

Enterprise Permitting and Licensing User Guide



Right of Way Parking Reservation 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 Parking Reservation 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



How to:

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

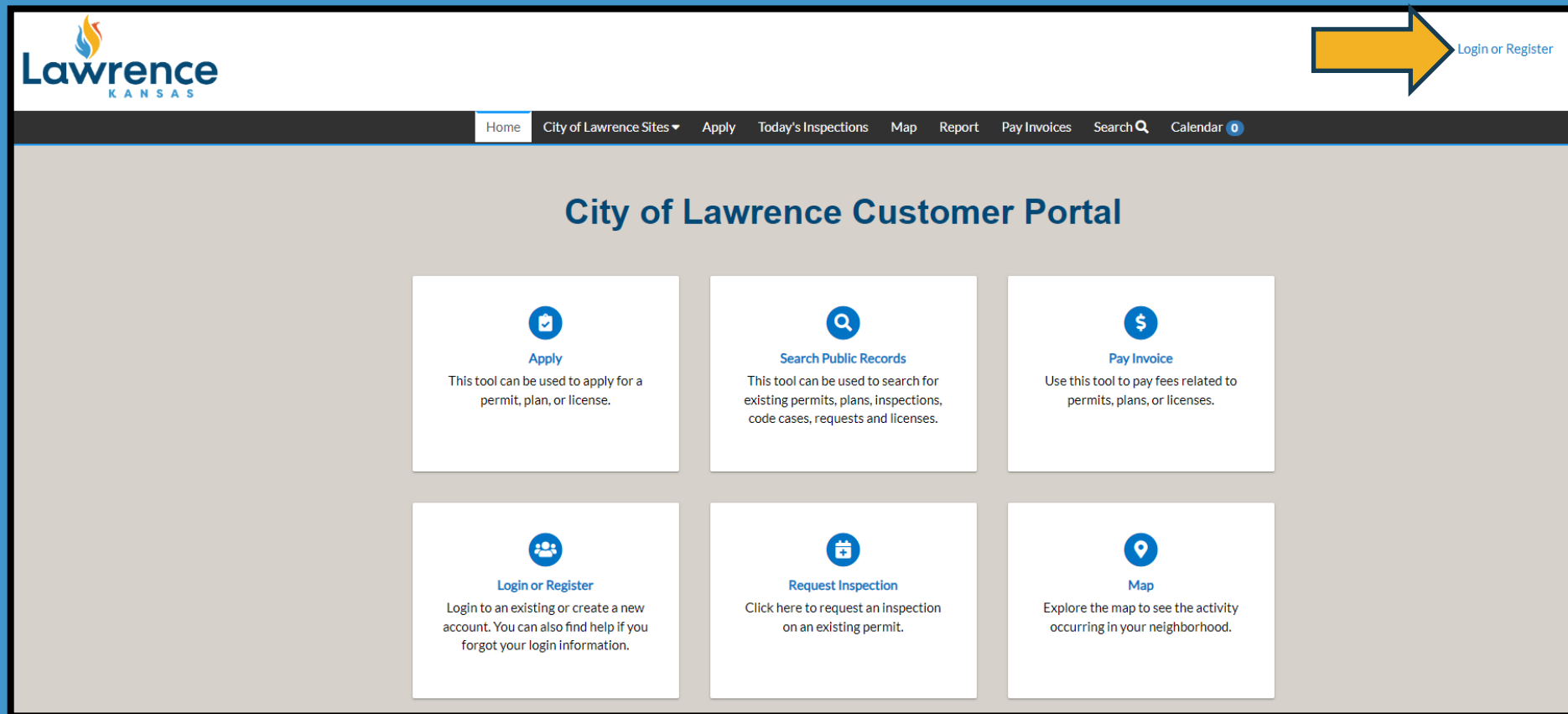


Step 1.

