




Right of Way – Temporary Traffic Control Permit

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 the **Right of Way Temporary Traffic Control 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

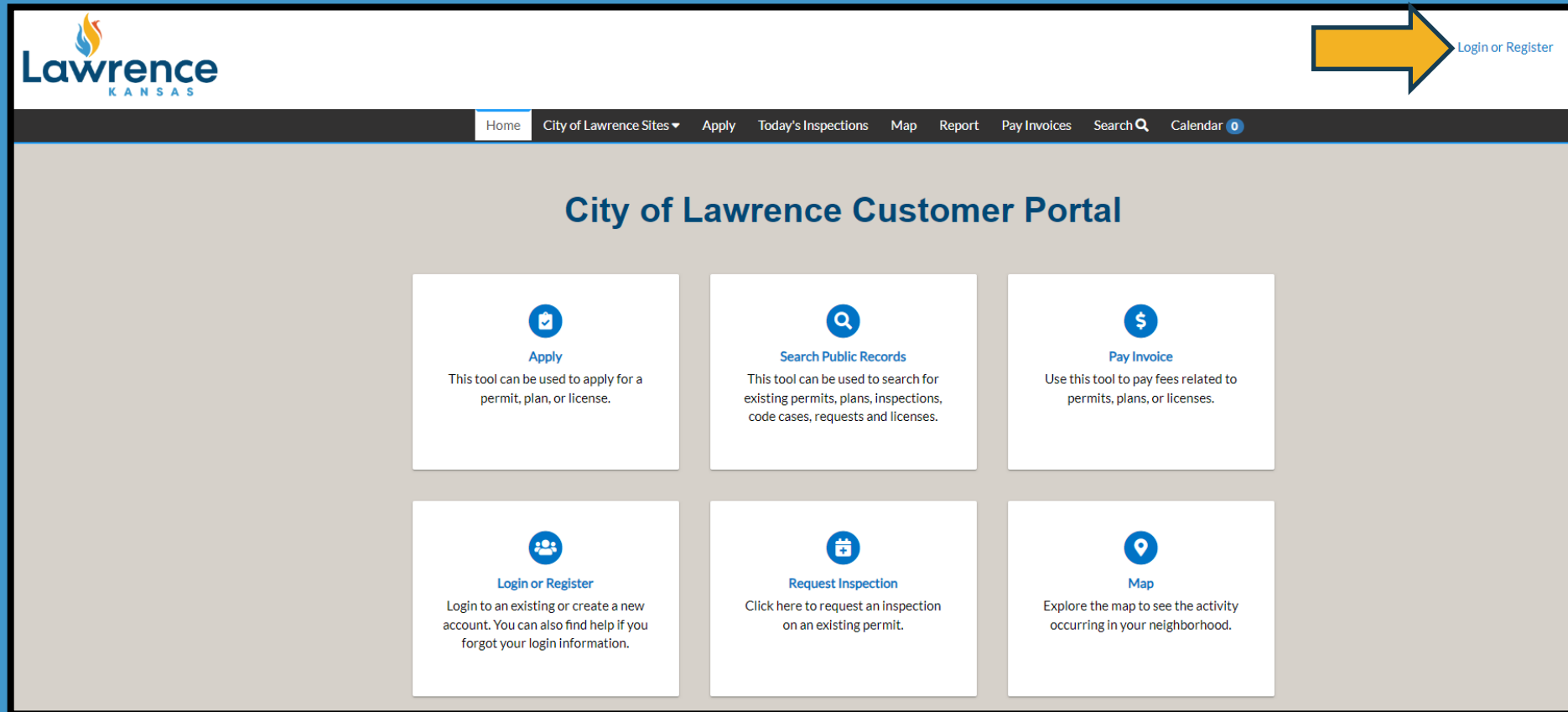


Step 1.

