



Enterprise Permitting and Licensing User Guide



# Right of Way Temporary Use Permit – Excavation

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 the **Right of Way Temporary Use Permit - Excavation**.

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

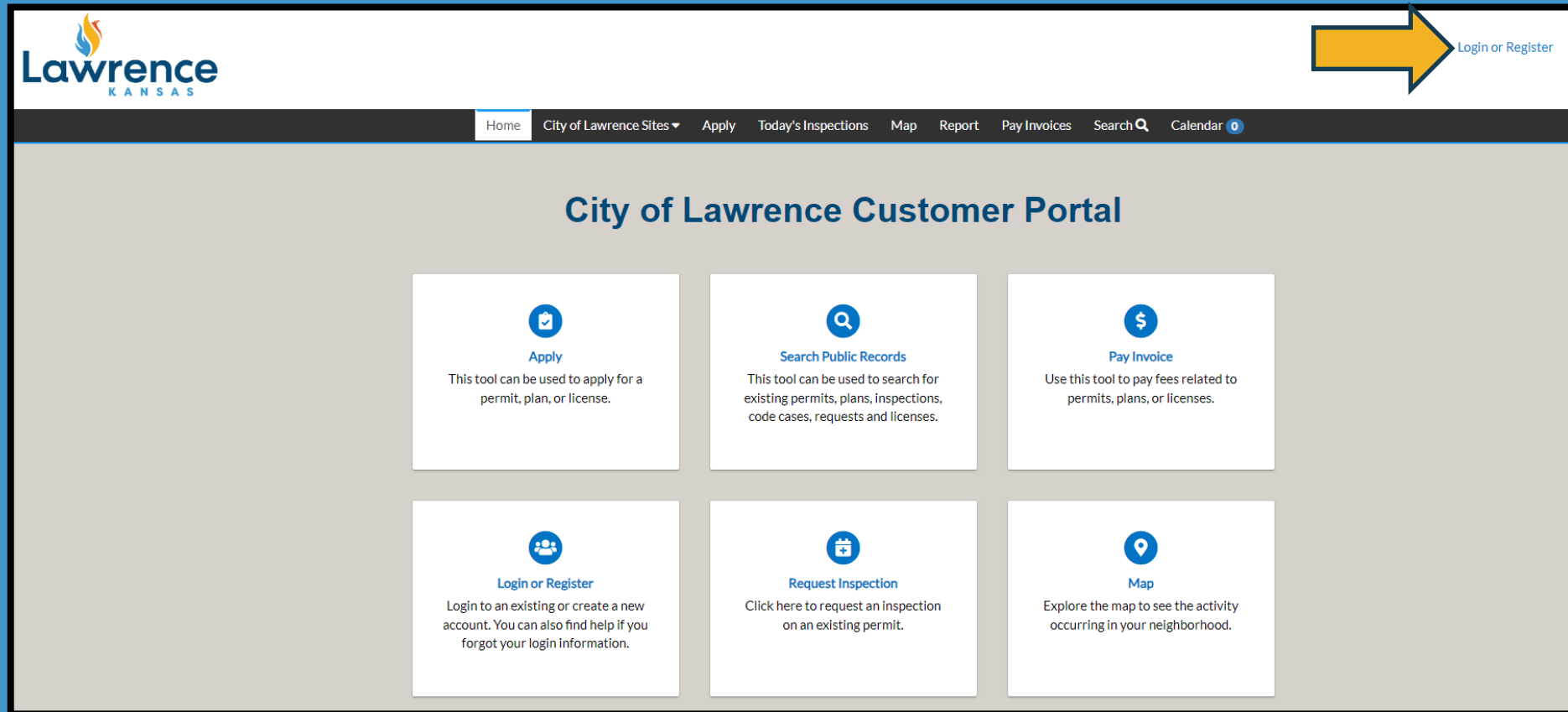


# Step 1.

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## Register for an account

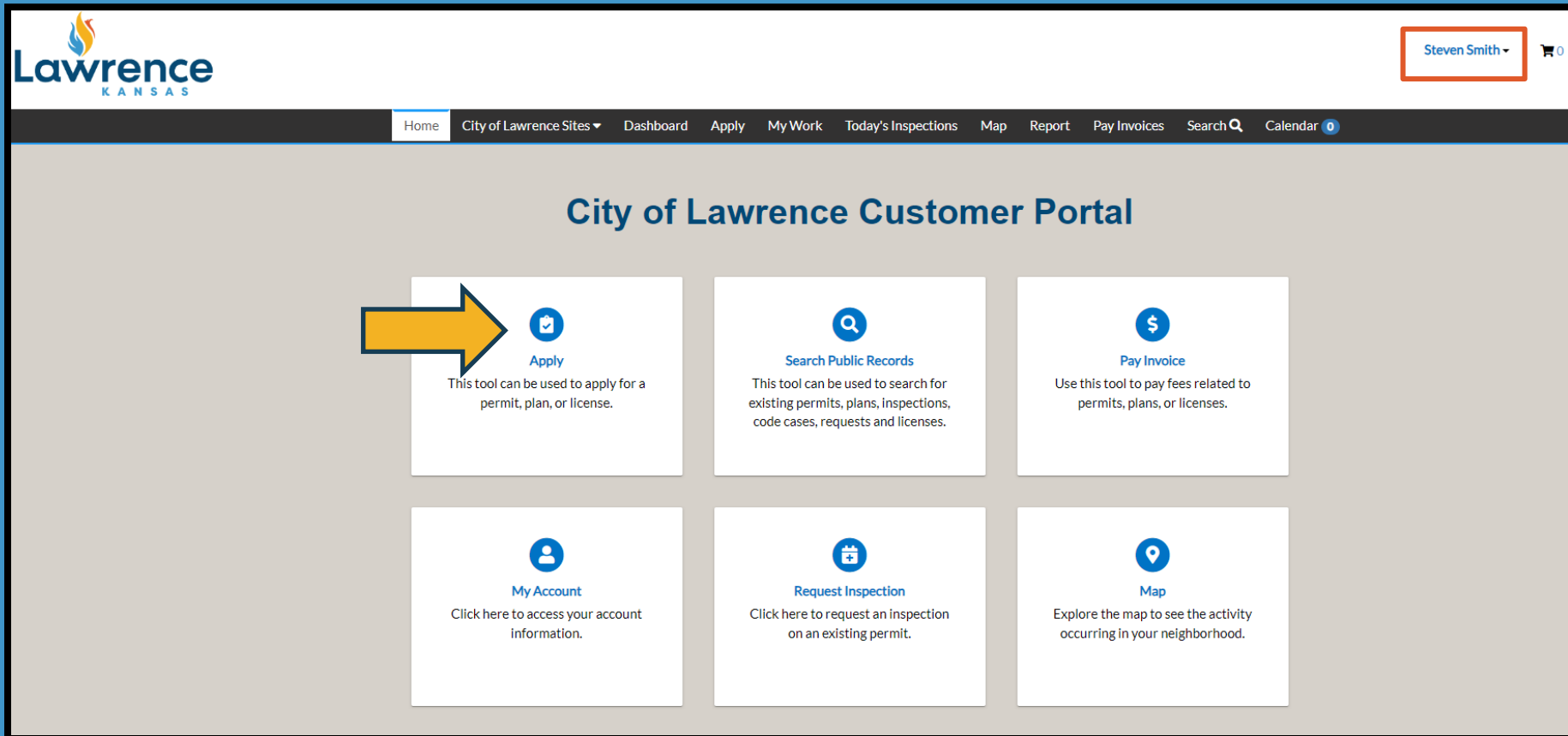
- Follow this link: <https://lawrencekstest-energovweb.tylerhost.net/apps/selfservice> and register for your account



# 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 ▾ 


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

### 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

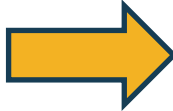
LICENSES 0



#### 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 Temporary Use Permit - Excavation





# Step 1.


## Permit Name Change Pending

We are currently working on getting this permit name changed from:

Right of Way Parking Reservation Permit – Excavation  
to

Right of Way Temporary Use Permit – Excavation

Until these changes are in place, please apply for this permit below when needing a permit for work in the Right of Way involving excavation!