4

Register for an account

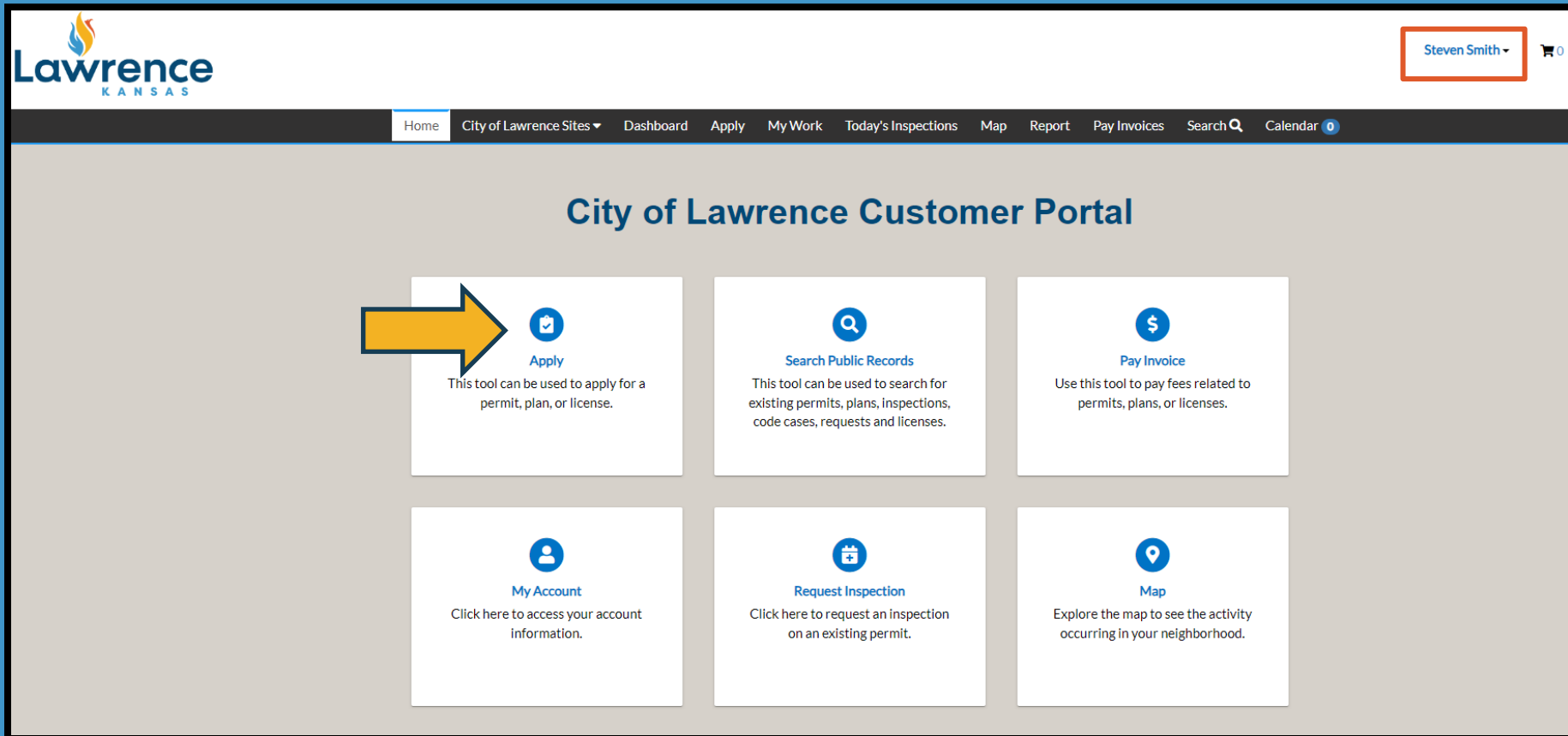
- Follow this link: <https://lawrencekstest-energovweb.tylerhost.net/apps/selfservice> and register for your account



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).

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

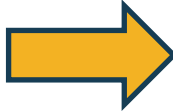
LICENSES 0



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 Parking Reservation



Step 1.