4

Register for an account

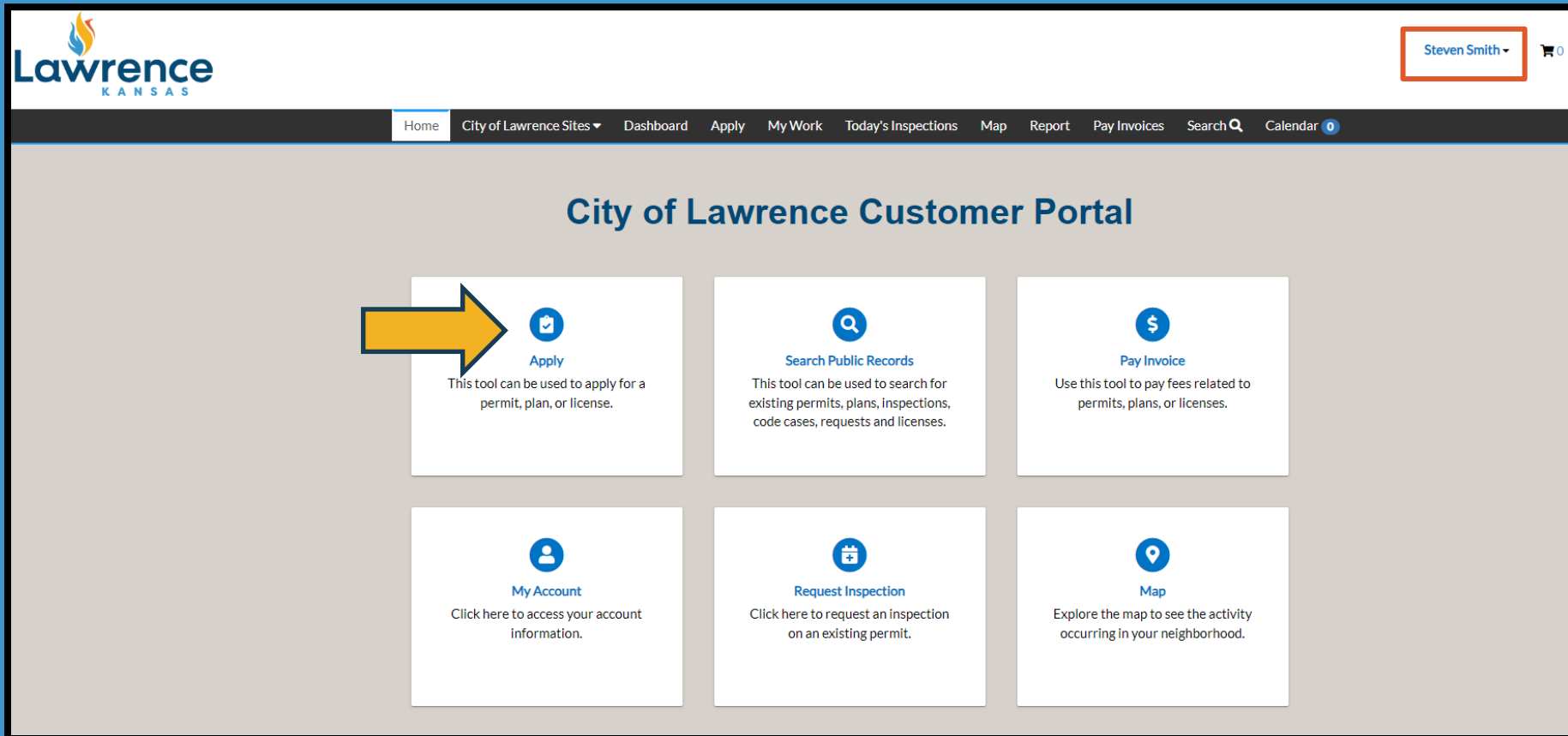
- Follow this link: <https://lawrencekstest-energovweb.tylerhost.net/apps/selfservice> and register for your account



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 0 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.

7

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

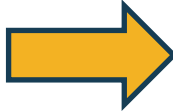
LICENSES 0



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
Temporary Traffic Control Permit



Step 1.

Locations

- Click on Add Location

Apply for Permit - Right of Way Temporary Traffic Control 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

