

GUIDELINES FOR COMPLETING THE APPLICATION FOR A RIGHT OF WAY PERMIT

PRIMARY SITE

Provide the street number and street name **and/or** the legal description and Parcel ID number associated to this project. Projects with multiple work areas should have a primary site address or location.

APPLICANT AND CONTACT

“Permittee” is the person or organization to whom the permit is to be issued. Select whether the permittee is a contractor, utility, or property owner, and provide the current mailing address.

PROJECT DETAILS

The Right of Way Application is for multiple purposes requiring use of the Municipal Right of Way; choose the type of permit desired.

Provide the planned activity dates so we may prioritize the permit processing.

Describe all the work taking place in the Right of Way clearly, completely, and concisely. Identify the specific work location within the right of way.

Capital Improvement and Private Development projects require a ROW Permit and must show the correct MOA project name and number. An example of this is: *Campbell Creek Industrial Park Storm Drain Rehabilitation, PM&E #12-003*. The drawings, Notice to Proceed and any required Traffic Control Plans (TCP’s) are required at the time of submittal.

Utility companies must provide Work Order and/or Utility Account Numbers for proper billing. They also need to state where and how they are using the right of way. For example: *Pull fiber optic cable through existing conduit across Piper Street, 25’ north of the Tudor Road curb. Trench and place cable going north appx 10’ on the west side of Piper St, 3’ from property line, ending at East 43rd Avenue.*

ROAD CLOSURE DETAILS

Enter the name of street designated for closure or having lane diversions, which may differ from the primary work area. Indicate the closure type, start, and end dates, and hours of operation. A full road closure on any road and a partial closure on a classified Arterial or Collector street requires a Traffic Control Plan, approved by the MOA Traffic Department 907-343-8413. Consult the Official Streets and Highway Plan for road classifications. If required, the TCP(s) must accompany the ROW application.

SUPPLEMENTAL WORKSHEET(S) FOR ADDITIONAL STREETS

Itemize and provide the full scope of work for each Municipal Right of Way in which you are working. If the work starts on Main Street and then rounds the corner to Easy Street, complete and submit a Supplemental Worksheet for Easy Street. Attach as many worksheets as necessary. If the work site is on a corner or a through lot, you may have closures and different work types on each street or alley, requiring a Supplemental Worksheet.

RIGHT OF WAY DETAILS

Check **all boxes that apply** for work within the rights of way. If working solely in a Utility Easement, then check that box. Indicate surface material of excavation site, in/out of the road prism or NA, pavement age, construction method, and type of curb if any. If work is taking place along a length of street Right of Way, provide the lineal feet parallel to the centerline.

SIGNATURE

Print your name legibly below the signature line and sign the application or electronic signature. Provide your phone number/E-mail so we may contact you when your permit is ready to be issued.

Right of Way staff will issue permits only to authorized employees of utility companies, or to ROW bonded contractors and their authorized representatives. If needed, an updated Company Information form may be submitted to add or remove authorized signers.

Should the Permittee later cancel the work, the MOA Right of Way Section retains plan review fees for work performed.

PAGE TWO

The reverse side of the application has explanations and fee calculation information. Complete this page only if applying for a ROW Rental Permit. Please print/send form front and back on a single sheet. The back side has an area for Right of Way Permit Office to calculate fees and make notes.

SUBMITTING YOUR PAPER APPLICATION

To assist the Right of Way office in processing your application accurately, complete all fields on the form. Include the (11 x 17) drawings, Traffic Control Plan, if applicable and any other attachments. Please staple documents together (or use a binder clip) before submitting.

EMAILING YOUR APPLICATION

You may submit your application to Right of Way electronically by emailing the complete application, Supplemental Worksheet (if necessary), one copy of plans (no larger than 11 x 17), Traffic Control Plan(s), and any other relevant documents to MOAROWrequests@muni.org . Please keep file sizes to a minimum. If possible, scan multiple pages into one document. All relevant information should be on the application, not in the email cover sheet. This email address is solely for receiving Right of Way Applications and requests and for related communications and questions. The email address can be found in the application's header, top right.

MOA RIGHT OF WAY WEBSITE

The Right of Way Application and Supplemental Worksheet are available in a fillable format online at www.muni.org/Departments/OCPD/development/ROW/Pages/PermitsApplications.aspx. The form can be completed online, printed, signed, and submitted to MOAROWrequests@muni.org .

ADDITIONAL ASSISTANCE

You may contact our office, 343-8240, if additional assistance is needed.