

Temporary Use of Public Right-of-Way Permit

Here is information on our right-of-way permitting process (Please note it may take up to 14 days for processing):

Permit:

- http://www.lawrenceks.org/city_clerk/forms -- Click on the [+] symbol next to “Public Right-of-way Permit” to drop down the menu
 - Please make sure to sign the permit in the signature area.
****WE CANNOT ACCEPT AN UNSIGNED PERMIT****

Items needed for:

Permit Application for construction related submittal:

- Work plans/detail sheets/map or diagram of work area within the right-of-way
- If there are any type of traffic lane, pedestrian lane, or alley closures we will need a MUTCD compliant traffic control plan with the permit.
- Copy of Certificate of Insurance (\$500,000.00 in general liability coverage with “City of Lawrence, 6 E 6th St, Lawrence, KS 66044” listed as an additional insured)
- \$50 Application Fee, non-refundable (payment methods below)
- KDOT Right-of-Way Permit for locations along US-59, US-40, US-24, and/or K-10 (see next page for KDOT contact information for permits)

Permit Application submittal for meter bag/no parking sign request ONLY:

- Please note there is a two (2) meter bag limit for downtown per permit request (some exceptions may apply)
- \$50 Application Fee, non-refundable (payment methods below)
- If there will be pedestrian lane closures we will need a MUTCD compliant traffic control plan with the permit.
- The charge for meter bags and/or no parking signs are \$1 per bag/sign and is non-refundable. Once the bag/sign use is over we do not need the bags returned, please dispose of the bags

-Permit application and documents can be submitted to us via email (ROWPermits@lawrence.com), faxed to us at 785-832-3398, or by stopping by the Municipal Services Engineering office on the ground floor of City Hall at 6 E 6th Street.

-We send all permits through a minimum 2 business day City-wide review process to check for any potential conflicts with projects, infrastructure, events, transit routes, etc.

-Certain work qualifies as an “**Emergency Repair**”, if you believe your work is an emergency, please make sure to include, in the permit description of work section, that the work is an emergency.

-If the requested work is being done on behalf of the City of Lawrence, the application fee will be waived for the permit. Please provide a valid contact with the City so that we can verify with that person that

the work is being done on behalf of the City, and/or include all relevant documentation (bid number, City project number, etc.) within the description on the permit application. If meter bags or no parking signs are needed as part of your right-of-way request and the work is being performed on behalf of the City of Lawrence, there will be no materials cost for these items.

-We accept the following methods for payments of the application fee:

1. Credit card payments through our online processing system at (<https://ipn.paymentus.com/otp/stde/lwap>) and selecting payment type of "Temporary Use of Right-of-Way", an instant payment confirmation receipt is mailed to us and the email address associated with making the credit card payment.
2. Mailed check (made out to "City of Lawrence") sent to:
MSO Engineering
ATTN: ROW Permits/Brandon Thorngate
6 E 6th Street
Lawrence, KS 66044
3. In person with check or cash at our ground floor Municipal Services Engineering location in City hall, 6 E 6th Street Lawrence, KS 66044.

-Permits cannot be approved until all items and payments are received following the review process.

****IF THE LOCATION OF WORK IS ALONG US-59, US-40, US-24, and/or K-10 YOU WILL NEED TO CONTACT THE KANSAS DEPARTMENT OF TRANSPORTATION TO OBTAIN A KDOT PERMIT****

KDOT right-of-way permitting process information can be obtained by contacting:

Blaine Smith (blaine@ksdot.org); 785-296-2068; 785-296-2291; 785-393-2231 or
Scott Cushing (scottc@ksdot.org)

Please note their permitting process can take up to four (4) weeks.

****IF THE LOCATION OF THE WORK IS ALONG MCDONALD DRIVE NORTH OF 6TH STREET TO THE KTA ENTRANCE TO I-70 YOU WILL NEED TO CONTACT THE KANSAS TURNPIKE AUTHORITY (KTA) TO OBTAIN A KTA PERMIT****

Marge Whelpley, ROW Permit Contact, 785-274-3651, mwhelpley@ksturnpike.com