Locations

9

- Click on Add Location

Apply for Permit - Right of Way Parking Reservation Permit *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

+

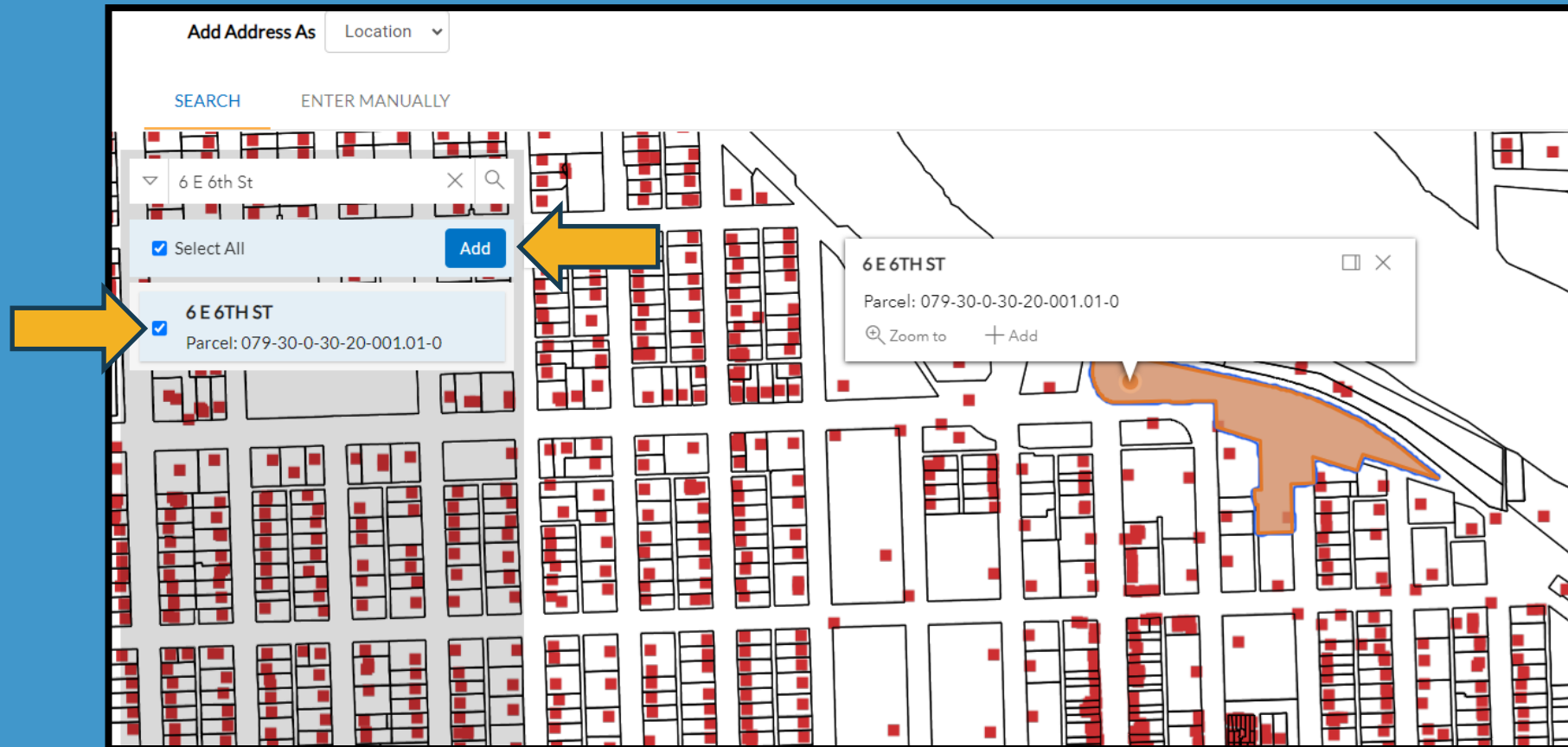
Create Template Save Draft Next

Step 1.

