



Upper Trinity Regional Water District  
PO Box 305 • 900 N. Kealy  
Lewisville, TX 75057

## Subsurface Utility Engineering Form

**A UTRWD representative must be present during subsurface utility work within the easement. Coordinate all work at least 48 hours in advance with UTRWD.**

**\*Unauthorized subgrade utility work will not be accepted.\***

### General Information

Owner: \_\_\_\_\_ Name of the Development: \_\_\_\_\_  
Developer: \_\_\_\_\_ Engineer: \_\_\_\_\_  
Type of utility crossing: \_\_\_\_\_ Size & Material: \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_  
Primary Contact Phone Number: \_\_\_\_\_  
Primary Contact Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date of pothole: \_\_\_\_\_

### Crossing Information

Type of line potholed (Fiber, water, sewer): \_\_\_\_\_ Size of line potholed: \_\_\_\_\_  
UTRWD drawing station: \_\_\_\_\_ UTRWD line elevation: \_\_\_\_\_  
Surface elevation: \_\_\_\_\_ Depth of potholed line: \_\_\_\_\_  
GPS coordinates: \_\_\_\_\_  
Horizontal accuracy: \_\_\_\_\_ Vertical accuracy: \_\_\_\_\_

### Survey Company Information

Company Name: \_\_\_\_\_  
Licensed Surveyor Name: \_\_\_\_\_  
Collection Equipment Used: \_\_\_\_\_

Email coordinates from the potholed crossing in ESRI shapefile or file geodatabase format to [developmentreview@utrwd.com](mailto:developmentreview@utrwd.com). Your email subject line shall be in the following format: **Project Name – SUE Form**.

- Coordinate system shall be NAD 1983 State Plane Texas North Central FIPS 4202 Feet.
- Attach pictures confirming surface elevation and potholed depth. Each Picture should be labeled with UTRWD utility and UTRWD station number.
- The horizontal and vertical coordinates shall have surveyed grade accuracy, with a sub-foot horizontal accuracy and a vertical accuracy that does not exceed three times the horizontal accuracy.
- All potholes must be done using a hydro vacuum excavation method.
- Pothole cannot be completed without written authorization from UTRWD.