	<b>Right of Way Parking Reservation Permit - Excavation</b>	<a href="#">Apply</a>
Category Name:	Description:	
Right of Way	Right of Way Parking Reservation Permit - Excavation	

# Step 1.

## Locations

- Click on Add Location

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

Location ▼

Add Location

+

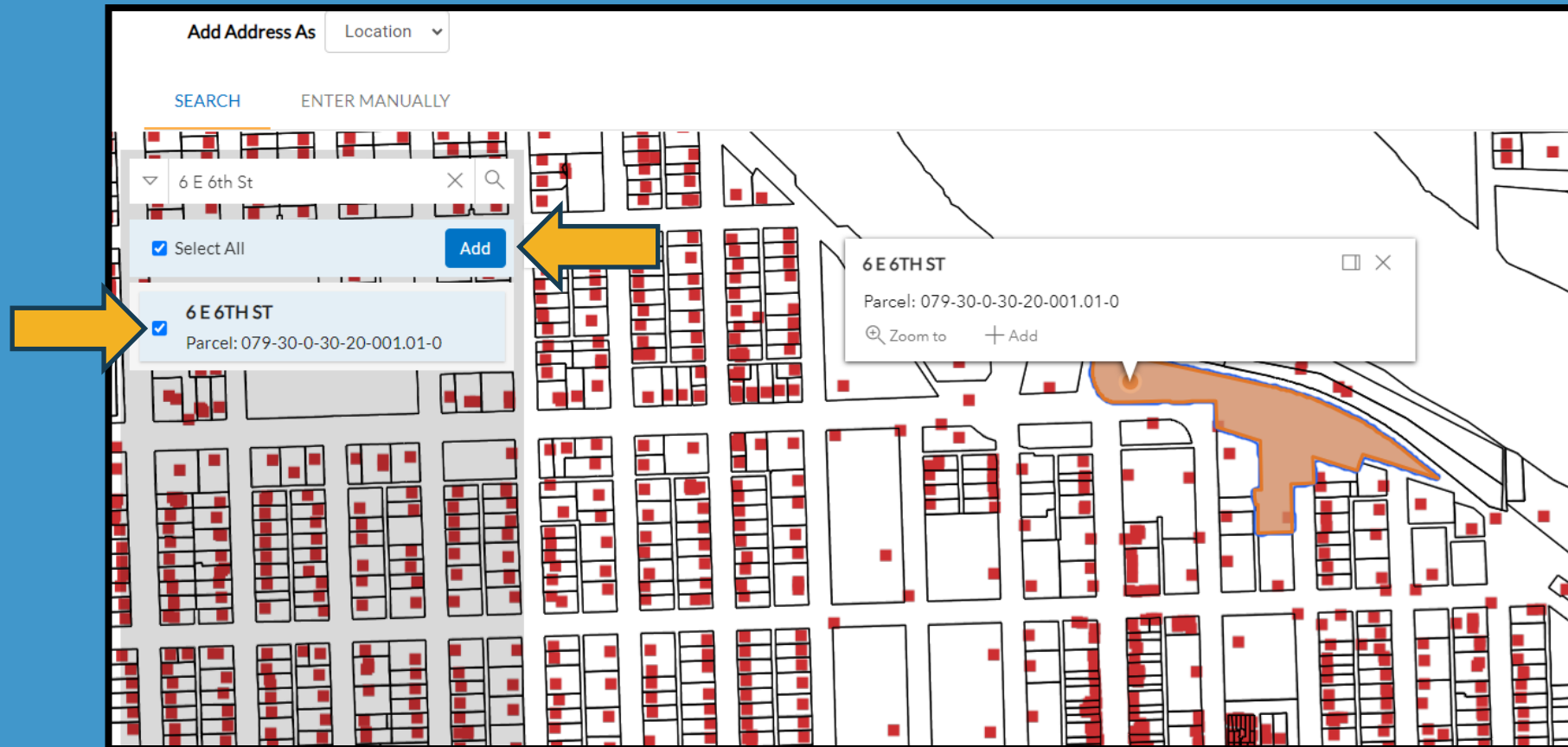
Create Template Save Draft Next

# 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 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

- Confirm that location is correct and continue to Step 2

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

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## 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 - Excavation \*REQUIRED

1

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 Per ▾

\* Description

We will need to do X work in the ROW,  
~~this work involves excavation~~

Back

Create Template

Save Draft

Next

# Step 3.

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## Contacts

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

The screenshot shows a multi-step application process. At the top, a progress bar has seven steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active, highlighted with a blue circle), 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit.