Locations

10

- 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

- Confirm that location is correct and continue to Step 2

Apply for Permit - Right of Way Parking Reservation Permit *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.

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.

13

Type

- Enter in description on what this permit will be used for and/or why parking spaces are needed and continue to Step 3

Apply for Permit - Right of Way Parking Reservation Permit

*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 Parking Reservation Peri ▾

* Description

TEST: Needing parking spaces for X

Back

Create Template

Save Draft

Next



Step 3.

Contacts

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

Apply for Permit - Right of Way Parking Reservation Permit *REQUIRED

Locations ✓ Type ✓ **Contacts 3** More Info 4 Attachments 5 Signature 6 Review and Submit 7

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
Add Contact
+
REQUIRED

Contractor
Add Contact
+
REQUIRED

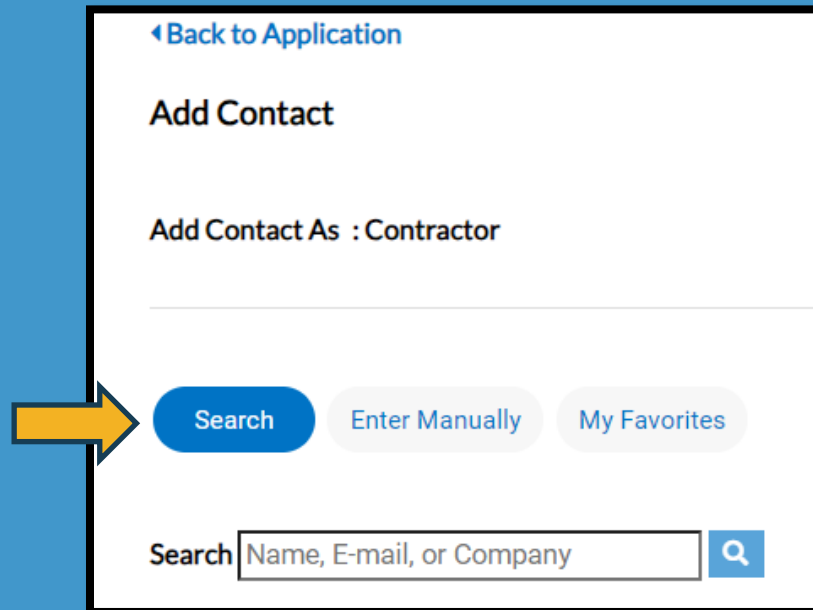
Select Type
Add Contact
+

Back Create Template Save Draft Next

Step 3.

Contacts

- It is required to attach 24/7 Contact Person as well as Contractor for this type of permit
- Always search for contacts first and manually enter if they are not in the system



