



Right of Way Temporary Use Permit – No 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 - No 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



How to:

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

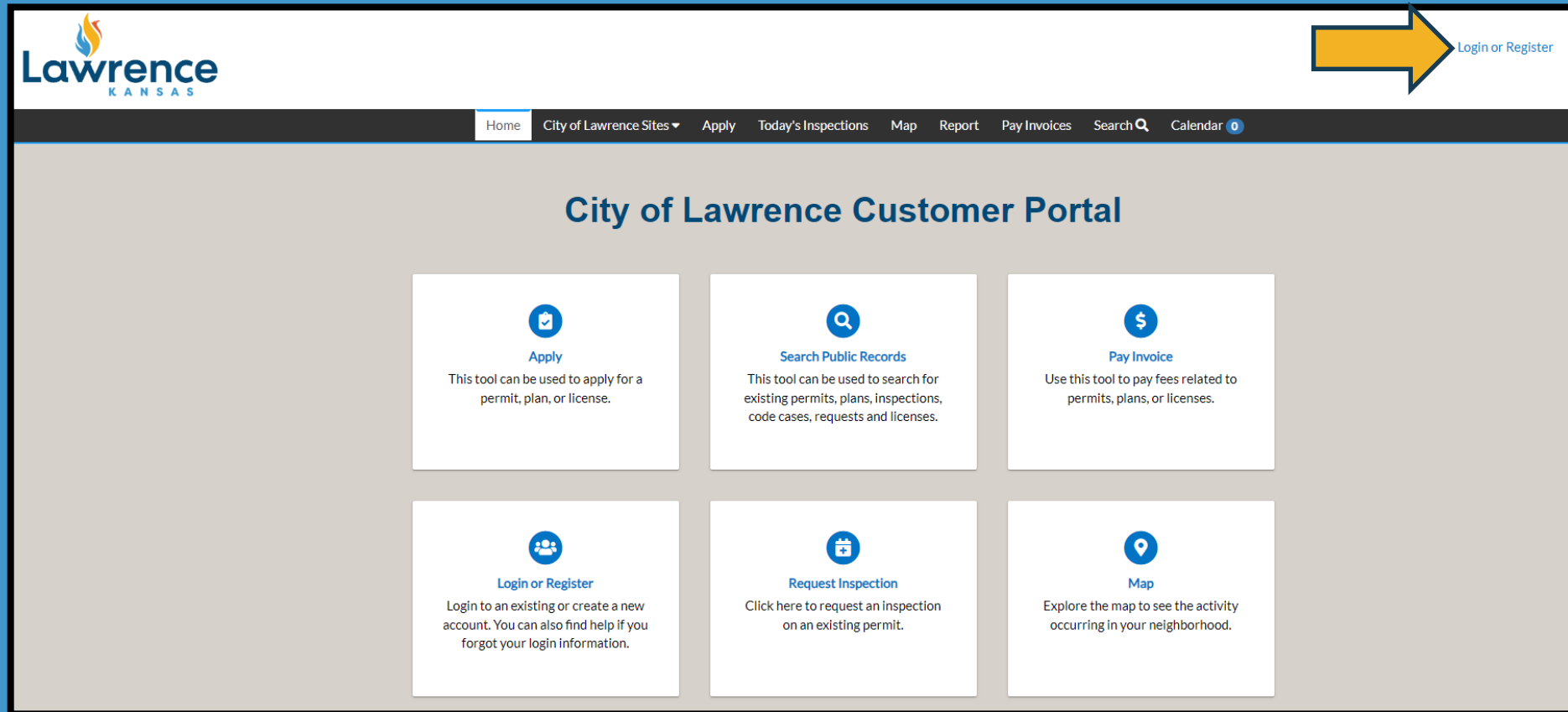


Step 1.

