



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

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

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

SUBMITTAL REQUIREMENTS

APPLICANT	TOWN
<input type="checkbox"/> Drawings and Specifications (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 (Including manholes, valves, inverts, etc.) Right-of-way to the back of the curb (Including all dimensions for ROW, streets, walks, etc.) Existing landscaping Existing irrigation and drainage facilities (including services, drainage mitigation, etc.) Detail of the proposed work. This should include all dimensions, profiles, cross sections, slopes, materials, utility crossings, etc. as needed to accurately define the work.	<input type="checkbox"/>
<input type="checkbox"/> Proposed Construction Traffic Control (11x17 sheets)	<input type="checkbox"/>
<input type="checkbox"/> Proposed Construction Schedule (8 ½ x 11 sheets)	<input type="checkbox"/>
<input type="checkbox"/> Town Engineer Specifications: _____	<input type="checkbox"/>
Additional information may be required by the Town Engineer to efficiently administer and enforce the provisions of Chapter 11 in the Timnath Municipal Code.	



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NOTIFICATION REQUIREMENTS

The applicant is responsible for notifying all affected parties (check all that apply):

<input type="checkbox"/>	All property owners/residents adjacent to the work zone
<input type="checkbox"/>	All utility districts/providers affected
<input type="checkbox"/>	Emergency Services
<input type="checkbox"/>	School districts adjacent to the work zone OR impacted by the work being performed
<input type="checkbox"/>	Ditch companies affected by the work being performed

DESCRIPTION	UNIT QUANTITY	FEE
Application		
Concrete Work or Traffic Control Only: \$50		
General Excavation: \$150		
Major Excavation: \$300		
Excavation		
Non-Paved Streets or Alleys: \$0.30/ft ²	_____ FT ²	
Streets older than 5 years: \$2.50/ft ²	_____ FT ²	
Streets 5 years and newer: \$7.50/ft ²	_____ FT ²	
Potholing or Vacuum Excavation		
Non-Paved Streets or Alleys: \$5.00/ea	_____ EA	
Streets older than 5 years: \$10.00/ea	_____ EA	
Streets 5 years and newer: \$30.00/ea	_____ EA	
Horizontal Boring & Tunneling		
Boring: \$0.25/lineal foot	_____ FT	
Tunneling: \$1.00/lineal foot	_____ FT	
Curb Cut: \$100/ea	_____ EA	
TOTAL FEES:		

Applicant	Signature	Date

TOWN ENGINEER CERTIFICATION OF COMPLETED APPLICATION

Decision	Signature	Date

PERMIT FEES = \$



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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). 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.
- All work to be per Town & LCUASS criteria. Per criteria, all potholes in asphalt shall be flowfilled to 1" below bottom of pavement, and top completed with pavement.
- 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.
- After hour inspections will incur an additional fee of \$50/hour, 2 hour minimum.
- Work without a permit will incur an additional fine of up to \$5000 per incident.
- Driveway approaches replaced without an approved right-of-way permit will incur a fine of up to \$5000 and be required to replace the work with an approved driveway approach.