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."

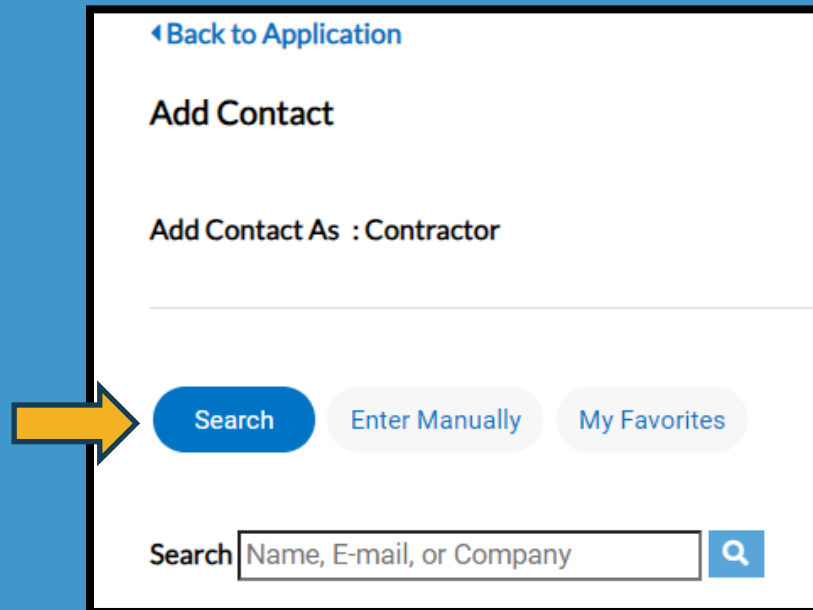
The main area contains three contact management cards. The first card, titled "Applicant", shows a profile for "Steven Smith (You)" from the "City of Lawrence". The second card, titled "24-hour Contact Person", has an "Add Contact" button with a plus sign and a "REQUIRED" label at the bottom. The third card, titled "Contractor", also has an "Add Contact" button with a plus sign and a "REQUIRED" label at the bottom. A fourth card on the right is titled "Select Type" with a dropdown menu and an "Add Contact" button with a plus sign.

At the bottom of the interface are five buttons: "Back", "Create Template", "Save Draft", and "Next". Two large yellow arrows point to the "REQUIRED" labels on the "24-hour Contact Person" and "Contractor" cards.

