

Enterprise Permitting and Licensing User Guide



# Right of Way Annual Maintenance Permit


Last Updated on: 1/30/2024

# Guide Legend

In this guide the  icon shall be used to indicate areas to click and  shall be used to indicate key areas to pay attention to in the step

This guide will serve as a step-by-step guide for registering your account and give details of how to apply for a **Right of Way Annual Maintenance Permit**.

If you would like a high-level overview of how to operate this software, please utilize the How To guides created by the EP&L team by following this link: <https://lawrenceks.org/epl/>



This guide has been put together by the Right of Way Program Administrator. If you are experiencing any issues with navigating this new software after reviewing this guide, please utilize contact information below:

**Steven Smith, Right-of-Way Program Administrator**

785-760-2040 [stsmith@lawrenceks.org](mailto:stsmith@lawrenceks.org)



How to:

- Register Your EP&L Account
- Apply for a Right of Way Permit

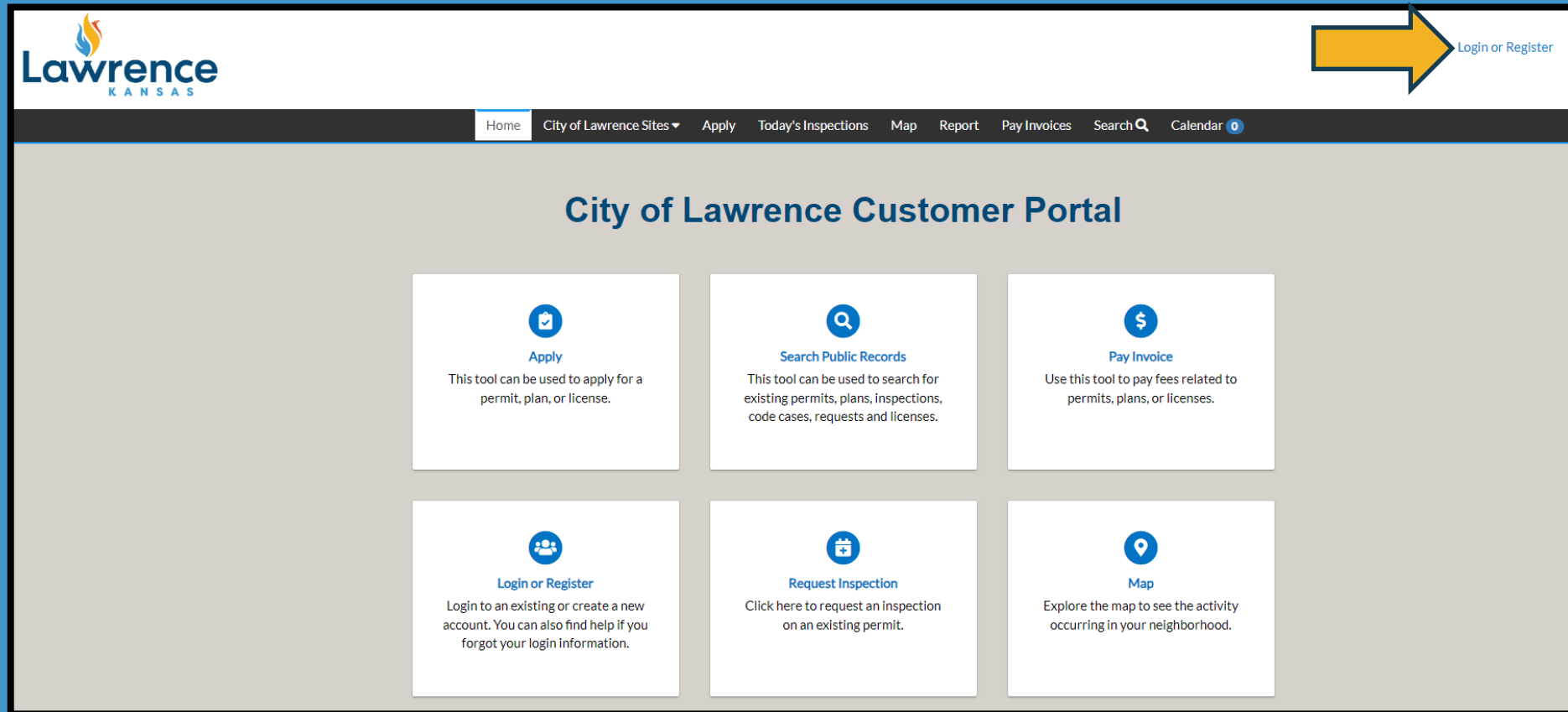


# Step 1.

4

## Register for an account

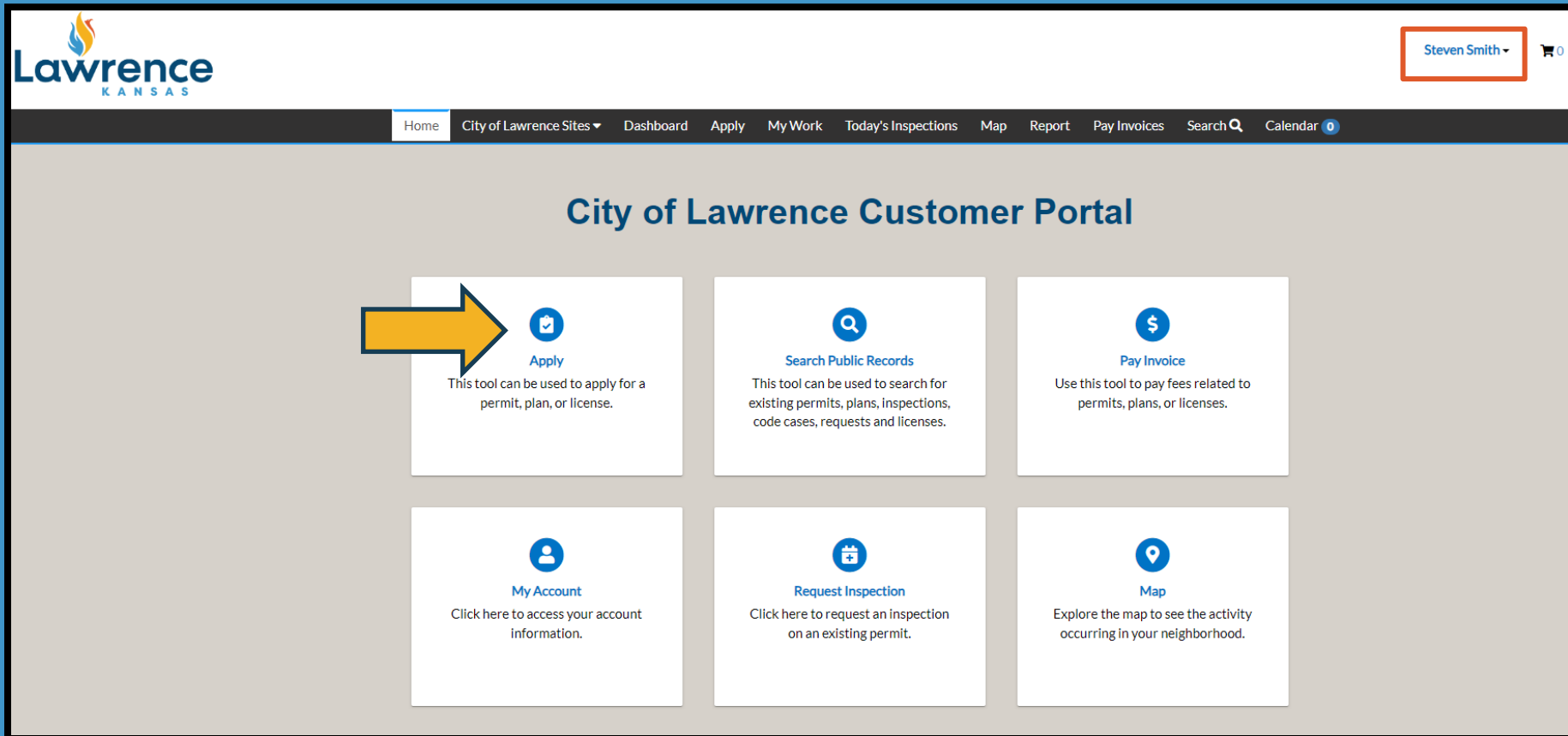
Follow this link: <https://lawrencekstest-energovweb.tylerhost.net/apps/selfservice> and register for your account



# Step 2.

5

Double-check you are logged in by viewing upper-right hand corner and click apply



