

Instructions: How to fill out your Right-of-Way Use Permit

1. Enter information on form and print out OR print out form and enter information
2. Bring form and payment into the Engineering Department between the hours of 8am and 4 pm M -F

Fill this area out prior to bringing document into Engineering Department for approval.

This area will be filled out by the Permit Technician at the Engineering Department when you bring in your Permit for approval and payment.

Office Use Only		Application Date	Permit No.
Applicant Name (First and Last)		Name of Company (if applicable)	
Applicant Phone No. (Mobile preferred)		Applicant Address (include City and State)	
Applicant Fax No.		Applicant Email Address	
24 Hr Contact person (Name)		24 Hr Contact person (Mobile Phone No.)	
Owner of real property served by work (if applicable)	Name	Property Address	
	Telephone No.	City, State, Zip Code	
Location of Work and/or Closure:			
Permit Type (check all that apply)			
Work Permits:		Closure/Obstruction Permits:	
<input type="checkbox"/> Driveway (\$50 per driveway/ 2 week permit) Concrete / Paver	<input type="checkbox"/> Sidewalk (\$50/per day/per blockface + surcharges)		
<input type="checkbox"/> Curb and Gutter (\$50 per block face/ 2 week permit)	<input type="checkbox"/> Lane (\$100/per day/per blockface + surcharges)		
<input type="checkbox"/> Sidewalk/Ramp (\$50 per block face or per ramp/ 2 week permit)	<input type="checkbox"/> On-Street Parking Space (\$40 or \$100/day + surcharges)		
<input type="checkbox"/> Other			
Inspection Requirements (check all that apply) (\$50/each inspection)			
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Initial and Final <input type="checkbox"/> Initial Only <input type="checkbox"/> Final Only <input type="checkbox"/> Other _____			
Additional Requirements (check all that apply)			
<input type="checkbox"/> Construction Bond/Deposit <input type="checkbox"/> Construction Lab Testing <input type="checkbox"/> Contact All Affected Utilities (Public and Private)			
<input type="checkbox"/> Maintenance of Traffic Plan (see M.O.T. Form) <input type="checkbox"/> 72 Hr Notice <input type="checkbox"/> 48 Hr Notice <input type="checkbox"/> Public Notice <input type="checkbox"/> Public Meeting			
Additional Requirements by City Engineering:			
KEEP COPY OF THIS PERMIT ON THE JOB AT ALL TIMES			
Permit Schedule	Applicant must call the Engineering Department to activate this Permit? YES NO		Construction/Obstruction Start Date
Permit Payment & Extensions	Cost of Permit	Extend To:	Construction/Obstruction End Date (Permit Expiration date)
			Add'l Cost: Extend To: Add'l Cost: Extend To: Add'l Cost:
I have read the reverse side and I hereby agree to all the terms under which this permit was issued:			
Signature of Applicant _____		Approval by City Engineering _____	
		Date _____	