



**APPLICATION
FOR PUBLIC RIGHT-OF-WAY (ROW) PERMIT
PUBLIC WORKS DEPARTMENT
City of Cedar Rapids, Iowa**

Permits typically issued within 3 business days if no revisions are required.

IF SUBMITTING APPLICATION VIA EMAIL, please send to: rowpermit@cedar-rapids.org
IF SUBMITTING APPLICATION WITH LARGE PLANS/PLAN SETS, please submit to City FTP site.
 Please email rowpermit@cedar-rapids.org to request instructions for posting on FTP site.

1) General Information

Bond on File with City: Yes No Bond expiration date: _____ Copy of Property Insurance on File with City: Yes No
 (Contractors require a special bond with City)

Applicant Name (person(s) or entity doing the work) _____ Company Name (if applicable): _____

Applicant Address, City, State, Zip: _____

Applicant Telephone: _____ Applicant cell #: _____ Applicant Fax #: _____

Applicant E-mail address: _____ Preferred method of notification: Fax E-mail Phone Cell phone

Property Owner Name or Tenant _____ Development Name (if applies): _____

Location of Work/Address:
List at least one (1) specific address _____

2) Excavation Type Information (select all that apply)

Utilities (select all that apply)				Driveway/Sidewalk (select one)				Miscellaneous (select any that apply)						
<input type="checkbox"/>	Storm Sewer	\$50	Number of Services _____	\$ _____	<input type="checkbox"/>	Driveway Only (per driveway)	\$50	\$ _____	<input type="checkbox"/>	Non-City owned Utilities – Private (gas, telephone, electric, etc.), unless exempt by current Franchise Agreement	\$50 per joint or per 1,300 LF continuous projects	\$ _____		
<input type="checkbox"/>	Sump Pump (fee applies to each service)				<input type="checkbox"/>	Sidewalk Only			\$50	\$ _____	<input type="checkbox"/>	City-Owned Utilities (water, storm sewer, sanitary sewer, fiber optic, etc.) and Capital Improvement (CIP) Projects	No Charge	\$ _____
<input type="checkbox"/>	Sanitary Sewer (fee applies to each service)	\$50	Number of Services _____	\$ _____	<input type="checkbox"/>	Driveway & Sidewalk	\$50	\$ _____	<input type="checkbox"/>	Minor Excavations – mailboxes, stump removal, staging, mud jacking, curb grinding, tree planting, and removal (only) of pavement in ROW	\$20	\$ _____		
<input type="checkbox"/>	Water Service (fee applies to each service)	\$50	Number of Services _____	\$ _____					<input type="checkbox"/>	Monitoring Wells	\$50	\$ _____		
<input type="checkbox"/>	Street Repair (fee applies to each affected street/alley)	\$75	Number of Streets _____	\$ _____					<input type="checkbox"/>	Soil Borings (fee applies to each service)				
Total Utilities Fees:				\$ _____	Total Driveway/Sidewalk Fees:				\$ _____	Total Miscellaneous Fees:				\$ _____

- Work will be done in: Street* Alley ROW (between Street & Property Line) Easement Other (select all that apply) *Must complete Section 3 (Street Information) on page 2
- Will any work be done within 10' of a tree in public right-of-way? YES (requires approval of City Arborist) NO
- Will any work be done within 15' of a sidewalk ramp? YES NO Is ramp impacted? YES NO (if yes, provide drawing)
- Will any work be done within 300' of traffic signal? YES (requires approval of Assistant City Traffic Engineer) NO
- Surface Type: Concrete Asphalt Sealcoat Gravel Grass
- Restoration of ROW by (select one): Applicant Property Owner Subcontractor: _____

As-Builts to be Submitted upon Completion of Work

2) Excavation Type Information (continued)

Reason for Work:

(describe method and purpose) _____

City CIP Project #:
(if applies) _____

Application Date: _____

Date Work to Start: _____

Finish: _____

3) Street Information (complete if any work OR staging is being done in a public street for any duration)

Contractor Providing Traffic Control: _____

(Must be insured with City. Refer to condition 10 of the Standard Permit Conditions Page 3)

Duration for traffic control to be in place: _____

Hours / Days

Start Date: _____

Select the type of Traffic Control:

