



Please check one:

Initial Submittal: ☐ Resubmittal: ☐

Permit Number: \_\_\_\_\_

**Public Rights of Way  
Utility Construction  
Permit Application**

August 2016

Applicant Name (Utility Company): \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Affiliated Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

General Description of the Work to be Performed/Location: \_\_\_\_\_

Construction Start Date: \_\_\_\_\_ Construction End Date: \_\_\_\_\_

- ☐ \$400 application fee;
- ☐ Three sets of construction plans that depict all requirements as set forth in the Public Rights-of-Way Management Ordinance that include:
- the approximate location and proposed routing of new construction or reconstruction of all facilities that involves an alteration to the surface or subsurface of the public rights-of-way;
  - the location of all public rights-of-way and utility easements which applicant plans to use;
  - a detail of all existing City utilities in relation to applicant's proposed route;
  - a description of what the applicant proposes to install, including but not limited to pipe size, number of conduits, and valves, with appropriate details attached;
  - the location of areas where asphalt or concrete in City Rights of Way of any public easement will be removed and replaced, with appropriate plans and City details;
  - drawings of any boxes, trenches, handholes, manholes, switch gears, transformers, pedestals, etc. including depth located in public rights-of-way;
  - handhole and/or manhole applicant plans to access or typical types of manholes and/or handholes applicant plans to use;
  - a complete legend of drawings submitted by the applicant; and
  - the construction and installation methods to be employed for the protection of existing structures, fixtures, and facilities within or adjacent to the right-of-way and the dates and times work will occur;
- ☐ a copy of any permit or approval issued by federal or state authorities for work in federal or state right-of-way located
- ☐ a construction schedule.

By this application for a construction permit to use the Public Rights-of-Way, I, as the lawful representative of \_\_\_\_\_, a representative of the facility owner with authority to bind the Owner, hereby acknowledge that I have read and understood the terms and conditions approved by the City of Liberty under, City Public Rights-of-Way Management (Ordinance No. 2016-11).

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Received by:	Sent to Director's Designee:	Reason for Denial:
Insurance Policy Term:	Designee Assigned:	
Bond Policy Term:	Date Approved/Denied:	
Entered by:	Designee Signature:	Phone Number: