LOCAL AGENCY NAME

**Date Filed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permit Fee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(refer to permit fee schedule)

**Payment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid Not Paid

LOCATION

ADDRESS

PHONE

EMAIL

APPLICATION – RIGHT-OF-WAY PERMIT

**PERMIT NUMBER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 1. PROJECT LOCATION INFORMATION

Address or Location of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subdivision or Development Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 2. CONTRACTOR/UTILITY APPLICANT INFORMATION

Contractor/Utility name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subcontractor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 3. OWNER INFORMATION

Property owner's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 4. ENCROACHMENT INFORMATION

a. Please describe proposed work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| b. Location of Work: |  | Road |  | Alley | |  | Shoulder |  | Right-of-Way |  | Easement |  |  |
| c. Type |  | Cut |  | Bore | |  | Trench |  | Aerial |  | Other (explain) | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| d. Type of Construction |  | Water |  | Gas | |  | Electric |  | Telephone |  | CATV |  | Fiber Optic |
|  |  | Sewer |  | Trees | |  | Irrigation |  | Stormwater |  | Other (explain) | \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| e. Surface Type |  | Concrete |  | Asphalt | |  | Brick/Paver |  | Gravel/Dirt/Grass |  |  |  |  |  |
|  |  | Other (explain): | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| f. Total width of traffic portion of road affected by permit (in feet): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Length (in feet): \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| g. Number of Traffic Lanes | | \_\_\_\_\_\_\_ |  | Impact to Traffic? | | | |  | Yes\* No | If yes, duration: | | | \_\_\_\_\_\_\_\_\_\_\_ |  |

\*Lane restriction requires Maintenance of Traffic (MOT) Plan; Road Closure requires Detour Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated Project Start Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Estimated Project Completion: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# WORK IN THE RIGHT-OF-WAY APPLICATION FEE SCHEDULE

INSERT AGENCY FEE SCHEDULE

**EXAMPLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Permit Type** | **Unit of Measurement** | **Permit Fee** | **Unit of Measurement** | **Permit Bond** |
| Underground construction,  Trenching or excavation parallel to roadway | # feet @ $X / X feet | $ | @ $X per mile or fraction of mile (max. $X) | $ |
| Bores or pushes under roadway | # bores @ $X / each | $ | @ $X per bore | $ |
| Placement/removal of poles/overhead lines | # feet @ $X / X feet | $ | @ $X per mile or fraction of mile (max. $X) | $ |
| Tap pit/Spot cut dirt | # tap pits @ $X / each | $ | @ $X per pit | $ |
| Open Road Cut (gravel road) | # feet @ $X / foot | $ | @ $X per location | $ |
| Open Road Cut (hard surfaced road) | # square feet @ $X / square feet ($X min) | $ | @ $X per location | $ |
|  | Total Permit Fee | $ | Total Permit Bond | $ |

Check or money order #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bond Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bond #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that I have the authority to bind the named applicant and owner of the facilities being installed under this permit to the terms and conditions, and requirements of this permit. I have read a copy of the code and fully understand all requirements associated with this permit. I further certify that I, the applicant, and any persons performing work authorized by this permit will not make any changes from the approved plan and permit without receiving written permission from the LOCAL AGENCY.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name (if applicable) Telephone Number Date

|  |  |
| --- | --- |
| **OFFICE USE ONLY** | |
| Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date Permit Closed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Inspected By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Included (if required): MOT Plan Detour Plan | |
| Comments: | |