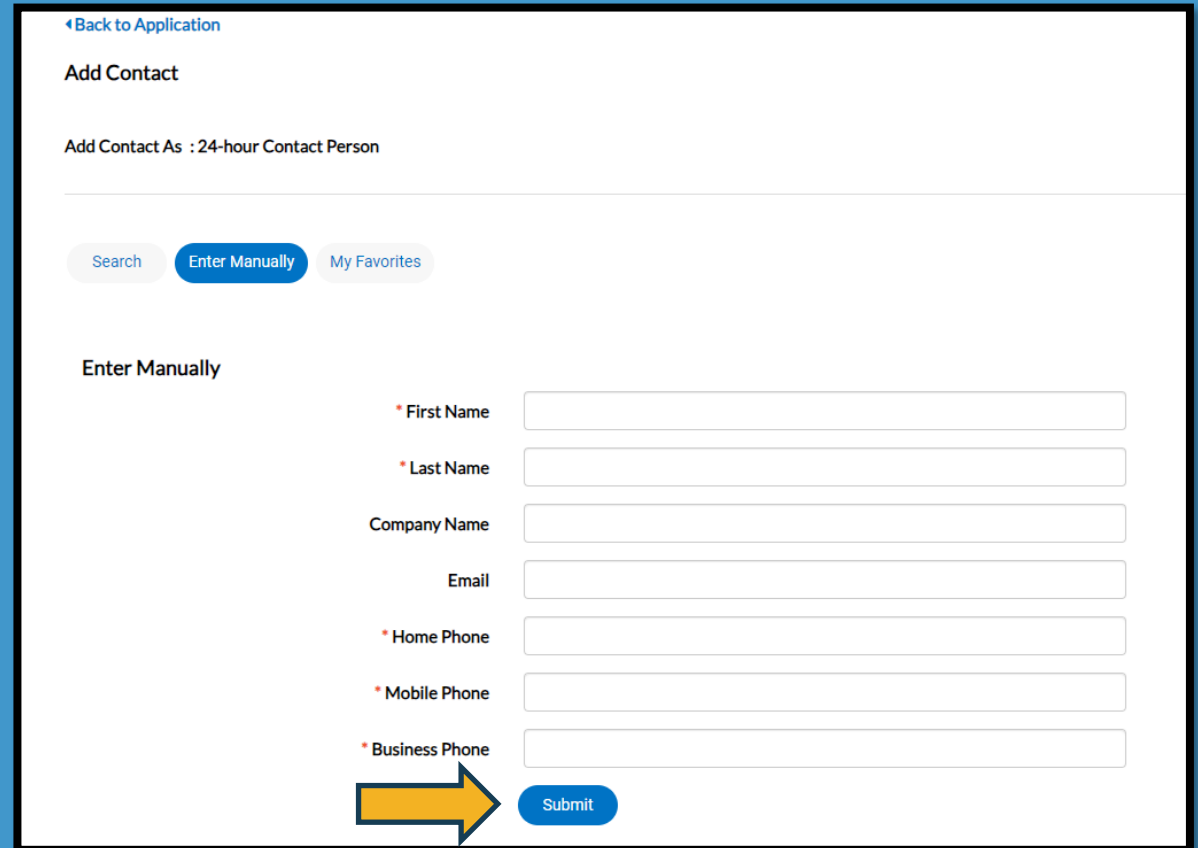
◀ Back to Application

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 stsmith@lawrenceks.org

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
	Steven	Smith	6 E. 6th St PO Box 708 PO Box 708 Lawrence KS 66044	City of Lawrence	stsmith@lawrenceks.org	Add

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 Box 708 Lawrence KS 66044	City of Lawrence	stsmith@lawrenceks.org	Add

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 Parking Reservation Permit *REQUIRED

Locations ✓ Type ✓ **Contacts 3** More Info 4 Attachments 5 Signature 6 Review and Submit 7

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  Steven Smith City of Lawrence 6 E. 6th St PO Box 708 , Lawr... Remove	Contractor  Steven Smith City of Lawrence 6 E. 6th St PO Box 708 , Lawr... Remove	<div>Select Type ▼</div> <div>Add Contact</div> <div>+</div>
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[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Step 4.

More Info

- There are changes pending to this section where it will ask you to enter your start and end date needed for this parking reservation, as well as choose which meters you will be needing. For now, please put how many days you are needing the permit for in this section.

- If you can add in the description in Step 2 the start and end dates as well as following this link and letting us know which meter(s) you have chosen, it will help us in processing this permit accurately.

- Downtown Parking Meter Map
<https://lawrenceks.maps.arcgis.com/apps/webappviewer/index.html?id=9a78e34d93cf44bfaec8a42b15094a60>

Apply for Permit - Right of Way Parking Reservation Permit REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (4) 5. Attachments (5) 6. Signature (6) 7. Review and Submit (7)

MORE INFO

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

Information

Requested Parking Days?

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

Step 5.