# Step 3.

## Application Assistant

- To find the correct permit application you can either click on PERMITS icon and scroll down, or simply type “Right” in search bar and click on which one needed

Lawrence KANSAS

Steven Smith ▾ 0

Home City of Lawrence Sites ▾ Dashboard **Apply** My Work Today's Inspections Map Report Pay Invoices Search 🔍 Calendar 0

### Application Assistant

Search for application names and keywords 🔍

All Trending My History LICENSES **PERMITS** PLANS

▸ Show Categories Show My Templates

Cell Tower Modification **Apply**

### Application Assistant

right 🔍

- Right of Way Annual Maintenance
- Right of Way Parking Reservation Permit
- Right of Way Parking Reservation Permit - Excavation
- Right of Way Temporary Traffic Control Permit
- Right of Way Temporary Use Permit - No Excavation

**Residential Electrical** **Apply**

Category Name:  
Residential

Description:  
The provisions of this permit shall govern work to include electrical wiring and equipment (such as an electrical panel box or a new electrical circuit, sump pump branch circuit and receptacle outlet).

CITY OF LAWRENCE, KANSAS

# Step 4.

## Application Assistant

- Begin the application process by clicking APPLY on desired permit

### Application Assistant

Right of Way Parking Reservation Permit

All

Trending

My History

LICENSES


PERMITS

PLANS

Hide Categories

All

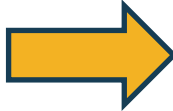
LICENSES 0



#### Right of Way Parking Reservation Permit

Category Name:  
Right of Way

Description:  
Right of Way Parking Reservation Permit



Apply

How to:

- Apply for a Right of Way Annual Maintenance Permit





# Step 1.

## Locations

- Click on Add Location

Apply for Permit - Right of Way Annual Maintenance \*REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**LOCATIONS**

Please add all parcels and/or addresses of the properties related to this application.

