Right of Way
Temporary Use Permit – Excavation
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/
How to:

- Register Your EP&L Account

- Apply for a Right of Way Permit
Step 1.

Register for an account

- Follow this link: https://lawrencekest-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 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!
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

- 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
- This is where you will enter important project specific information for the work.

- Fields with **red asterisk** * on the left are required fields.
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.
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