.

(3) That Bidder/Proposer *has* been served with notices of violation or notices of enforcement or had any civil or criminal fines or penalties imposed by any regulatory authority for a violation of any Environmental Laws within the past three (3) years prior to the date of this Affidavit as follows:

***[If Item (3) applies, use a separate sheet to list the notices of violation or enforcement, and any adjudications of actual violations, along with copies of any compliance documents issued by the regulatory authority in connection with the notices or actual violations, and attach the separate sheet to this affidavit.]***

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

# Acknowledgment Form

I \_\_\_\_\_, the duly authorized representative  
of \_\_\_\_\_ acknowledge the receipt of the following  
documents pertaining to the Permit Application and Authorization.

1. City of Dallas Environmental Policy
2. City of Dallas Environmental Record Affidavit
3. Contractor Policy

The permit holder will be responsible to insure the following documents and their content  
are understood and adhered by company staff.

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Signature

Date