

RULIS Deleting or Withdrawing a Utility Permitting Application

A RULIS Job Aid

Roles Impacted

Last Revised

RULIS External Users

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**.

RULIS Apply for a Permit 🖺 Applications 749 🗸 Companies/Owners/Contacts 🗟 Organizational Units and Linked Companies				
Welcome! Welcome to GEO, works where	Apply for a Permit	the Right-of-Way.		
	Applications not Submitted Submitted Applications Status			

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

Action ~	Application Number ~	
CTION-	00002/20231113/22380/44400/UP	
Edit	0231023/19762/37793	
Delete	0231020/19673/37445/UP	
Add Reviewers	0231020/19595/37262	
CTION+	00002720231012/18692/34892	

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.

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n	Are you sure?
	Attention! Application Summary '00002/20231114/22563/44822' will be deleted.
	Cancel Yes



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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returned to them with a modification request so that it can be withdrawn.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**.



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.

Action	~	Applicatio	n Number Y
ACTION-		00002/20230919/15965/28175/UP	
Process Application		ation	0725/09000/12549/UP
View Application Summary			0727/09295/13123
Add attachment			0801/09917/14398/UP
			0824/13030/21055
	appin		0725/08994/12536/UP

5. When the application opens, select the Application Withdraw button, changing the

status of the application to Application Withdraw/Archived After 10 Days.



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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.

Action ~	Applicatio	n Number Y		
ACTION-	00002/202	30919/15965/28175/UP		
Process Applica	ation	0725/09000/12549/UP		
View Applicatio	n Summary	0727/09295/13123		
Add attachmen	t	0801/09917/14398/UP		
Reassion appli	cation	0824/13030/21055		
ACTION 00002/20200725/08994/12536/UP				







3. 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