+

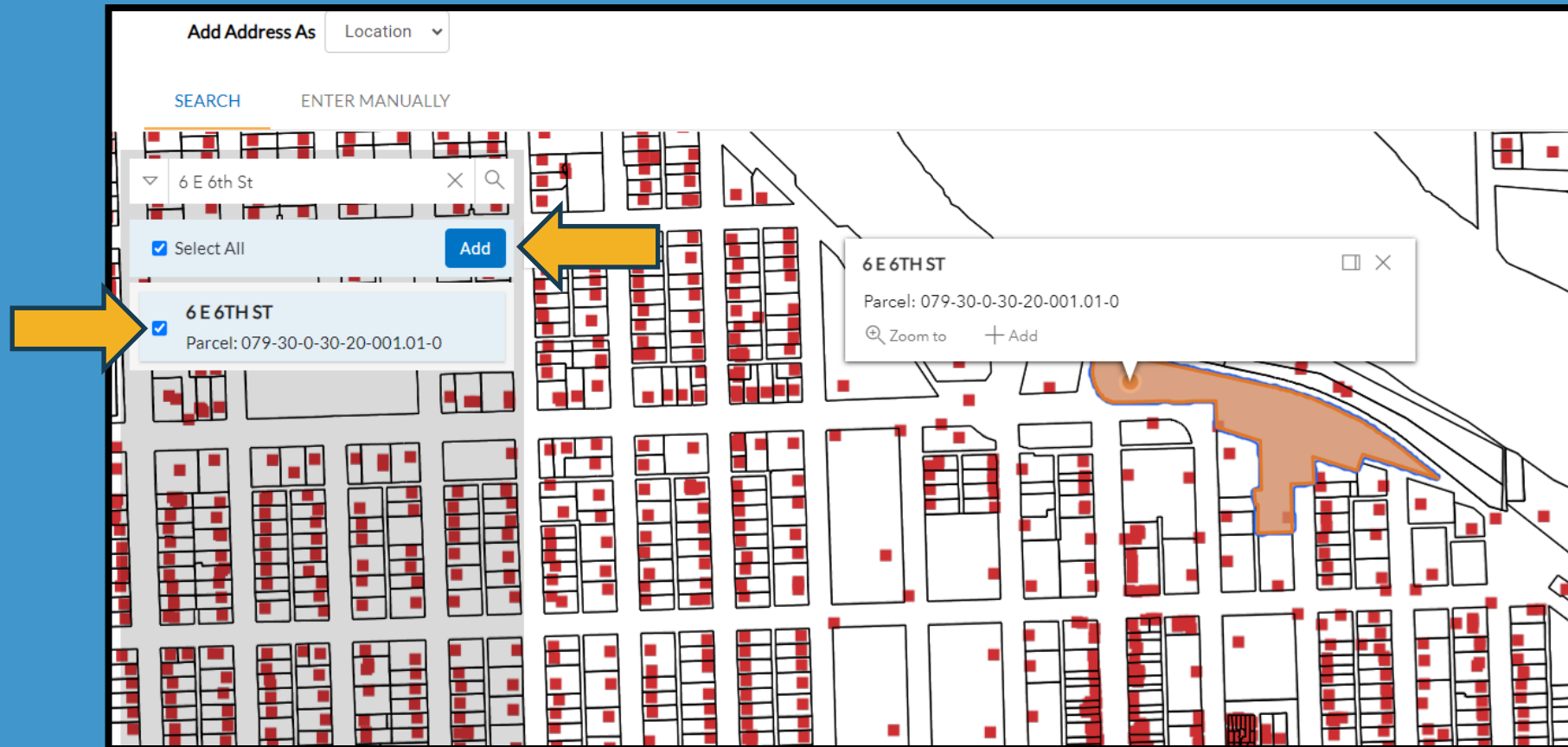
Create Template Save Draft Next

Step 1.

10

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 As

Location

SEARCH

ENTER MANUALLY

Enter Manually

Country Type

US

Enter Address

6 E 6th St

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

Lawrence

State

KS

Postal Code

66044

County

Douglas

Save

Step 1.

Locations

12

- Confirm that location is correct and continue to Step 2

Apply for Permit - Right of Way Temporary Use Permit - No Excavation *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 continue to Step 3

Apply for Permit - Right of Way Temporary Traffic Control Permit *REQUIRED

1

2

3

4

5

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

PERMIT DETAILS

Please enter the requested details about your permit.

* Permit Type

Right of Way Temporary Traffic Conti ▾

* Description

Need to close road due to X work

Back

Create Template

Save Draft

Next

Step 3.

Contacts

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

1 2 3 4 5 6 7

Locations Type **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
Add Contact
+
REQUIRED

