



How to Respond to a Request for Additional Information

A RULIS Job Aid

Roles Impacted

External Utility Consultants
Utility Owners

Last Revised

February 2024

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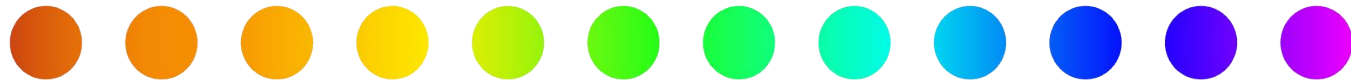


Introduction

A utility owner must apply for a permit with TxDOT when they need to install a new facility on TxDOT right of way, to perform maintenance on a facility on TxDOT right of way, or to perform an adjustment to a facility on TxDOT right of way required due to a transportation project. During TxDOT's review of the application, a reviewer may request additional information. If so, you will receive an email notification. This job aid describes the process for responding to a request for additional information in RULIS.

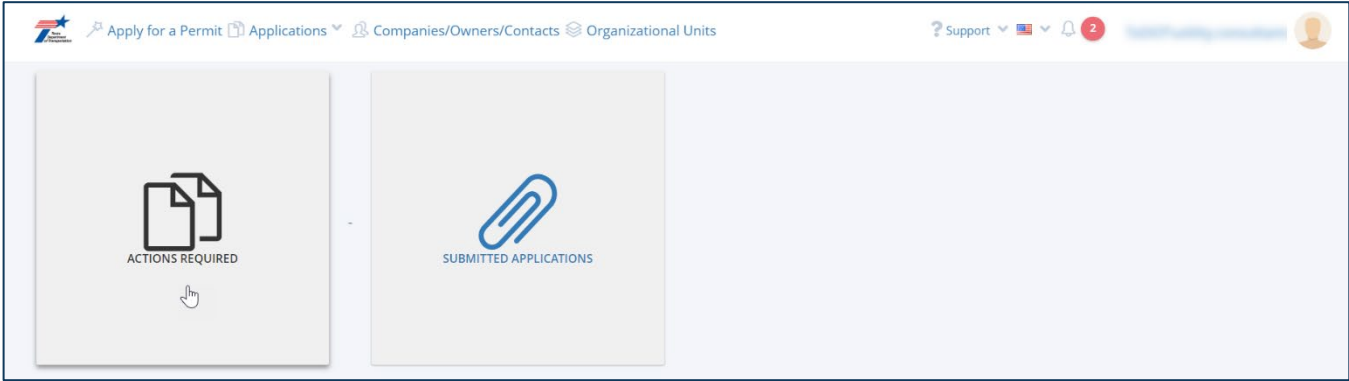
Process Overview

- [Respond to Requests for Additional Information](#)
- [Submitted Application Status](#)
- [Application Details](#)
- [Modification Request](#)
- [Application Status Summary](#)
- [Application Details](#)
- [Confirmation Message](#)
- [Status Change](#)



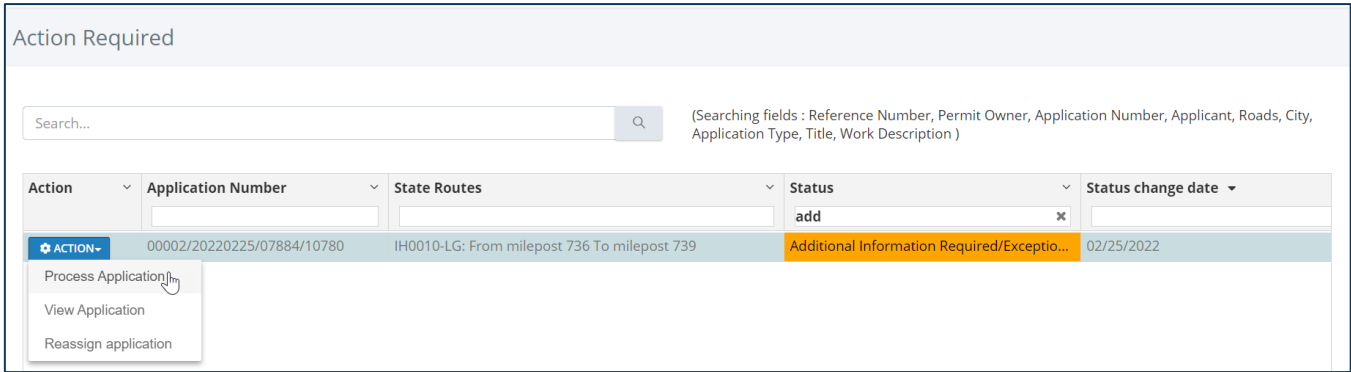
Respond to Requests for Additional Information

