Application Requirements:

Application for a permit is made to the Utility Connections Office.

Right-of-way permit applications shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:

A completed Right of Way Excavation Permit Application , including all required attachments.

- A scaled drawing showing the location and area of the proposed project and the location of all existing and proposed facilities. The drawing must conform to the Sample Plan provided with your application and drawn to a scale between 1:10 to 1:50. Plans may be submitted electronically in .DGN or .DWG format. Plans submitted on paper must be on 8 1/2 x 11 or 11 x 17 size paper. Plans must be from street intersection to street intersection.

- Payment of all money due to the city for:

  a. Permit fees and costs.

  b. Prior obstructions or excavations.

  c. Any loss, damage, or expense suffered by the city as a result of applicant's prior excavations or obstructions of the rights-of-way or any emergency actions taken by the city.

- The posting of a construction performance bond.

All information requested on the Right of Way Utility Permit Application Form must be complete in order to process your request. Failure to provide the requested information will result in the rejection of your application or will delay the review and approval process. Your request will be reviewed by Public Works staff to determine which, if any, permits should be granted.

If the permit application is approved, the Utility Connections Office will issue your permit. If your application is rejected, you may either submit a new application with revisions or appeal the denial to the City Council through its Transportation and Public Works Committee.