Contractor
Add Contact
+
REQUIRED

Traffic Control Sub-Contractor
Add Contact
+
REQUIRED

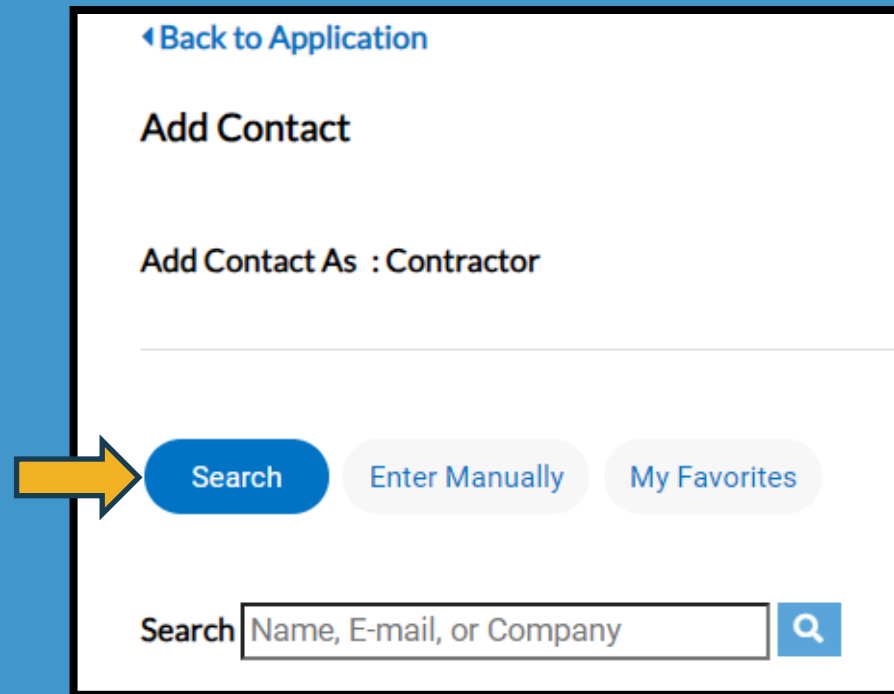
Select Type ▼

Add Contact
+

Step 3.

Contacts

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



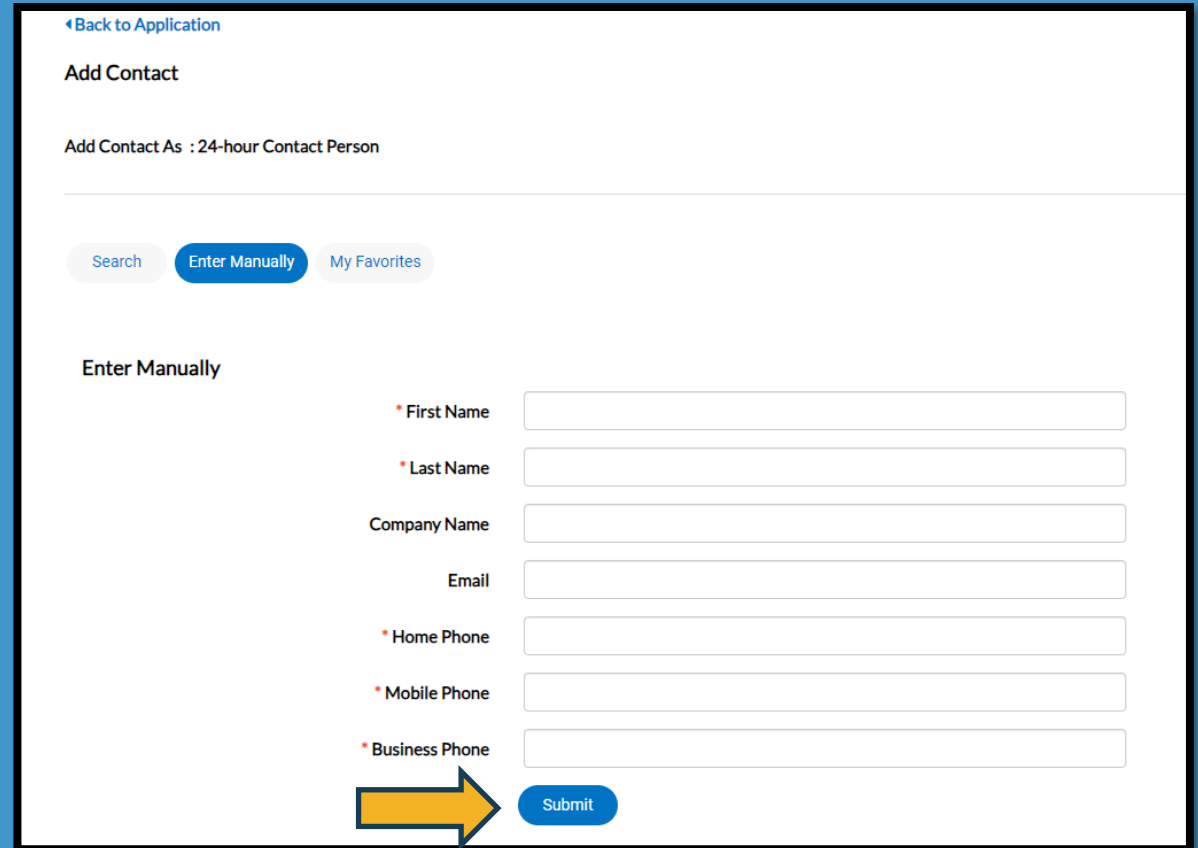
◀ Back to Application

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 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 Temporary Traffic Control Permit *REQUIRED