Please note, if you **do not** respond to a request for additional information within **10** days, your permit will be automatically **withdrawn**.



Click the **Actions Required** button.

Action Required

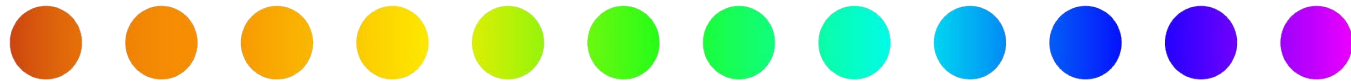


The **Action Required** page will open.

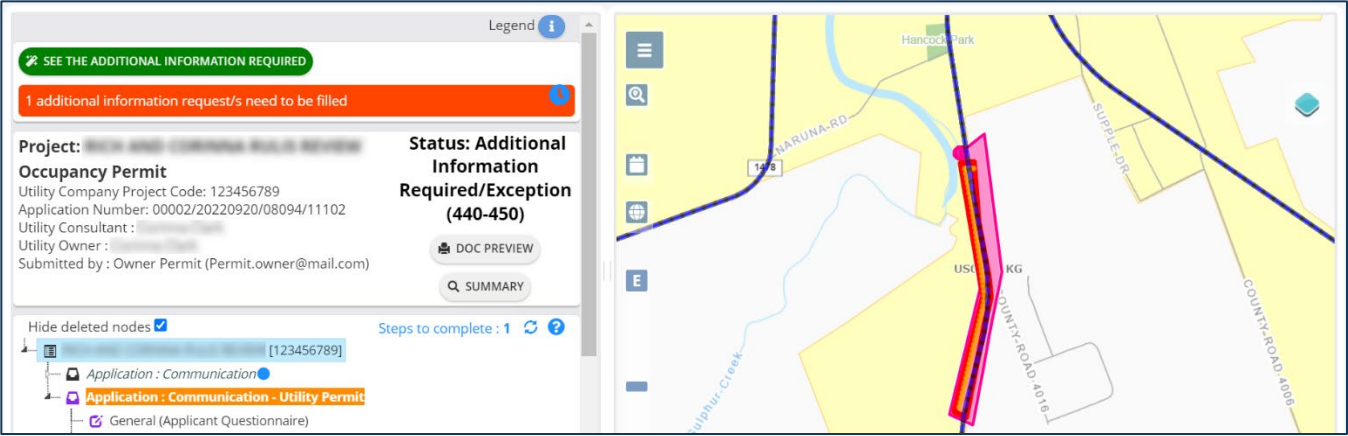
1. Use the **Search**, **Sort**, and **Filter** features to find the application you wish to check.
2. Click **Action** next to the application you wish to check.

An **Action** menu appears.

3. Click **Process Application**.



Application Details



The **Application Details** page opens
Click **See Additional Information Request**

Modification Request

Title: Modification Request
Request: Please, provide additional information

Response text:

File Edit View Insert Format Tools

↶ ↷ Paragraph B I [Formatting icons]

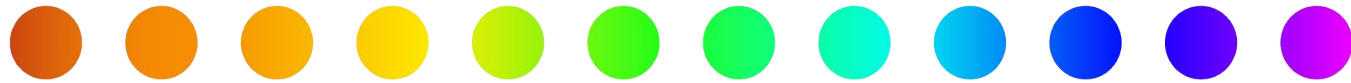
[Large text input area]

Attachments: [ADD ATTACHMENT](#)

[NEXT](#)

Reply to the **Modification Request**

1. Review the **Request** text.
2. Enter **Response** text.
3. Click Add Attachment to attach a file (if needed).
4. Click **Next**.