Location

Add Location

+

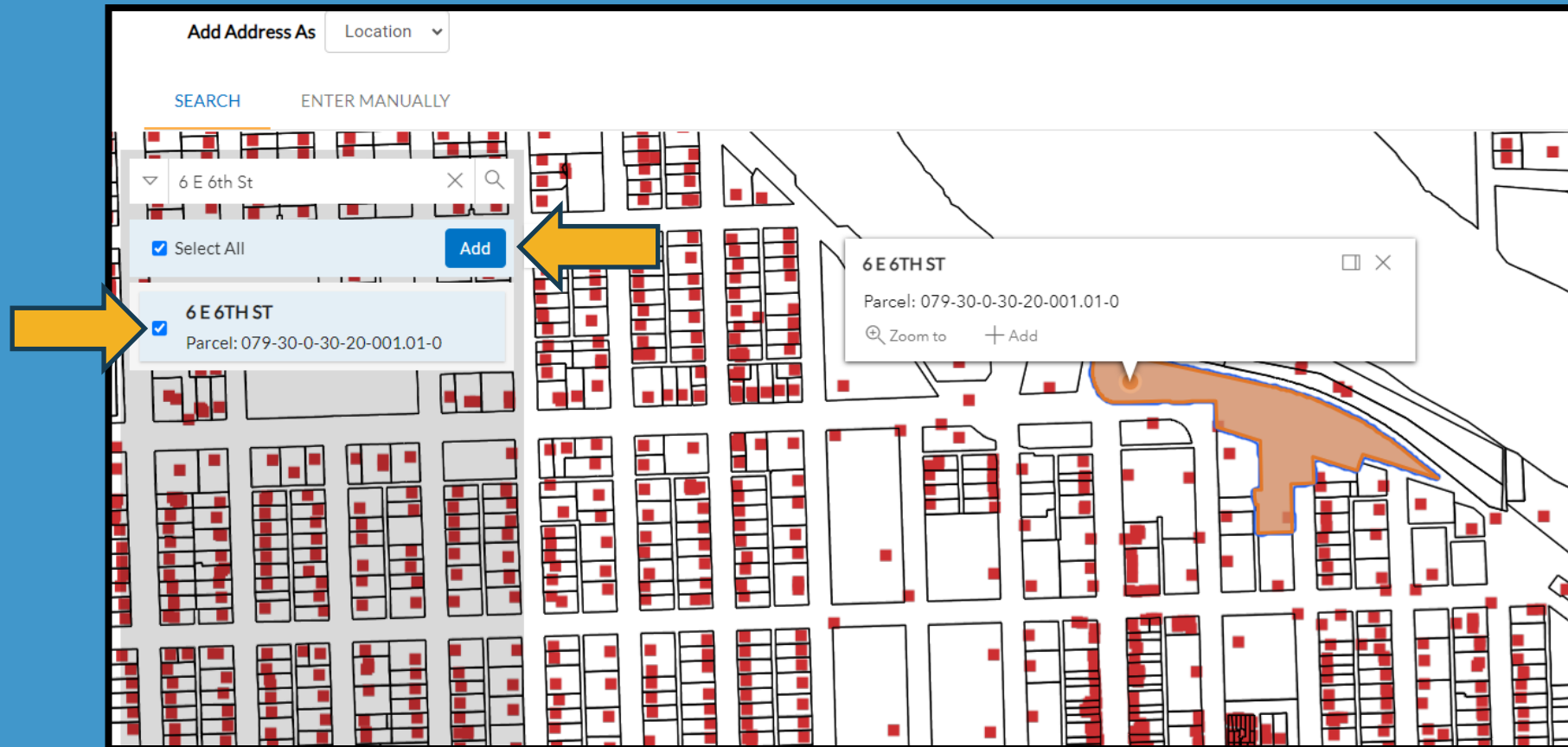
Create Template Save Draft Next

# Step 1.

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## Locations

- Option A (Preferred): Add Location to your Permit Application from Search then click Add



# Step 1.

## Locations

- Option B: Add Location to your Permit Application Manually

Add Address AsLocation

SEARCHENTER MANUALLY

Enter Manually

Country TypeUS

Enter Address6 E 6th St

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

CityLawrence

StateKS

Postal Code66044

CountyDouglas

Save

# Step 1.

## Locations

12

- Confirm that location is correct and continue to Step 2

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

**LOCATIONS**

Please add all parcels and/or addresses of the properties related to this application.

**Type: Location**

6 6TH ST, LAWRENCE, KS  
66044

Main Address ☒

Parcel Number  
079-30-0-30-20-001.01-0

Main Parcel ☒

Remove

Location

Add Location

Create Template Save Draft Next

# Step 2.

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## Type

- Enter in description on what this permit will be used for and continue to Step 3

### Apply for Permit - Right of Way Annual Maintenance

\*REQUIRED

✓

2

3

4

5

6

7

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

#### PERMIT DETAILS

Please enter the requested details about your permit.

\* Permit Type

Right of Way Annual Maintenance

\* Description

This permit is for X to maintain permanent existing facilities in the ROW

Back

Create Template

Save Draft

Next



# Step 3.

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## Contacts

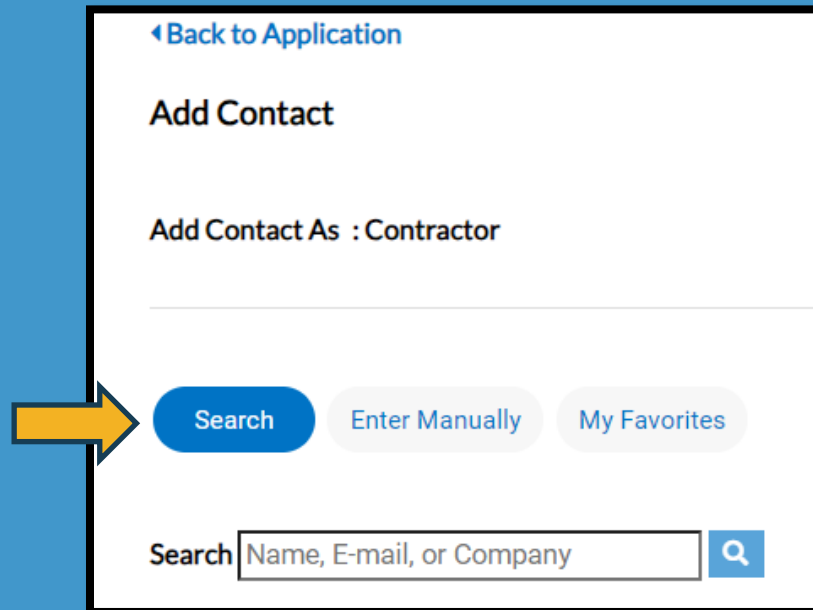
- Attach contacts: It is only required to attach 24/7 Contact Person for this type of permit

