



Permit #: RW____ - ____ Submittal Date: _____ Expiration Date: _____

RIGHT-OF-WAY (ROW) PERMIT

APPLICANT INFORMATION

Company Name: _____ **Office Phone:** _____
Company Address: _____
Contact Name: _____ **Mobile Phone:** _____
Email Address: _____

DESCRIPTION OF WORK

Location: _____
Brief Description: TRENCHING
 BORING
 CURB CUT
 OTHER, EXPLAIN: _____

(Attach Drawings, Specifications and Traffic Control Plans as required below.)

Schedule to Complete All Work, Begin: _____ **End:** _____
 (Including Time to Remove All Obstructions.)

Cost of Construction: \$ _____ PAVED ROW GRAVEL ROW DIRT ROW

SUBMITTAL REQUIREMENTS

APPLICANT	TOWN
<input type="checkbox"/> Drawings and Specifications (3 sets, 11x17 sheets) – As Required by the Town Engineer Must depict, at a minimum, the following: Applicable right-of-way and any intersecting streets, trails or sidewalks within 300 ft. Existing utilities Right-of-way to the back of the curb Existing landscaping Existing irrigation and drainage facilities Detail of the proposed trench (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Proposed Construction Traffic Control (3 sets, 11x17 sheets)	<input type="checkbox"/>
<input type="checkbox"/> Proposed Construction Schedule (3 sets, 8 ½ x 11 sheets)	<input type="checkbox"/>
<input type="checkbox"/> Town Engineer Specifications: _____ Additional information may be required by the Town Engineer to efficiently administer and enforce the provisions of Chapter 11 in the Timnath Municipal Code.	<input type="checkbox"/>

TOWN ENGINEER CERTIFICATION OF COMPLETED APPLICATION

Decision	Signature	Date

APPLICATION FEE



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\$

PERMIT FEES

COST OF CONSTRUCTION (EXCAVATION)	FEE
Paved ROW \$ 500.00 or less	\$ 120.00
Paved ROW \$ 500.01 through \$ 1,800.00	\$ 180.00
Paved ROW \$1,800.01 through \$ 100,000.00	\$ 180.00 plus 5% of cost over \$ 1,800.00
Paved ROW \$ 100,000.01 through \$ 200,000.00	\$ 5,000.00 plus 4% of cost over \$ 100,000.00
Paved ROW \$ 200,000.01 and over	\$ 9,000.00 plus 3% of cost over \$ 200,000.00
Gravel ROW	\$7.00 per sq. yd. or portion of a yard
Dirt ROW	\$1.00 per sq. yd. or portion of a yard
Boring	\$50 per boring over 4" if not a test or monitoring boring
Curb Cut	\$50 per curb cut

INSTRUCTIONS TO APPLICANT

- Contractors wishing to do work in the Public Right of Way, street cuts and/or street occupancy, must complete the application, in full, and submit all required documents.
- Incomplete applications/submittals will not be accepted.
- The Town Engineer will review the application, and approve or deny the permit based on the ROW construction review criteria (Municipal Code Chapter 11.24-39). The Engineer may also revoke a permit, if the construction is not meeting review criteria and specifications.
- The applicant will be notified within 5 days of the submittal as to the decision of the Town Engineer.
- The permit fee is due upon approval by the Town Engineer.
- No street cut and/or street occupancy may begin until the permit has been approved and the permit fee has been paid.
- All necessary traffic control measures and public safety precautions shall occur prior to the commencement of construction and/or street occupancy.
- The Town limits all work related to approved permits to Monday through Friday, 7:00 AM to 7:00 PM. No work shall be permitted on weekends or holidays or outside normal working hours without prior written approval from the Town.
- Applicant is responsible for ALL work performed under the permit.
- The permit is only valid for the locations and scope of work for which was originally submitted and approved. Additional permit and fees are required if construction area and/or street occupancy area needs to be expanded.
- A copy of all approved permits must be available for inspection at the job site at all times.
- Notify the Town at least 5 working days prior to start of construction and/or street occupancy. Applicant is also responsible for all other notifications as required by the Town Municipal Code (Chapter 11.24-39) and the Town Manual (Section 1.8.4).
- Notify the Town at least 48 hours in advance to schedule all inspections.
- The permit expires 30 days from the date of substantial completion of the work, not to exceed a total of 90 days from the date of approval. Additional permit and fees are required if the permit expires and work is not substantially completed as determined by the Town Engineer.
- Failure to comply with any provision of the Municipal Code or manual without prior written approval from the Town shall result in the issuance of a Stop Work Notice.