# Step 3.

## Contacts

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




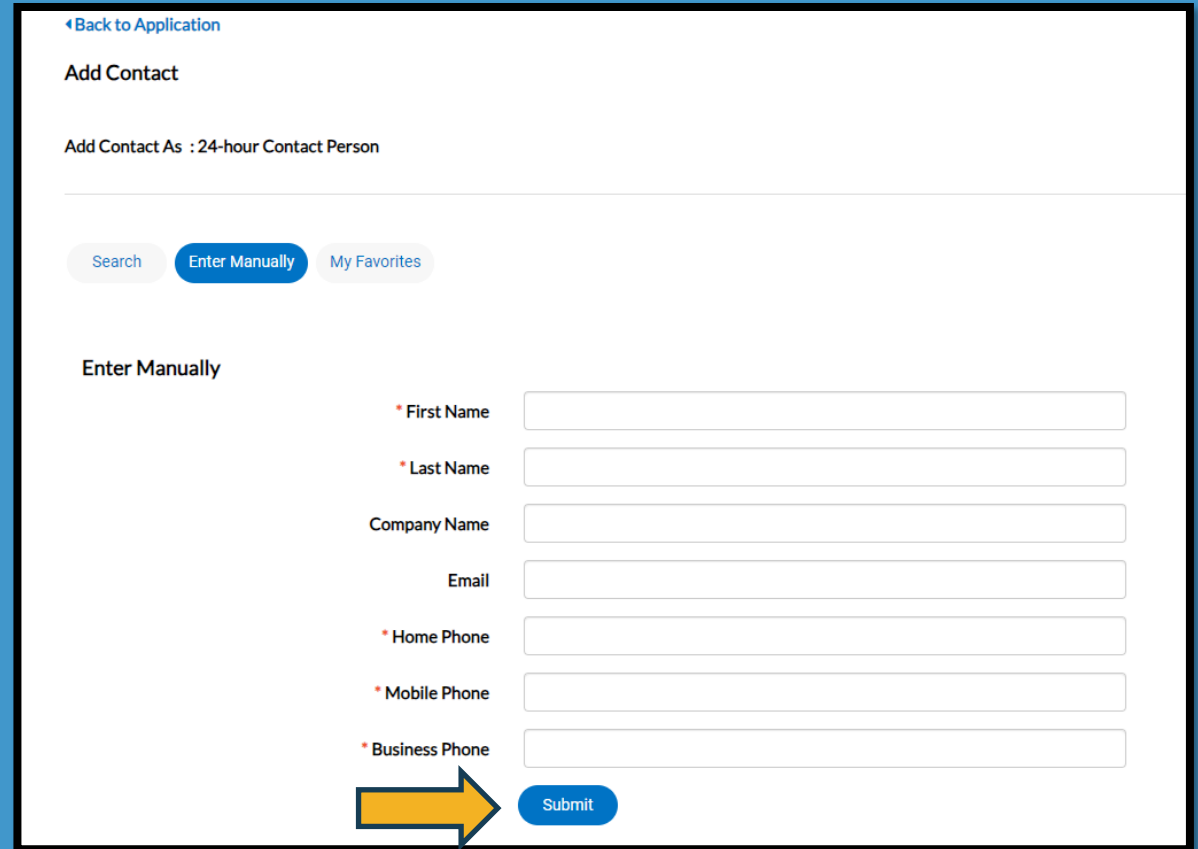
◀ Back to Application

### 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 PO Box 708 Lawrence 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 Box 708 Lawrence KS 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

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

<p><b>Applicant</b></p> <p></p> <p>Steven Smith (You) City of Lawrence</p>	<p><b>24-hour Contact Person</b></p> <p></p> <p>Steven Smith City of Lawrence 6 E. 6th St PO Box 708 , Lawr...</p> <p>Remove</p>	<p><b>Contractor</b></p> <p></p> <p>Steven Smith City of Lawrence 6 E. 6th St PO Box 708 , Lawr...</p> <p>Remove</p>	<p>Select Type</p> <p>Add Contact</p> <p>+</p>
--	--	--	--

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

Locations Type Contacts **More Info** Attachments Signature

**MORE INFO**

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

**Information**

Project ID

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

**\*End Date** 02/12/2024

**\*Is this work being performed on behalf of the city** No

work being performed on behalf of the city

types of facilities will be worked on

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

Electric

# 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, proceed to Step 5

List the types of facilities will be worked on

☐

Communications

☐

Electric

☒

Gas☐☐☐☐☐

\*Description of Work

We will need to do X work in the ROW

Total Pavement Cut Quantity(SY)  
(\*include map link)

More information

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

Will the work exceed right of way for 60 minutes.

No

Is reservation of any parking Required?

No

Building Permit Number (if applicable)

Kansas One Call Ticker Number

\*Other Contractors involved(Subs)

N/A if no other contractors will be involved

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 title 'Attachments' is followed by a note: '\*Some circumstances may require additional documentation to be submitted prior to the application's approval.' A large blue box on the left contains the text 'click or drag files', 'Add Attachment', a large white plus sign, and a list of supported file formats: '.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...'. An orange 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'. An orange arrow points from the right towards the 'Next' button.