The screenshot shows the 'Contacts' step of a permit application process. At the top, a progress bar indicates seven steps: Locations (checked), Type (checked), Contacts (active, step 3), More Info (step 4), Attachments (step 5), Signature (step 6), and Review and Submit (step 7). Below the progress bar, the section is titled 'CONTACTS'. A red-bordered box contains the instruction: ***\*\*Always search for the contact before manually entering their information.\*\****. Below this, a note states: 'Optional contacts can be added and are helpful to the application process.' The interface features three main panels. The first panel, 'Applicant', shows a profile for 'Steven Smith (You)' from the 'City of Lawrence'. The second panel, '24-hour Contact Person', is blue and contains the text 'Add Contact' with a large white plus sign; a yellow arrow points to a 'REQUIRED' label at its base. The third panel is also blue and contains a 'Select Type' dropdown menu, the text 'Add Contact', and a large white plus sign.

# Step 3.

## Contacts

- Always search for contacts first and manually enter if they are not in the system



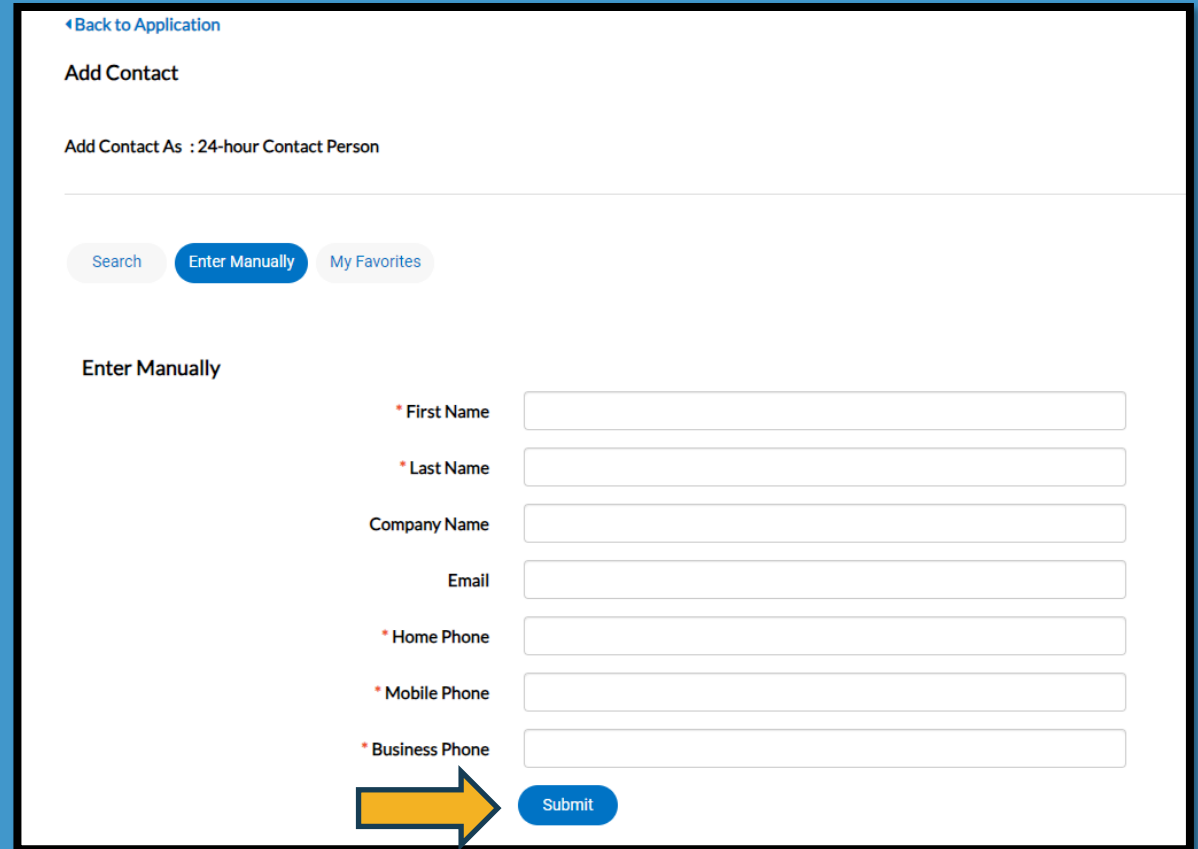
◀ Back to Application

### Add Contact

Add Contact As : Contractor

Search Enter Manually My Favorites

Search  🔍



◀ Back to Application

### Add Contact

Add Contact As : 24-hour Contact Person

Search Enter Manually My Favorites

Enter Manually

\* First Name

\* Last Name

Company Name

Email

\* Home Phone

\* Mobile Phone

\* Business Phone

Submit

# Step 3.

## Contacts

- Add contacts to your favorites so you can easily find them next time you put in an application