Complete Closure

One Lane Closure**

Parking Lane Only Closure**

N/A

**Specify Travel/Parking Lane(s) being closed: _____

Street(s) upon which traffic control is to be located: _____

Street functional classification

Use links below to determine functional classification of street upon which work or staging is being done. Select classification (arterial, collector, or local) on right:

Arterial (Principal or Minor) – traffic control plan required

Func. Classification Website - <http://tinyurl.com/idotfunctionalclassification>

Collector – traffic control plan required for 1 lane or complete closures with duration of over 2 hours

Func. Classification Website QR Code:



Local – traffic control plan required for complete closures with duration of over 48 hours

Refer to Chapter 6 of the latest edition of the Manual on Uniform Traffic Control Devices for proper traffic control setups. Use website link or QR Code to view this manual. MUTCD Website: <https://tinyurl.com/mqh9w3z> MUTCD Website QR Code:



Traffic Control Plan may be required by Traffic Engineering Division for instances other than those mentioned above.

Proper traffic control must be in place REGARDLESS if traffic control plan is required to be reviewed by the City.

Utility Installation Under Hard Surface Roadways

Refer to Detail 2200-050 using hyperlink or QR Code below:

Detail 2200-050 Website Link - <https://tinyurl.com/CRDetail-2200-050>

Detail 2200-050 Website QR Code:



4) Approval

Re-inspection Fee: 50% of Standard Permit Fee.

Failure to obtain an approved permit prior to beginning work will result in a 100% surcharge in addition to the Standard Permit Fee

Failure to notify Public Works Department at least 2 business days in advance of street closures and when reopening the street will result in a 50% surcharge fee.

By signing this application, I hereby agree to abide by the terms of the Standard Permit Conditions.

Signed: _____

(Company Representative or Applicant)

(Title)

Application Fee: \$ _____

Check # _____

Receipt # _____

Collected By: _____
(Initials)

****CASH (Nothing larger than a \$50 bill), CHECK OR CREDIT CARD**
CASH AND CREDIT CARD PAYMENTS MUST BE SUBMITTED IN PERSON
CHECKS PAYABLE TO: CITY TREASURER**

**STANDARD PERMIT CONDITIONS
FOR
PUBLIC RIGHT-OF-WAY (ROW)
City of Cedar Rapids, Iowa**

The applicant agrees that if granted a public right-of-way permit, the following stipulations shall govern.

