



785-832-3123 – [ROWPermits@LawrenceKS.org](mailto:ROWPermits@LawrenceKS.org)  
 785-832-3398 (Fax)

OFFICE USE ONLY	
License #:	_____
Date Received:	_____
Date Approved:	_____

**Temporary Use of Public Right-of-Way Construction Permit Application**  
**Please allow up to 14 days for the processing of this application.**

**By submitting this permit application, the applicant swears and certifies that:**

- The applicant will obtain utility locates before digging, trenching, or boring in the right-of-way;
- The applicant understands that no work in the right-of-way, other than obtaining utility locates, is permitted until a Temporary Use of Public Right-of-Way Permit is affirmatively issued;
- The applicant has read Chapter 16, Articles 8 and 9 of the Code of the City of Lawrence, and understands the regulations therein;
- The applicant will restore the right-of-way to city specifications;
- The applicant will notify the city when the use of the right-of-way is complete;
- The applicant will maintain traffic control devices in compliance with the Manual of Uniform Traffic Control Devices (MUTCD) throughout the project;
- The applicant will meet the conditions of any applicable KDOT permit;
- The applicant will obtain approval from the City of Lawrence Parks and Recreation Department before digging, trenching, or boring within ten feet of any tree in the right-of-way; and
- The applicant understands that the permit holder is responsible for covering meters with meter bags or posting no parking signs associated with this permit at least 24 hours in advance. The city will not tow vehicles parked in violation of either the meter bags or no parking signs. Towing vehicles in association with this permit is the sole responsibility of the permit holder. The permit holder is liable for any and all claims that involve vehicle removal. The city will refer any and all concerns/complaints by citizens to the permit holder. The permit holder is responsible for taking reasonable steps to appropriately handle the concerns/complaints.

**APPLICANT INFORMATION**

Contact Person:		E-Mail Address:		Business Name:		Preferred Phone:	
Mailing Address	Street:	City:	State:	Zip:	24-Hour Phone:		

Is this work for a company (franchise holder) that has a ROW agreement with the City? If so, what company?

**LIST DATE(S) OF REQUESTED USE OF RIGHT-OF-WAY BELOW**

Date:	From Time:	To Time:	Location of Use:	
Date:	From Time:	To Time:	Location of Use:	
Date:	From Time:	To Time:	Location of Use:	
Or From Date to Date:		From Time:	To Time:	Location of Use:

Is applicant the owner of the adjoining property?  Yes  No (If no, attach the owner's written permission)

Describe the use of the right-of-way(if additional space is needed, attach additional pages to application):

**QUESTIONS FOR APPLICANT**

Do you need meter bags?  Yes  No If yes, how many?  
 Do you need no parking signs?  Yes  No If yes, how many (1 sign per 30 feet)?  
 Note: You will be contacted when meter bags and/or no parking signs are ready to be picked up. A \$1.00, non-refundable, charge per bag/sign due before materials can be received.

Is this project being undertaken on behalf of the City of Lawrence? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to above, who is your main contact person with the City on this project?
Will you be digging, trenching, or boring within ten feet of any tree in the right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are any street lane closures anticipated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are any full/partial sidewalk closures anticipated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will street lane closure necessitate bus reroutes? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be installing any above-ground fixtures, equipment, or markers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be making any pavement cuts (streets, curbs, gutters, sidewalks, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the work located within any historic district or environs? <input type="checkbox"/> Yes <input type="checkbox"/> No

- PLEASE INCLUDE:**
- \$50.00 Application Fee (non refundable)
  - Certificate of general liability insurance in the amount of \$500,000 with the City of Lawrence listed as an additional insured
  - Sketch or site plan of the utilized right-of-way
  - MUTCD compliant traffic control plan if the activity will impact pedestrian or vehicular traffic in any way
  - Written permission of adjacent property owner(s) if applicant is not owner
  - Copy of KDOT permit if applicable
  - Photos or illustrations of any above-ground fixtures, equipment, or markers
  - Scale drawings showing the location of existing utilities and infrastructure, and the proposed location of any new installations.

\_\_\_\_\_  
 APPLICANT'S NAME (Printed)

\_\_\_\_\_  
 APPLICANT'S SIGNATURE\*

\_\_\_\_\_  
 TODAY'S DATE

*\*Application cannot be accepted without a signature.*

<b>OFFICE USE ONLY</b>		
Application Received Date:	Insurance Certificate Submitted or on File? <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Permit reviewed by:	Development Services / Building Inspection	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Police Department	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Public Works	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Utilities	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Historic Resources	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Fire Medical	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Parks & Recreation/Forestry/Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Transit	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
City services needed:	Meter Bags	<input type="checkbox"/> Yes <input type="checkbox"/> No
	No Parking Signs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Conditions:		
_____ City Manager or Designee		_____ Date
<b>THIS PERMIT SHOULD BE PROMINENTLY DISPLAYED WHERE THE PUBLIC RIGHT-OF-WAY IS BEING USED OR BE AVAILABLE FOR REVIEW BY ANY OFFICER OR EMPLOYEE OF THE CITY OF LAWRENCE UPON DEMAND. THIS PERMIT MAY BE REVOKED OR SUSPENDED AS PROVIDED BY LAW.</b>		