Enterprise Permitting and Licensing User Guide

Right of Way Parking Reservation Permit

Last Updated on: 1/30/2024
In this guide the teal arrow icon shall be used to indicate areas to click and the orange square icon 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/](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:

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How to:

- Register Your EP&L Account
- Apply for a Right of Way Permit
Step 1.

Register for an account

- Follow this link: https://lawrencekstest-energovweb.tylerhost.net/apps/selfservice and register for your account
Step 2.

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
Step 4.

Application Assistant

- Begin the application process by clicking APPLY on desired permit
How to:

- Apply for a Right of Way Parking Reservation
Step 1.
Locations

- Click on Add Location
Step 1.

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
Step 1.

**Locations**

- Confirm that location is correct and continue to Step 2
Step 2.

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

Contacts

- Attach contacts: It is required to attach 24/7 Contact Person and Contractor for this type of permit.
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.
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.
Step 3.
Contacts

- Confirm that all information is accurate and continue to Step 4
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
Step 5.
Attachments
- Add necessary attachments, project plans, etc. and continue to Step 6
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
Step 6.

Signature

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