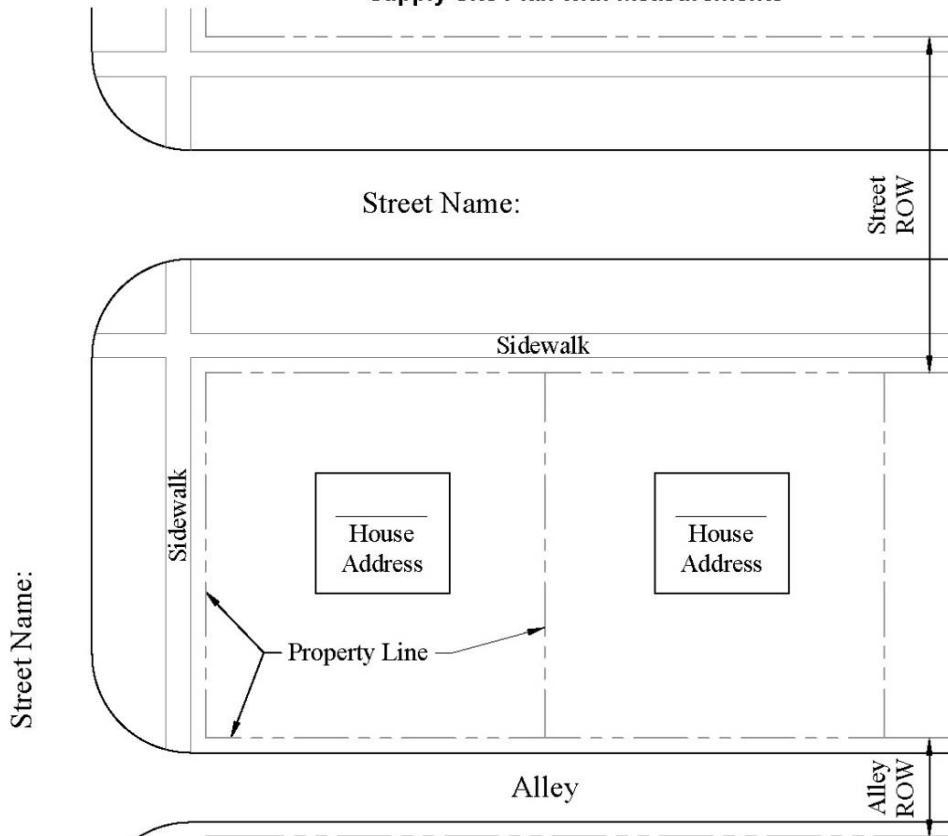
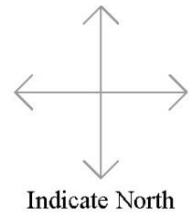
1. The applicant must file the original 9-page*** form with the Public Works Department at 500 15th Avenue SW, Cedar Rapids, IA 52404. (Also see condition #8). ***Pages 6-9 MUST be filled out if completing application for driveway permit.
2. All fees are non-refundable and do not guarantee application approval.
3. This permit will be held on file for a period of 30 calendar days from the approval "DATE WORK TO START" of the permit. If work is not begun during that time, the permit will become null and void. A new permit will have to be obtained at the time the work is to be done.
4. The construction work will conform to the ordinances of Cedar Rapids. **For Contractors**, a valid BOND FOR GRADING, OPENING OR WORKING IN PUBLIC STREET AND PUBLIC PROPERTY as required in Section 9.27 of the Cedar Rapids Municipal Code must be approved and on file with the City Clerk. The Bond must be valid for duration of work. **Property Owners** who are doing their own work (when allowed) must provide proof of homeowner's insurance by providing a copy of the policy's declaration page (Section 9.22(h)).
5. The construction work shall conform to the current edition of the Cedar Rapids Metropolitan Area Standard Specifications for Public Improvements and the Cedar Rapids Metropolitan Area Standard Details for Public Improvements. The Residential Driveway (2700-110 & 2700-111), Commercial Entrance (2700-117), & Industrial Entrance (2700-18) [Standard Details for Public Improvements](#) are attached on pages 7-9 and may also be viewed online. The City may perform testing at the City's expense to verify conformance with specifications.
6. All surfacing shall be replaced to its original condition satisfactory to the Public Works Department. Grass surfaces may be seeded and mulched, sodded, or treated with erosion mat as determined by the City Engineer or his/her designee. The applicant shall assume the responsibility of maintenance costs for restoring any grassed areas, streets, driveways and sidewalks due to settlement of the trenches or improperly restored improvements over such trenches for a period of two (2) years, or until the area is reconstructed by the City, whichever is sooner. In the event the applicant fails to make satisfactory progress and/or comply with the specifications, the City reserves the right to enter a site to complete work with its own forces. The applicant agrees to reimburse the City for all costs associated with the City to complete the work including costs of labor, materials and equipment.
7. The applicant shall notify Iowa One Call (IOC) at 1-800-292-8989 or www.iowaonecall.com for utility locates prior to excavation. IOC requires 2 business days' notice.
8. Upon approval of permit, the applicant shall notify Public Works (319-286-5825) **at least 1 business day, but no more than 2 business days, in advance of starting any work and in advance of any street or alley pavement repairs.**
9. **For street lane closures, the applicant must notify the Public Works Department at (319) 286-5176 or traffic@cedar-rapids.org at least 2 business days in advance of closures. APPROVAL OF THIS PERMIT DOES NOT PROVIDE SUCH NOTIFICATIONS.** Additionally, applicant must notify the Public Works Department at (319) 286-5176 or traffic@cedar-rapids.org the day of reopening the street. **If proper notification is not provided, or if approved traffic control plan is not followed, applicant shall be subject to a 50% surcharge fee for each violation.**
10. Sections 9.25 of the Cedar Rapids Municipal Code require the applicant – through an insured traffic control Contractor – to provide all traffic control measures required by the Traffic Engineering Division of Public Works. Said Contractor shall furnish, erect and maintain the necessary traffic controls such as signs, barricades, flares and flaggers (police officers when necessary) as required by the City. Traffic controls provided shall be in conformance with the "Manual on Uniform Traffic Control Devices for Streets and Highways" as adopted by the Iowa Department of Transportation.
11. Any construction by the Applicant within 300 ft. of a traffic signal shall be approved by the Assistant Traffic Engineering Manager prior to construction.
12. Forestry Division (319-286-5747) shall be immediately notified of any damage to the trunk, limbs, or roots within the drip line of any City tree.
13. When an emergency excavation is necessary, a permit application shall be submitted no later than the next business day.
14. The applicant hereby agrees to the terms and conditions set out in the foregoing application and specifically agrees to protect, defend and hold the City harmless against any and all damages that might arise by reasons of the granting of the application and issuance of the permit.
15. Utility work under hard surfaced roadways must follow Standard Detail 2200-050, which may be viewed online at www.tinyurl.com/CRDetail-2200-050.
16. Sidewalk ramps need to be repaired if any of these conditions apply:
 - a. Any removal of concrete between the curb and landing (inclusive).
 - b. Any curb removal in front of a sidewalk ramp.
 - c. 50% or more of a crosswalk is removed.Engineered drawing is not required but is encouraged on difficult ramps or if right-of-way is needed.
17. **NO excavations of any kind shall remain open for longer than seven calendar days including sidewalk & pavement restoration.**
18. **THE ISSUED PERMIT MUST BE PRESENT AT THE PROJECT SITE WHILE WORK IS UNDERWAY. FAILURE TO PRODUCE THIS PERMIT WHEN REQUESTED CAN AND WILL RESULT IN IMMEDIATE WORK STOPPAGES.**
IF THE APPLICANT FAILS TO COMPLY WITH THE STANDARD PERMIT CONDITIONS, FUTURE PERMITS WILL NOT BE ISSUED FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY UNTIL THE ISSUES ARE RESOLVED TO THE SATISFACTION OF THE CITY ENGINEER.