Locations ✓ Type ✓ **Contacts** 2 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.

| | | | |
|---|--|--|--|
| <p>Applicant</p> <p></p> <p>Steven Smith (You) City of Lawrence</p> | <p>24-hour Contact Person</p> <p></p> <p>Smith, Steven</p> <p>Remove</p> | <p>Contractor</p> <p></p> <p>Smith, Steven</p> <p>Remove</p> | <p>Traffic Control Sub-Contractor</p> <p></p> <p>Smith, Steven</p> <p>Remove</p> |
|---|--|--|--|

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

- To view the Admin Regulations mentioning our TTC policies, you can click on the blue link and it will open these in a new tab for your review

Apply for Permit - Right of Way Temporary Traffic Control Permit *REQUIRED

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

MORE INFO

The following fields are required to be completed at the time of this application.

Note: Fields with an asterisk(*) are required.

***Extent of Impact**

- ☐ Alley closure
- ☐ Obstructing travel lanes
- ☐ On street but not obstructing travel lanes
- ☒ Road closed in at least one direction
- ☐ Sidewalk/Bike Lane

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[Lane Closure Restrictions - Section 9.4](#)

Administrative Regulations
City of Lawrence, Kansas

| | | | |
|---|-----------------------------|---|--|
| SUBJECT Right of Way Management Program | | APPLIES TO All Right of Way Users | |
| EFFECTIVE DATE | REVISED DATE None | NEXT REVIEW DATE TBD | |
| APPROVED BY date: <i>4/20/22</i> | TOTAL PAGES 18 | POLICY NO. 125 | |

1.0 Purpose
The City of Lawrence, Kansas ("City"), owns and maintains substantial land interests within the corporate City limits that are designated as Public Rights of Way ("ROW"). The temporary use of the ROW is governed by Chapter 16, Article 8 of the City Code, as amended. That Chapter authorizes the City to issue administrative regulations. Establishing administrative regulations permits the City to effectively and properly

Step 4.

More Info

- Although not all fields are shown as required/marked with a **red asterisk***, best practice would be to fill out all fields to give reviewer the full scope of work to be done and requested use of the right of way
- Once all information is complete, review all information is accurate and proceed to Step 5


Lane Closure Restrictions - Section 9.4


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General Info

Associated ROW Permit Number

***Contractor Project ID / City Project ID**

***Start Date** 

***End Date** 

***Traffic Control Setup Hours**

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

***Start Date** 02/05/2024

***End Date**

***Traffic Control Setup Hours**

[Template](#)

| February 2024 | | | | | | |
|---------------|-----|-------|-----|-------|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 31 | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 01 | 02 |
| 03 | 04 | 05 | 06 | 07 | 08 | 09 |
| Today | | Clear | | Close | | |

Step 5.

Attachments

- Add necessary attachments, traffic control 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 content area features a large blue box with the text 'click or drag files' at the top, followed by 'Add Attachment' and 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' (blue), 'Create Template' (grey), 'Save Draft' (grey), and 'Next' (blue). 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