-After clicking favorite star icon, you will be able to find this contact in your My Favorites section every time you enter a permit

[Back to Application](#)

Add Contact

Add Contact As : Contractor

Search Enter Manually My Favorites

Search

Sort Relevance

| Favorite | First Name | Last Name | Address   | Company          | Email                  | Action              |
|----------|------------|-----------|---|------------------|------------------------|---------------------|
|          | Steven     | Smith     | 6 E. 6th St PO Box 708<br>PO Box 708 Lawrence<br>KS 66044 | City of Lawrence | stsmith@lawrenceks.org | <a href="#">Add</a> |

Results per page 10 1 - 1 of 1 << < 1 > >>

[Back to Application](#)

Add Contact

Add Contact As : Contractor

Search Enter Manually **My Favorites**

My Favorites

| First Name | Last Name | Address   | Company          | Email                  | Action              |
|------------|-----------|---|------------------|------------------------|---------------------|
| Steven     | Smith     | 6 E. 6th St PO Box 708 PO<br>Box 708 Lawrence KS<br>66044 | City of Lawrence | stsmith@lawrenceks.org | <a href="#">Add</a> |

Results per page 10 1 - 1 of 1 << < 1 > >>



# Step 3.

## Contacts

- Confirm that all information is accurate and continue to Step 4

Apply for Permit - Right of Way Annual Maintenance \*REQUIRED


Locations Type **3** Contacts More Info Attachments Signature Review and Submit

CONTACTS

**\*\*Always search for the contact before manually entering their information.\*\***


Optional contacts can be added and are helpful to the application process.

Applicant



Steven Smith (You)  
City of Lawrence

24-hour Contact Person




Smith, Steven

Remove

Select Type

Add Contact



Back Create Template Save Draft **Next**

# Step 4.

## More Info

- This is where you will enter important project specific information for the work
- Fields with **red asterisk \*** on the left are required fields
- For this permit type, all fields are required
- Once all information is complete, proceed to Step 5

Apply for Permit - Right of Way Annual Maintenance \*REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

**MORE INFO**

The following fields are required to completed at the time of this application.  
Note: Fields with an asterisk(\*) are required.

Information [Top](#) [Main Menu](#)

\*Company

\*Contact Name

\*E-mail

\*Phone

\*Address

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

# Step 5.

## Attachments

- Add necessary attachments, project plans, etc. and continue to Step 6

The screenshot shows a multi-step process interface. At the top, a progress bar contains seven steps: 'Locations', 'Type', 'Contacts', 'More Info', 'Attachments', 'Signature', and 'Review and Submit'. The first four steps are marked with green checkmarks, 'Attachments' is marked with a blue circle containing the number 5, and 'Signature' and 'Review and Submit' are marked with grey circles containing the numbers 6 and 7 respectively.

Below the progress bar, the section is titled 'Attachments'. A note states: '\*Some circumstances may require additional documentation to be submitted prior to the application's approval.'

The main area features a blue box with the text 'click or drag files' and 'Add Attachment' above a large white plus sign. Below the plus sign, it lists supported file formats: '.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...'. A yellow arrow points from the left towards this blue box.

At the bottom of the interface, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. A yellow arrow points from the right towards the 'Next' button.