Attachments

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

Apply for Permit - Right of Way Parking Reservation Permit *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

*Some circumstances may require additional documentation to be submitted prior to the application's approval.

click or drag files

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

Back Create Template Save Draft Next

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



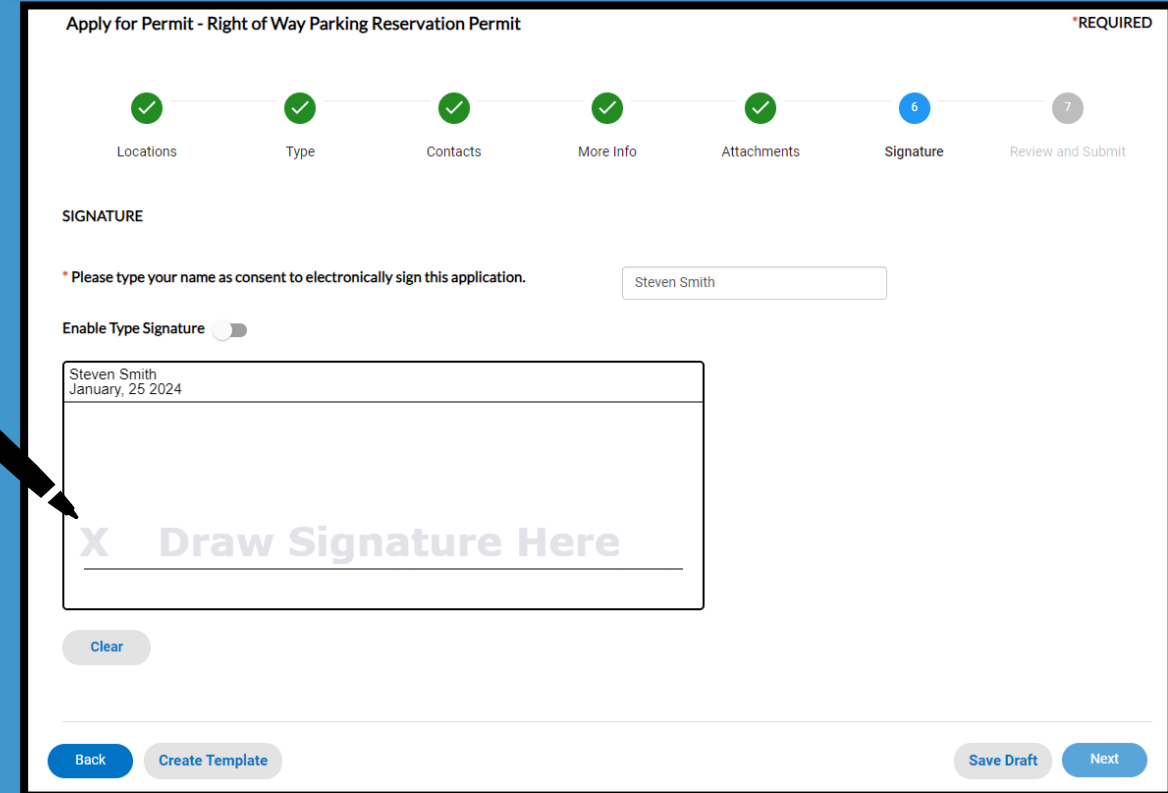
SIGNATURE

* 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*



Apply for Permit - Right of Way Parking Reservation Permit ***REQUIRED**

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
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

Apply for Permit - Right of Way Parking Reservation Permit *REQUIRED

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

SIGNATURE

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

Enable Type Signature ☒

Steven Smith
January, 25 2024

X *Steven Smith*

Back Create Template Save Draft **Next**

Step 7.

Review and Submit

- 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 Parking Reservation Permit *REQUIRED

Progress: Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Signature ✓ Review and Submit 7

[Submit](#)

Locations

Location	6 6TH ST , LAWRENCE, KS 66044
Parcel Number	079-30-0-30-20-001.01-0

Basic Info

Type	Right of Way Parking Reservation Permit
Description	Needing parking space for X
Applied Date	01/25/2024

Contractor

Steven Smith
City of Lawrence
6 E. 6th St PO Box 708 , Lawrence, KS., 66044

More Info

Information	Requested Parking Days?	Top Main Menu
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Attachments

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



Thank You