Application Status Summary

Application : Communication - Utility Permit
Application Number: 00002/20220920/08094/11102
(Status : Additional Information Required/Exception (440-450))

BACK TO DETAIL VIEW

Application:
Communication - Utility Permit
Project Title:
[REDACTED]

< REQUEST

GO TO NEXT STEP >

Application Status Summary will open.
Click **Back to Detail View**.

Application Details

SEE THE ADDITIONAL INFORMATION REQUIRED

Next steps after filling in required data:
→ SUBMIT MODIFIED APPLICATION
→ APPLICATION WITHDRAW / ARCHIVED AFTER 10 DAYS (280)

Project: [REDACTED]
Occupancy Permit
Utility Company Project Code: 123456789
Application Number: 00002/20220920/08094/11102
Utility Consultant : [REDACTED]
Utility Owner : [REDACTED]
Submitted by : Owner Permit (Permit.owner@mail.com)

Status: Additional Information Required/Exception (440-450)

DOC PREVIEW
SUMMARY

Hide deleted nodes [123456789]

Application : Communication

Application : Communication - Utility Permit

Legend

The **Application Details** page opens.

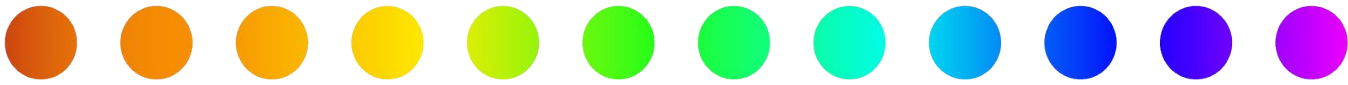
1. Use the **nodes** in the **application tree** to make anyother required modifications.
2. Click **Submitted Modified Applications**.

A **RULIS** JOB AID

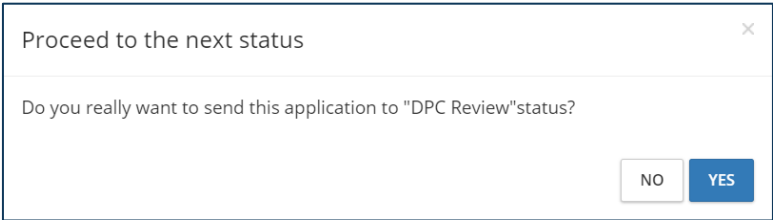
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HOW TO RESPOND



Confirmation Message

A dialog box titled "Proceed to the next status" with a close button (X) in the top right corner. The main text asks, "Do you really want to send this application to 'DPC Review' status?". At the bottom right, there are two buttons: "NO" and "YES".

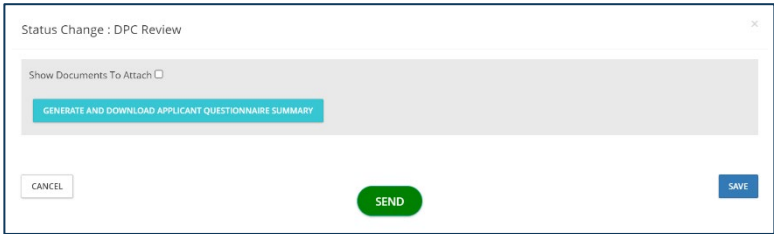
Proceed to the next status

Do you really want to send this application to "DPC Review" status?

NO YES

A **Confirmation Message** window opens.
Click **Yes**.

Status Change

A dialog box titled "Status Change : DPC Review" with a close button (X) in the top right corner. It contains a section "Show Documents To Attach" with a checkbox. Below this is a button labeled "GENERATE AND DOWNLOAD APPLICANT QUESTIONNAIRE SUMMARY". At the bottom, there are three buttons: "CANCEL", "SEND", and "SAVE".

Status Change : DPC Review

Show Documents To Attach ☐

GENERATE AND DOWNLOAD APPLICANT QUESTIONNAIRE SUMMARY

CANCEL SEND SAVE

A **Status Change** window appears.

1. Click **Send**.
2. The application is submitted back to TxDOT.

If you have additional questions, please email us at:
ROW_Applications_Helpdesk@txdot.gov