

## STANDARD PROCEDURE FOR ROW PERMITS:

1. ENGINEERING DIVISION WILL NOT ISSUE R.O.W. PERMITS UNTIL THE UTILITY COMPANY SCHEDULE AND ATTEND A PRE-CONSTRUCTION MEETING.
2. A REPRESENTATIVE FROM THE UTILITY COMPANY MUST ATTEND THE PRE-CONSTRUCTION MEETING, ALONG WITH THE CONTRACTOR AND/OR SUB-CONTRACTOR ACTUALLY PERFORMING THE WORK. CONTACT INFORMATION FOR THE UTILITY COMPANY REPRESENTATIVE AND THE CONTRACTOR PERFORMING THE WORK MUST BE PROVIDED FOR EACH PROJECT DURING THE PRE-CONSTRUCTION MEETING.
3. PERMITS WILL BE ISSUED FOR A DEFINED PERIOD OF TIME, AND ARE ONLY VALID DURING THE SPECIFIED TIME. THE PERMIT DURATION WILL BE DETERMINED DURING PLAN REVIEW AND WILL BE BASED ON THE SCOPE OF WORK. THE PERMIT WILL ONLY BE VALID DURING THE TIME PERIOD STATED ON THE APPROVED PLANS.
4. WHEN CROSSING OF THE CITY'S CRITICAL OPERATIONAL INFRASTRUCTURE, WHICH IS GENERALLY ANY UTILITY PIPE SIZES 12" AND GREATER, UTILITY COMPANY MUST SUBMIT A SIGNED LETTER FROM AN AUTHORIZED PERSON FROM THE COMPANY, ACKNOWLEDGING THAT THE PROJECT PROPOSES TO CROSS SUCH INFRASTRUCTURE. THIS LETTER SHOULD BE SUBMITTED DURING INITIAL PERMIT SUBMITTAL TO PREVENT DELAYS IN ISSUANCE OF R.O.W. PERMIT. THE LETTER SHALL BE ACCOMPANIED BY A MAP SHOWING THE LOCATION OF ALL SUCH CRITICAL INFRASTRUCTURE BEING CROSSED AND SUCH MAP SHALL BE ON THE COVER PAGE OF THE PERMIT PLAN SET.
5. PERMITS MUST BE ONSITE DURING CONSTRUCTION. ANY CITY EMPLOYEE WITH PROPER IDENTIFICATION CAN STOP AND ASK A CONTRACTOR FOR THEIR PERMITTED SET OF PLANS, AND STOP WORK FOR ANY CONTRACTOR WHO DO NOT PRESENT A VALID PERMITTED SET OF PLANS. A CONTRACTOR WORKING OUTSIDE OF THE PERMIT ISSUANCE WINDOW IS CONSIDERED TO BE WORKING WITHOUT A PERMIT, AND WILL BE SUBJECT TO ISSUANCE OF A VIOLATION FOR DOING WORK WITHOUT A PERMIT. VIOLATIONS FOR WORK WITHOUT A PERMIT CAN RESULT IN SUSPENSION OF A CONTRACTOR'S ABILITY TO OBTAIN PERMITS TO WORK WITHIN THE CITY.
6. WHEN A PROPOSED UTILITY CROSSES AN EXISTING CITY GRAVITY SANITARY SEWER OR DRAINAGE PIPE, THE UTILITY COMPANY MUST TELEWISE THE PIPE, AND PROVIDE VIDEO AT THE POINT OF CROSSING. A CLEAR SKETCH WITH DIMENSIONS MUST BE PROVIDED IDENTIFYING THE CROSSING POINT. THIS HAS TO BE DONE PRIOR TO SCHEDULING FINAL INSPECTION.
7. WHENEVER A PROPOSED UTILITY CROSSES EXISTING CITY UTILITIES, THE DEPTH OF THE EXISTING CITY UTILITIES MUST BE FIELD VERIFIED VIA SOFT DIGS, OR OTHER ACCEPTABLE METHODS THAT CAN ACCURATELY DETERMINE THE TRUE DEPTH OF THE EXISTING UTILITY. IF A METHOD OTHER THAN SOFT DIG IS UTILIZED TO IDENTIFY THE DEPTH OF EXISTING UTILITIES, THE PERMITTEE MUST NOTIFY THE CITY OF THE METHOD, AND PROVIDE INFORMATION ATTESTING TO THE ACCURACY OF THE METHOD. MINIMUM VERTICAL AND HORIZONTAL SEPARATIONS NOTED ON THE APPROVED PLANS MUST BE PROVIDED.
8. PRIOR TO FINAL INSPECTION, AN AS-BUILT PLAN AND BORE LOG MUST BE SUBMITTED TO THE CITY FOR REVIEW. THE AS-BUILT PLAN MUST CLEARLY IDENTIFY THE DEPTH OF THE CITY'S EXISTING UTILITY AT THE POINT WHERE THE NEWLY INSTALLED UTILITY CROSSES IT, AND THE DEPTH AT WHICH THE NEW UTILITY WAS INSTALLED. THIS IS TO VERIFY THAT PROPER SEPARATION DISTANCES HAVE BEEN PROVIDED.



ISSUED: MAY 2023	DEPARTMENT OF DEVELOPMENT SERVICES ENGINEERING, TRANSPORTATION & MOBILITY DIVISION	REVISED: -
DRAWN: EG	ROW PERMITS STANDARD PROCEDURE	DRAWING NO.:
APPROVED: JG		C-03