



2013

PERMIT APPLICATION REQUIREMENTS AND CONDITIONS

1. **Applications must be filed at least three (3) days prior to the anticipated start date of the work.**
2. **Permit must be obtained by the person/company/contractor completing the work. A permit cannot be obtained by the owner on behalf of the contractor. Any person or company who desires to Obstruct or Excavate in the Unified Government right-of-way must apply for and be GRANTED a Right-of-Way Permit before work may proceed.**
3. Applicants needing permits to occupy City property with utilities, or holders of granted franchise rights contemplating work upon, along, over, under or across any City road, bridge, trestle, public place, street, avenue, alley, sidewalk or property in the City shall first file with the Unified Government Engineer his or her application to do such work.
4. Applicant shall provide project drawing to a working scale, showing position and location of work, names or numbers and width of roads, streets, etc. showing their location in plats, or subdivisions of sections, showing the relative position of such work to existing utilities, constructed, laid, installed or erected upon such roads, streets or public places.
5. The location, type of work, materials and equipment used, manner of erection or construction, safeguarding of public traffic during work or after doing same, mode of operation and manner of maintenance project petitioned for shall be approved by the Unified Government Engineer prior to the start of work and shall be subject to inspection of the Unified Government Engineer so as to assure proper compliance with the terms of the permit.
6. All right-of-way permit applications shall be reviewed by the Unified Government Engineer or his designee and maybe approved as submitted or with special conditions if deemed necessary. **A permit application is not a valid permit to proceed with the work.**
7. Applications will be accepted each business day. **The review process will be accomplished the following business day and if all requirements are met, the permit will be issued; the applicant will be notified and may return to acquire the issued permit and pay for same unless other billing arrangements have been made.**
8. **A permit is not valid until issued and a copy of the issued permit must be on site at all times during the work or construction.**
9. In accepting the permit, the applicant, his successors and assign will protect and hold harmless the Unified Government from all claims, actions or damage of any kind which may be the result of any negligence by the applicant and the applicant shall be required to defend such action on behalf of the Unified Government at its sole cost and expense.
10. The permit is subject to all terms, conditions and provisions set forth on the permit.



2013

Permit for Work on City Right-Of-Way, City Easement & City Property

Questions call (913) 573 - 5700

Fax (913) 573 - 5727

PUBLIC WORKS DEPARTMENT

SECTION 1

Please Check the Appropriate Box(s)

Date of Application _____

PERMIT NO. _____

BOND ON FILE YES NO

DIG SAFE TICKET # _____

CERT. OF INS. ON FILE YES NO

UTILITY LOCATES: DIG SAFE 1-800-344-7233, or 811 WATER POLLUTION 913-573-5535

PERMIT TYPE WATER GAS WASTEWATER COMMUNICATIONS CATV

ELECTRIC WATER/SEWER SERVICE DRIVEWAY DUMPSTER

OTHER _____

SECTION 2

CONTACT INFORMATION (please print)

APPLICANT

EMAIL ADDRESS _____

(Permit applications can be submitted electronically;
Permits can be issued via email)

APPLICANT _____

TELEPHONE # _____

CONTACT NAME _____

CELL # _____

ADDRESS _____

FAX # _____

CITY, STATE, ZIP _____

PROPERTY OWNER (if different than applicant)

EMAIL ADDRESS _____

OWNER NAME _____

TELEPHONE # _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTRACTOR/VENDOR (if different than applicant)

EMAIL ADDRESS _____

CONTRACTOR _____

TELEPHONE # _____

CONTACT NAME _____

CELL # _____

ADDRESS _____

FAX # _____

CITY, STATE, ZIP _____

SUB-CONTRACTOR (list additional on separate page)

EMAIL ADDRESS _____

OWNER _____

TELEPHONE # _____

CONTACT NAME _____

CELL # _____

ADDRESS _____

FAX # _____

CITY, STATE, ZIP _____

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PUBLIC WORKS DEPARTMENT

SECTION 3

START DATE _____ COMPLETION DATE _____

PERMIT ADDRESS AND/OR STREET ADDRESS/INTERSECTION _____

TOTAL LINEAR FOOT INSTALLATION _____

PURPOSE REPAIR REPLACEMENT NEW INSTALLATION OTHER _____

INSTALLATION METHOD OPEN CUT TUNNELING/BORING OTHER _____

AFFECTED AREA PAVEMENT GRASS CURB SIDEWALK DRIVEWAY ALLEY
 POTHOLES/SPOT HOLES IN PAVEMENT SERVICE CONNECTION ACROSS STREET

IF A STREET CUT, LENGTH AND WIDTH OF THE CUT, (List Multiple Cuts)

SIZE CUT 1 _____ CUT 2 _____ CUT 3 _____ CUT 4 _____

CUT 5 _____ CUT 6 _____ CUT 7 _____ CUT 8 _____

Is project for service to a new development? Yes No Development Name _____

SECTION 4

COMMUNICATIONS/CATV/ELECTRICAL SERVICE

AT&T PROJECT # _____

PURPOSE REPAIR INSTALL CONDUIT-SIZE & NUMBER _____

INSTALL FIBER CABLE-COUNT _____ INSTALL COPPER/COAX CABLE-COUNT _____

INSTALL/REPLACE POLES INSTALL POWER CABLE OTHER _____

METHOD OPEN CUT TUNNELING/BORING DIRECT BURIAL AERIAL/POLE ATTACHMENT

INSTALLATION IN EXISTING CONDUIT INSTALL HANDHOLE/MANHOLE-SIZE _____

INSTALL ABOVE GRADE UTILITY STRUCTURES, SIZE & NUMBER _____

INSTALL ELECTRICAL SERVICE WITH METER OTHER _____

SECTION 5

ATTACH DRAWING OR ENGINEERED PLANS SHOWING THE PERMIT LOCATION, INCLUDING PROPOSED WORK AND EXISTING UTILITIES WITHIN WORK AREA.

CERTIFICATION: I certify I have a copy of the Unified Government Code & Technical Provisions and standard drawings and that I have read and understand the provision contained therein as it pertains to fees, backfill and restoration, liability to the Unified Government and method of release upon completion of my work. I also acknowledge, I or my company will be completing the work and I am not obtaining this permit for a third party. I also acknowledge and affirm that I and/or my company will comply with all applicable local, state and federal laws and regulations in carrying out the work.

PERMIT ISSUE DATE _____

PERMITTEE OR AUTHORIZED AGENT
SIGNATURE ABOVE REQUIRED FOR PROCESSING

UG ENGINEER AUTHORIZED AGENT

*If a street cut is necessary after permit has been issued, permittee will be charged an excavation fee which must be paid before subsequent permits will be issued.