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



SIGNATURE

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

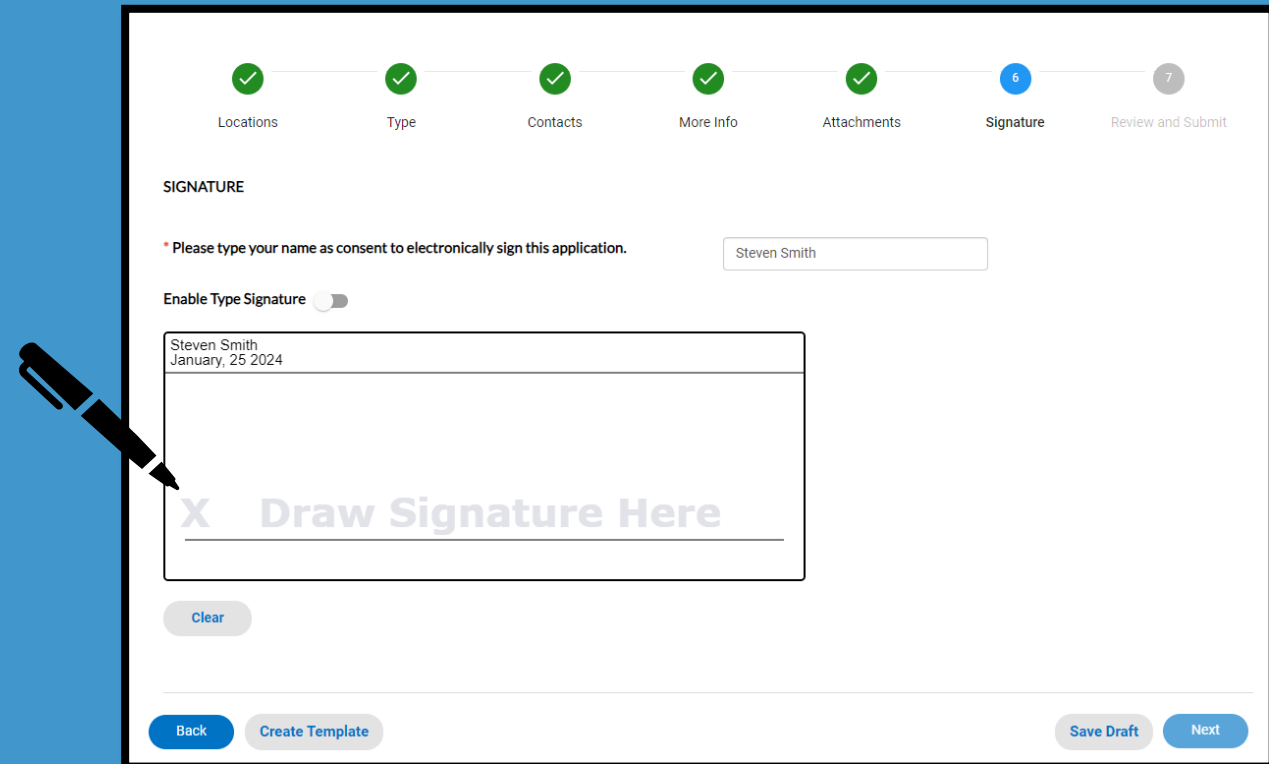
Enable Type Signature ☒ Steven Smith

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 includes a text input field with the value 'Steven Smith' and a label that reads '\* 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 Parking Reservation Permit - Excavation \*REQUIRED

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

**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 - Excavation
Description	We will need to do X work in the ROW, this work involves excavation
Applied Date	01/29/2024

**Contacts**

Applicant	Steven Smith City of Lawrence
24-hour Contact Person	Steven Smith City of Lawrence 6 E. 6th St PO Box 708 , Lawrence, KS , 66044
Contractor	Steven Smith City of Lawrence 6 E. 6th St PO Box 708 , Lawrence, KS , 66044

Information Next Section | Top | Main Menu

Project ID

Start Date 02/05/2024

End Date 02/12/2024

Is this work being performed on behalf of the city No

List the types of facilities will be worked on

<input type="checkbox"/>	Communications
<input type="checkbox"/>	Electric
<input type="checkbox"/>	Gas
<input type="checkbox"/>	Other (Specify in work description)
<input type="checkbox"/>	Pavement, Sidewalk, Driveway, etc
<input type="checkbox"/>	Sanitary Sewer
<input type="checkbox"/>	Storm Sewer
<input type="checkbox"/>	Water

Description of Work We will need to do X work in the ROW, this work involves excavation

Total Pavement Cut Quantity(SY) (\*include map link)

More information Previous Section | Top | Main Menu

Will the work exceed right of way for 60 minutes.

Is reservation of any parking Required?

Building Permit Number (if applicable)

Kansas One Call Ticker Number

Other Contractors involved(Subs) N/A no other subs involved

Attachments

**Back** **Create Template** **Save Draft** **Submit**





Thank You