4

Register for an account

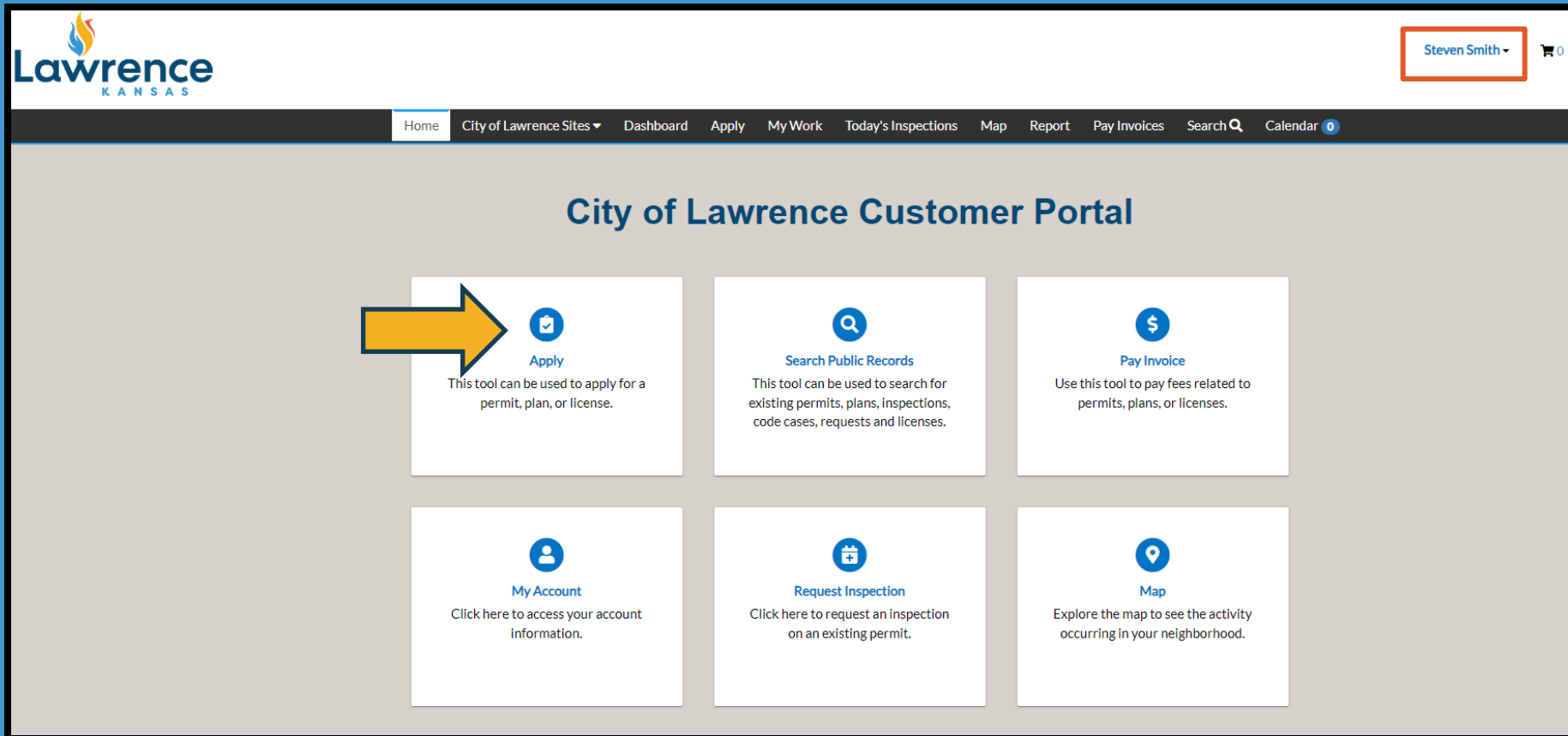
- Follow this link: <https://lawrencekstest-energovweb.tylerhost.net/apps/selfservice> and register for your account



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 ▾ 


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).

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

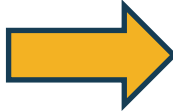
LICENSES 0



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 Use Permit - No
Excavation



Step 1.

Locations

- Click on Add Location

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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.

