



RULIS Deleting or Withdrawing a Utility Permitting Application

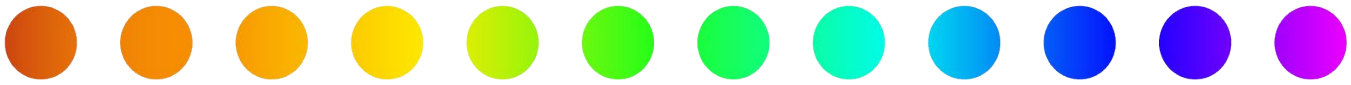
A RULIS Job Aid

Roles Impacted

RULIS External Users

Last Revised

December 1, 2023



Introduction

The purpose of this job aid is to explain the steps that a Utility Company or Utility Consultant (Creator/Applicant) would take to **delete** or **withdraw** their own Utility Permit Application in RULIS. There are **three** different scenarios that are outlined in this job aid.

Process Overview

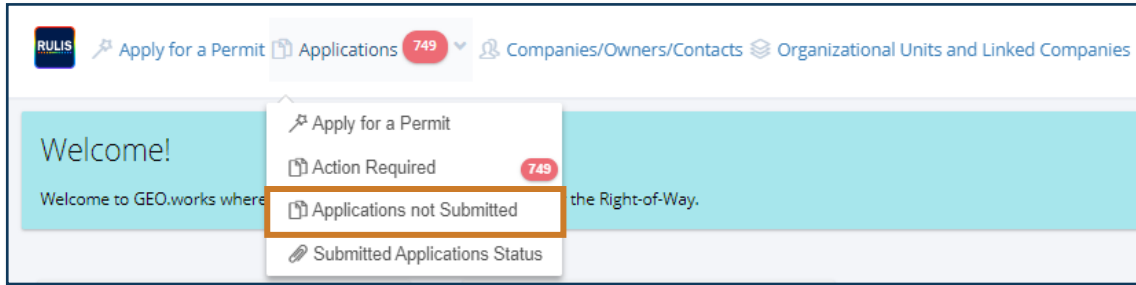
1. [Utility Permit Application has not been submitted](#)
2. [Utility Permit Application Submitted - Pending TxDOT](#)
3. [Utility Permit Application Submitted - Pending Creator/Applicant](#)



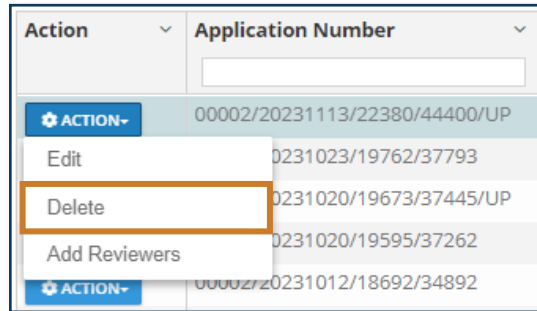
1. Utility Permit Application has not been submitted

If the Utility Permit Application has **not** been submitted to TxDOT, the **Creator/Applicant** can **delete** the application on their own within RULIS following the steps below.

1. From the Applications dropdown, select **Applications not Submitted**.

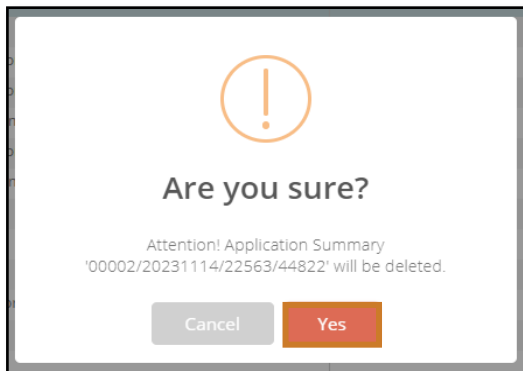


2. Select **Delete** from the **Action** dropdown next to the application that you want to delete.



3. A pop-up will display asking if you are sure you would like to delete the application.

Select, **Yes** and the Utility Permit Application will be **deleted** from RULIS.





2. Utility Permit Application Submitted - Pending TxDOT

If the Utility Permit Application has been **submitted** to TxDOT and is **pending** with the District Permit Coordinator (DPC) or another TxDOT user, the Creator/Applicant will need to work with the DPC to **withdraw** the application within RULIS following the steps below.

1. The Creator/Applicant will need to **email** the **DPC** asking for their Utility Permit Application to be returned to them with a **modification request** so that it can be **withdrawn**.
 - a. See the **UPS Statewide Utility Contact List** on the [RULIS training for external partners webpage](#). This list has the appropriate **DPC** listed by **district**.

TxDOT District utility contacts

- [UPS Statewide Utility Contact List](#)

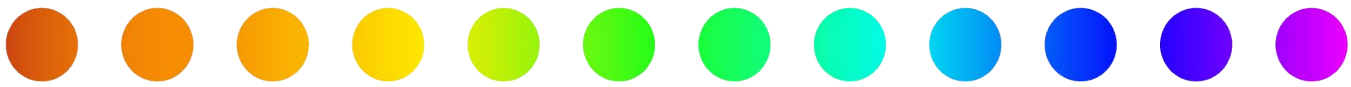
2. The DPC will return the Utility Permit Application to the Creator/Applicant with a **modification request**, changing the status of the application to **Additional Information Required**.