Applicant's Initials

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LOCATION PLAN
WORK IN PUBLIC RIGHT-OF-WAY (R.O.W.)
CITY OF CEDAR RAPIDS PUBLIC WORKS DEPT
OR
Supply Site Plan with Measurements



Note:
 Use the above diagram and modify as needed or submit your own diagram to best show the location of your proposed excavation.

*Sidewalks: Show length, width and distances to site features (driveways, side property line)

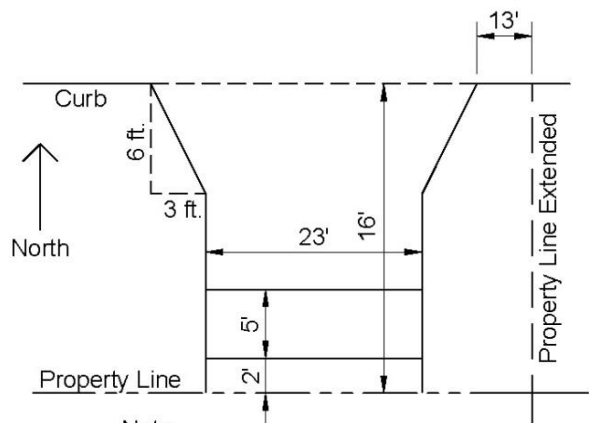
- *Driveways: Include the following dimensions
1. Width at property line (10'-24')
 2. Radii (5'-10') / Flares (3'-5') with 2:1 taper (the 2 dimension being at a right angle to the street)
 3. Distance from side property line - taper/radius cannot cross property line extended.
 4. Sidewalk dimension. If entire driveway is new or reconstructed, sidewalk shall be minimum 5 ft. width through driveway.

*Water service, utilities, sanitary sewer, storm sewer, miscellaneous: dimension distances to all service connections and utility main(s)

*Please add any other pertinent information to this sketch.

***Incomplete applications will be returned.**

Driveway Dimensioning Example:



Note:
 This is just an example of the types of dimensions required on site plan. Please see 1-4 on the left for the ranges of each dimension.