Location ▼

Add Location

+

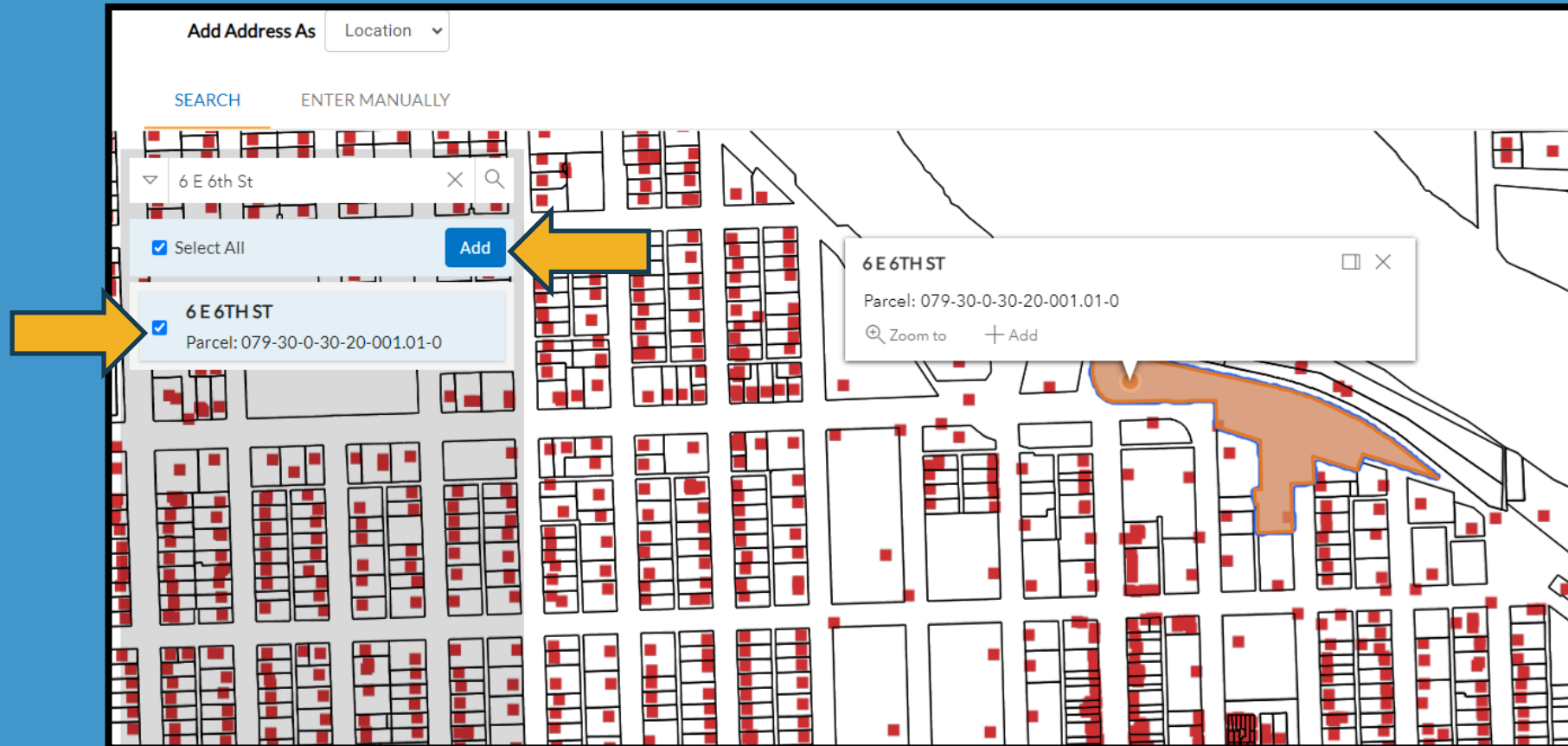
Create Template Save Draft Next

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 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 Use Permit - No Excavation

*REQUIRED

✓

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 Use Permit -

* Description

We will need to do X work in the ROW

Back

Create Template

Save Draft

Next

Step 3.

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Contacts

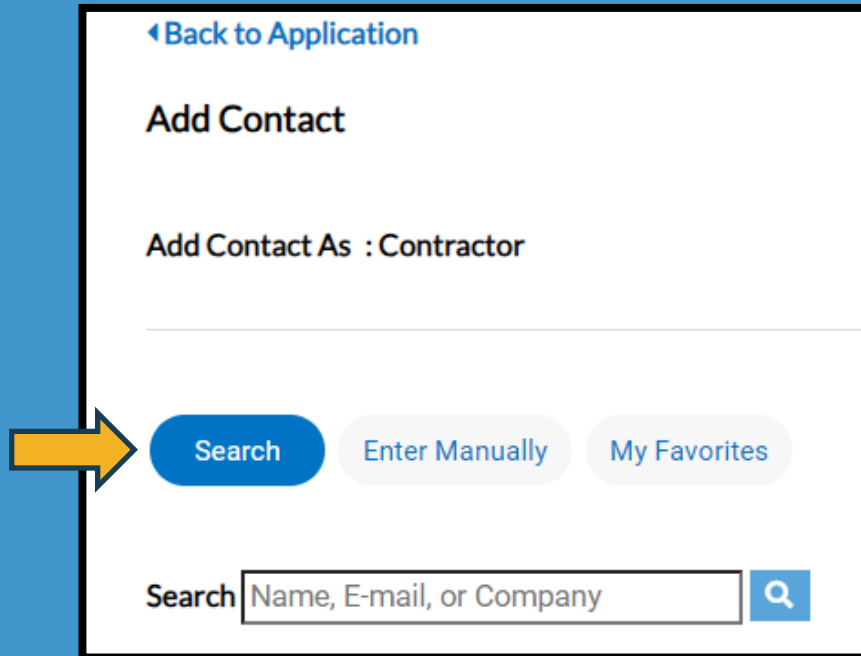
- Attach contacts: It is required to attach 24/7 Contact Person and Contractor for this type of permit