Status ▼

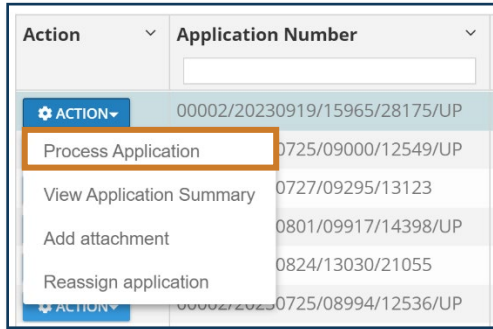
Additional Information Required/Exception (440-450)

3. From the Dashboard or Applications dropdown, select **Action Required**.

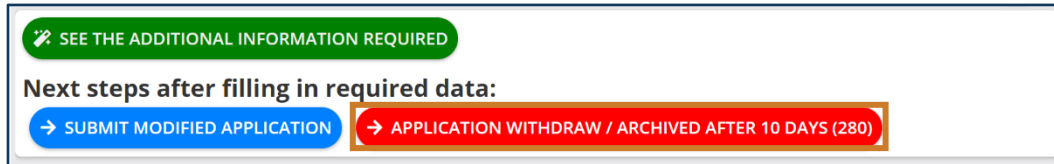


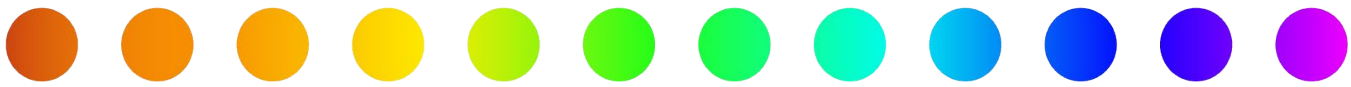


4. Select **Process Application** from the **Action** dropdown next to the application that you want to withdraw.



5. When the application opens, select the **Application Withdraw** button, changing the status of the application to **Application Withdraw/Archived After 10 Days**.

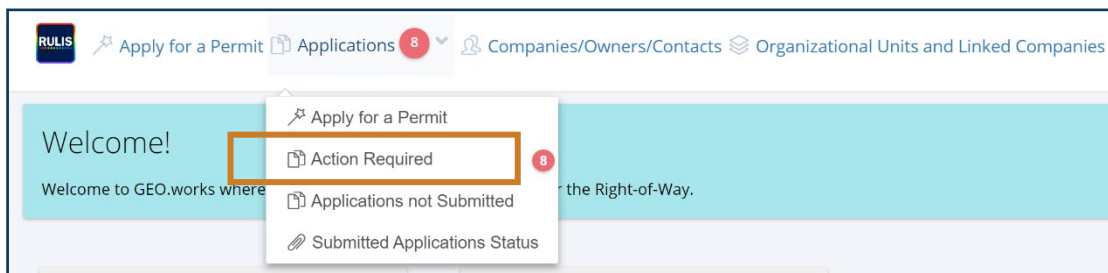




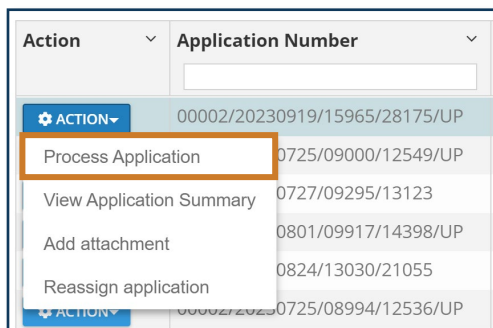
3. Utility Permit Application Submitted - Pending Creator/Applicant

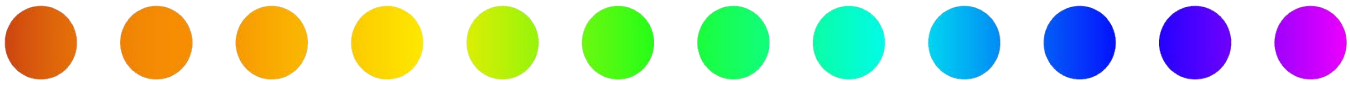
If the Utility Permit Application has been **submitted** to TxDOT and then **returned** to the Creator/Applicant so that it is in a **status** of **Application Withdraw/Archived After 10 Days**, the Creator/Applicant can **withdraw** the application on their own within RULIS following the steps below.

1. From the Dashboard or Applications dropdown, select **Action Required**.




2. Select **Process Application** from the **Action** dropdown next to the application that you want to withdraw.





- When the application opens, select the **Application Withdraw** button, changing the status of the application to **Application Withdraw/Archived After 10 Days**.

 SEE THE ADDITIONAL INFORMATION REQUIRED

Next steps after filling in required data:

[→ SUBMIT MODIFIED APPLICATION](#) [→ APPLICATION WITHDRAW / ARCHIVED AFTER 10 DAYS \(280\)](#)

If you have any additional question, please email:
ROW_Applications_Helpdesk@txdot.gov