

How to Submit Right-of-Way Information Requests to  
[rightofwayinfo@grapevintexas.gov](mailto:rightofwayinfo@grapevintexas.gov)

1. In the subject line, in the first position, place the name of the utility for which you are working, then the service address. Use the service address even if there is a route along which the utility will be placed. **IE: ATMOS - 200 S. Main St.** The address will be the file subfolder name under which the data will be posted to the FTP site. **IE: ATMOS\200 S. Main St.** There are folders for each individual utility on the FTP site, with subfolders for each site.
2. Within the body of the e-mail, add any information your believe would be helpful in gathering the data. Plats, subdivision construction record drawing, and capital project record drawings for water, wastewater, paving, and drainage along the immediate vicinity of the proposed construction route are included in the typical package. If topo or anything other than the aforementioned is needed, please include that in the body of the e-mail.
3. Attach a PDF of the route, if you believe it would be helpful. Please do not imbed any images within the body of the e-mail, as the City of Grapevine IT Department has severely restricted the size of the inbound and outbound e-mails. If there is an image within the original e-mail, it will make it too large to "chain" the responses, as you will be notified by reply e-mail when the data is ready for retrieval.
4. The information will then be placed on the secure City of Grapevine Public Works PWFTP site. Log on to the site, using the link provided.
5. Only use [rightofwayinfo@grapevintexas.gov](mailto:rightofwayinfo@grapevintexas.gov) for information requests. Please do not request information through personal e-mail addresses, or by any other method, as this will result in delays. Information requests are typically fulfilled within two working days. The userid and password for the FTP site are subject to change at anytime, purging any posted information, therefore please retrieve the information in a timely manner.
6. If you have questions, e-mail [rightofwayinfo@grapevintexas.gov](mailto:rightofwayinfo@grapevintexas.gov), or call 817.410.3146.