# Step 6.

## Signature

### Option A: Type Signature

- Ensure *Enable Type Signature* is checked, enter name in both fields

### Option B: Draw Signature

- Click in field with **X** and draw signature, enter name in first field for consent



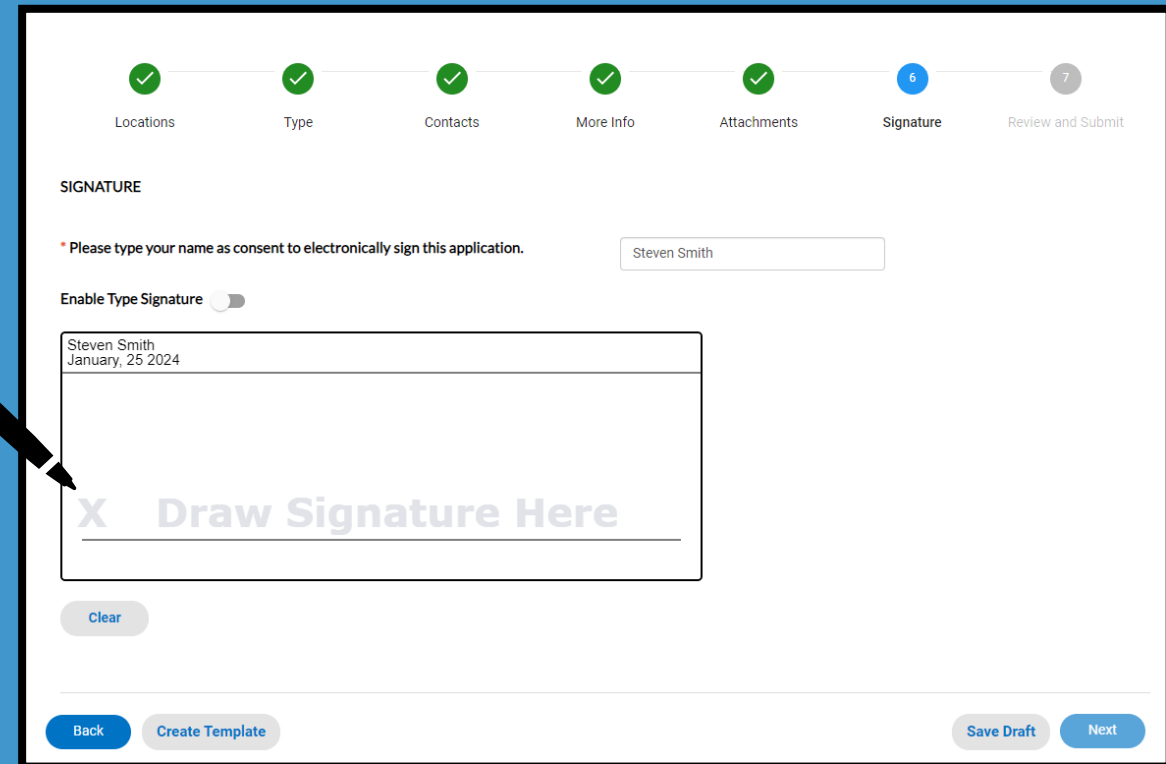
**SIGNATURE**

\* Please type your name as consent to electronically sign this application. Steven Smith

Enable Type Signature ☒ Steven Smith

Steven Smith  
January, 25 2024

X *Steven Smith*



**SIGNATURE**

\* Please type your name as consent to electronically sign this application. Steven Smith

Enable Type Signature ☐

Steven Smith  
January, 25 2024

X Draw Signature Here

Clear

Back Create Template Save Draft Next

# Step 6.

## Signature

- Confirm that signature is in place and name is entered in consent field then continue to Step 7

Locations Type Contacts More Info Attachments **Signature** Review and Submit

**SIGNATURE**

\* Please type your name as consent to electronically sign this application. Steven Smith

Enable Type Signature ☒ Steven Smith

Steven Smith  
January, 25 2024

**X** Steven Smith

Back Create Template Save Draft **Next**

# Step 7.

## Review and Submit

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- Confirm that all information entered in previous steps are accurate and hit submit

- Once submitted, we will review and get back with you for any additional details needed!

Apply for Permit - Right of Way Annual Maintenance \*REQUIRED

✓

✓

✓

✓

✓

✓

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LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

Submit

Locations

Location6 E 6th ST, Lawrence, KS., 66044

Basic Info

TypeRight of Way Annual Maintenance

DescriptionThis permit is for X to maintain permanent existing facilities in the ROW

Applied Date01/30/2024

Contacts

ApplicantSteven Smith  
City of Lawrence

24-hour Contact PersonSmith, Steven

More Info

Information

CompanyCity of Lawrence

Contact NameSteven Smith

E-mailstsmith@lawrenceks.org

Phone7867602040

Address6 E 6th St

Attachments

Top | Main Menu

BackCreate TemplateSave DraftSubmit





Thank You