SIGNATURE

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

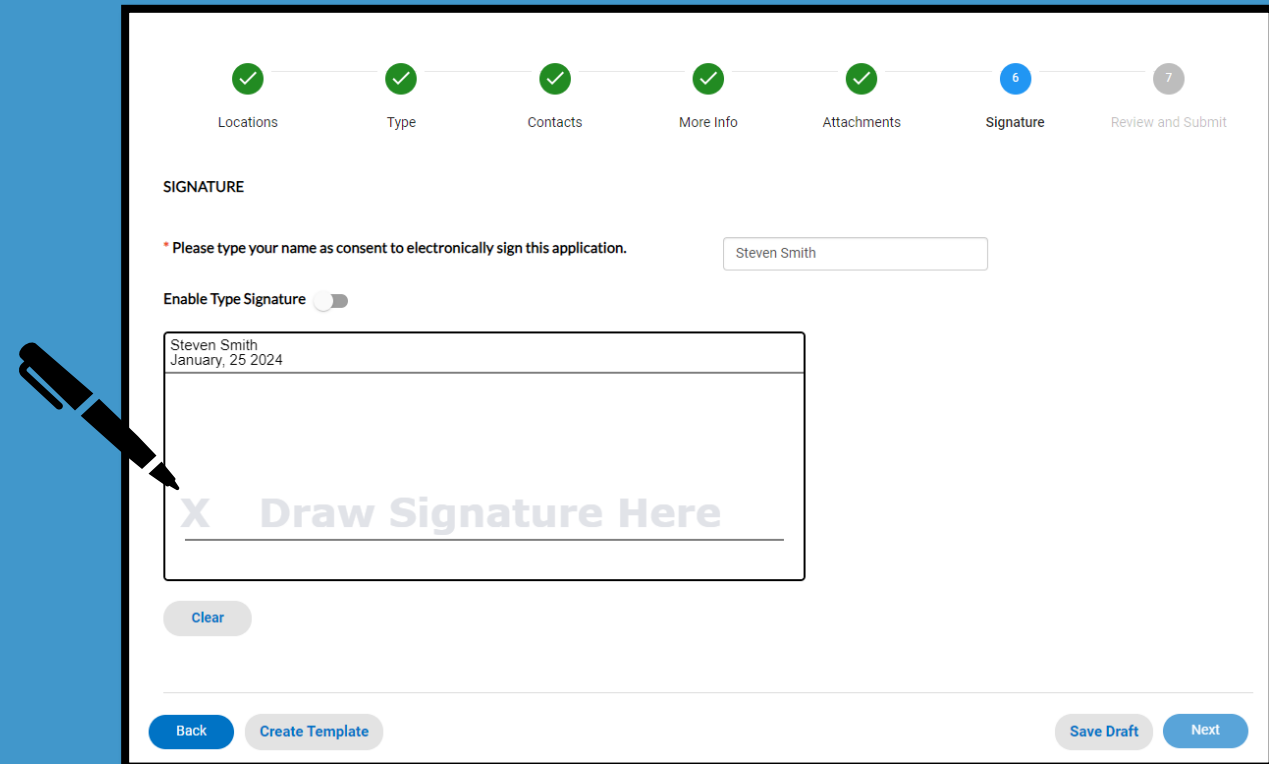
Enable Type Signature ☒ Steven Smith

Steven Smith
January, 25 2024

X *Steven Smith*

Option B: Draw Signature

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



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

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 five steps are marked with green checkmarks, while 'Signature' is marked with a blue circle containing the number 6, and 'Review and Submit' is marked with a grey circle containing the number 7. Below the progress bar, the section is titled 'SIGNATURE'. It contains a text input field with the value 'Steven Smith' and a label '* Please type your name as consent to electronically sign this application.' Below this is a toggle switch labeled 'Enable Type Signature' which is turned on, followed by another text input field containing 'Steven Smith'. A large rectangular box contains a digital signature of 'Steven Smith' dated 'January, 25 2024'. At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. A large yellow arrow points to the 'Next' button.

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

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 Temporary Traffic Control Permit *REQUIRED

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

[Submit](#)

Locations

| | |
|----------|------------------|
| Location | 6 E 6th St , , , |
|----------|------------------|

Basic Info

| | |
|--------------|---|
| Type | Right of Way Temporary Traffic Control Permit |
| Description | Need to close road due to X work |
| Applied Date | 01/30/2024 |

Contacts

| | |
|--------------------------------|----------------------------------|
| Applicant | Steven Smith City of Lawrence |
| 24-hour Contact Person | Smith, Steven |
| Contractor | Smith, Steven |
| Traffic Control Sub-Contractor | Smith, Steven |

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Extent of Impact

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Alley closure |
| <input type="checkbox"/> | Obstructing travel lanes |
| <input type="checkbox"/> | On street but not obstructing travel lanes |
| <input checked="" type="checkbox"/> | Road closed in at least one direction |
| <input type="checkbox"/> | Sidewalk/Bike Lane |

[Lane Closure Restrictions - Section 9.4](#)

General Info [Previous Section | Top | Main Menu](#)

| | |
|---|--|
| Associated ROW Permit Number | Please insert ROW permit # if applicable |
| Contractor Project ID / City Project ID | Enter ID here |
| Start Date | 02/05/2024 |
| End Date | 02/12/2024 |
| Traffic Control Setup Hours | Standard (9:00 AM - 4:00 PM) |

Attachments

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



Thank You