



APPLICATION FOR RIGHT-OF-WAY PERMIT

Please allow two weeks minimum for the review and approval process.

Project Name: _____

Owner's Name: _____ Owner's Phone Number: _____

Owner's Address: _____

Property Address of proposed project site (nearest or at the worksite): _____

Work will occur within the Right of Way (ROW) of _____ between _____ and _____.

Describe the work proposed: _____

Contractor's Name: _____ Contractor's Phone Number: _____

Contractor's Address: _____

Provide a minimum of two 24-hour emergency contact names and numbers:

1. Name: _____ Phone Number: _____

2. Name: _____ Phone Number: _____

3. Name: _____ Phone Number: _____

APPLICANT MUST PROVIDE THE FOLLOWING:

- AN ACCURATE ENGINEERING PLAN (TO SCALE) SHOWING THE ROW LINES & DIMENSIONS, GRADING, UTILITIES, EXISTING STORM WATER FEATURES & DISTANCES TO ADJOINING BUILDINGS.
- THE PLAN MUST ALSO SHOW WORK AREAS & COMPONENTS MUST INCLUDE EXISTING SURFACE IMPROVEMENTS, INCLUDING LANDSCAPING & WALKWAYS.

Duration of Work: From _____ To _____

Will the work require excavation? _____ If yes, to what Depth? _____

Will the work connect to Town Utilities? _____ Will the work disrupt power to Town Facilities? _____
If yes, please explain: _____

Will the work require a street closure? _____

Have you completed a wastewater questionnaire? Yes No (If yes, please attach the questionnaire.)

Have you completed a development introduction form? Yes No (If yes, please attach the form.)

Have you met with the Town officials? Yes No If yes, who? _____



Application submitted by: _____

Address: _____

Phone Number: _____

FOR TOWN USE ONLY:

Date Received: _____

Date Referred to Engineer: _____

Date Review Comments Due to Town Manager: _____

Date Review Due to Applicant: _____

Date of Pre-Construction Meeting (req): _____

Did Applicant provide:

5 Submittal Packages, including:

- County Approved PUD (if any)
- Complete Engineering Design
- Building Plans
- Building Plans
- Min. Review Fee

NOTES: _____

- Approved**
- Approved, however the permit application is subject to the following additional terms, conditions, or changes:** _____.
- Denied, due to the following:** _____.