The screenshot shows the 'Contacts' step of a permit application process. At the top, a progress bar indicates the following steps: Locations (checked), Type (checked), Contacts (active), More Info, Attachments, Signature, and 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 features three blue 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. Two large yellow arrows point to the 'REQUIRED' labels on the '24-hour Contact Person' and 'Contractor' cards. To the right of the 'Contractor' card is a third card with a 'Select Type' dropdown menu and an 'Add Contact' button with a plus sign. At the bottom of the interface are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

Step 3.

Contacts

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



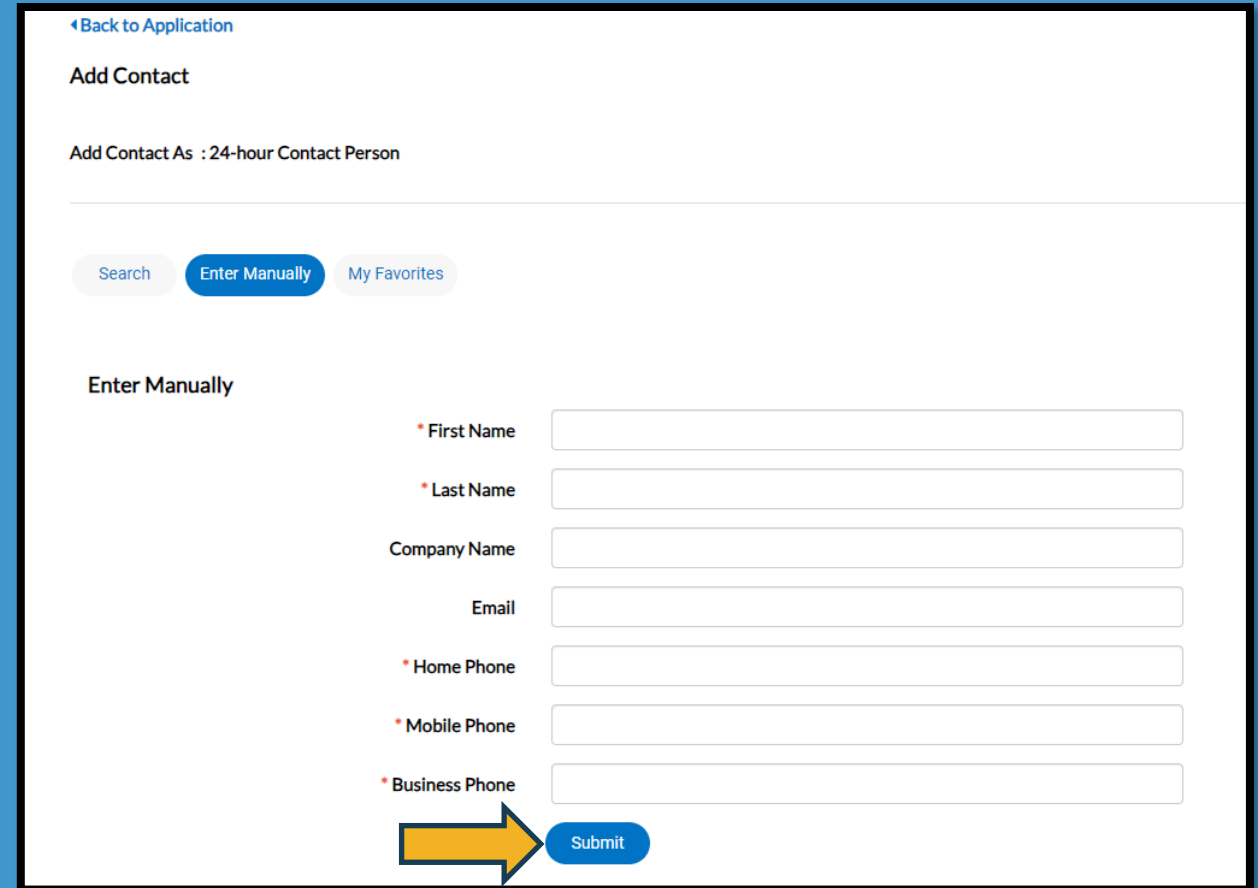
◀ Back to Application

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	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

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Apply for Permit - Right of Way Temporary Use Permit - No Excavation

REQUIRED

✓

✓

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




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

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

Apply for Permit - Right of Way Temporary Use Permit - No Excavation *REQUIRED

Locations Type Contacts **More Info** Attachments Signature

MORE INFO

The following fields are required to 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

Electric

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 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

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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

Option B: Draw Signature

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



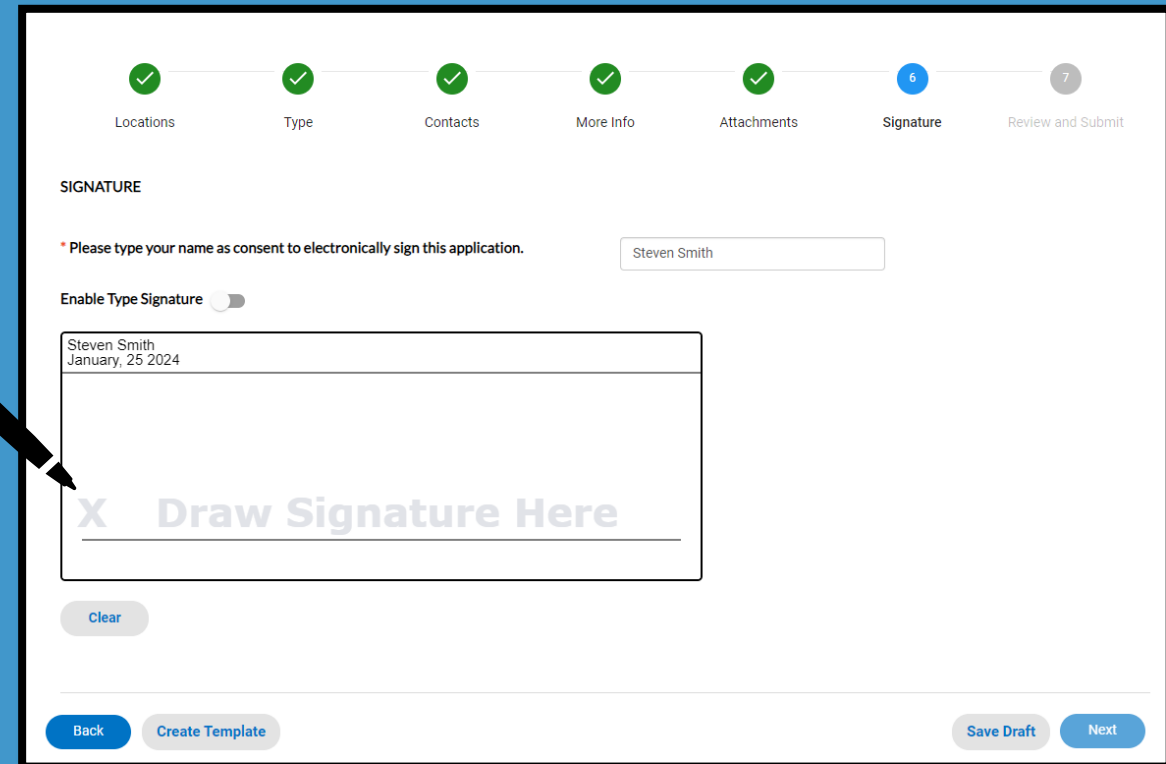
SIGNATURE

* 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*



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

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 Use Permit - No Excavation *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Signature 7 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 Temporary Use Permit - No Excavation
Description	We will need to do X work in the ROW
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

More Info

Information

Project ID

Start Date 02/05/2024

End Date 01/12/2024

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 checked="" 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

Total Pavement Cut Quantity(SY) (*Include map link)

More information

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 contractors will be involved

Attachments

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



Thank You