



Date Received: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Permit #: \_\_\_\_\_

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

## APPLICATION FOR RIGHT-OF-WAY PERMIT

The City of Parkville requires all Right-of-Way Users to abide by Chapter 515 (Right-of-Way Management) of the Parkville Municipal Code.

Anyone proposing to use or work within the right-of-way shall submit the following application and obtain a right-of-way permit from the Parkville Public Works Department prior to commencement of that use or work.

### 1. APPLICANT / CONTACT INFORMATION

#### Applicant(s)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency #: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Primary Contact(s), if not applicant

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency #: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Alternative Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Alternative Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

I, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. I do hereby agree to abide by and comply with all applicable Municipal Codes and conditions of approval. I understand that any violations shall constitute cause for issuance of fines and pursuit of civil remedies as may be applicable.

**Applicant's Signature (Required)** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 2. WORK DESCRIPTION INFORMATION

Location (describe the project location, provide address/intersection, provide vicinity map):

\_\_\_\_\_  
\_\_\_\_\_

Description (describe the scope of the project, approximate dimensions of the project area):

\_\_\_\_\_  
\_\_\_\_\_

Projected work schedule (describe the estimated duration of the project, anticipated start/end dates):

\_\_\_\_\_  
\_\_\_\_\_

Protective measures (describe the necessary traffic control and safety measures implemented): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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**3. CHECKLIST OF SUBMITTALS REQUIRED AT TIME OF APPLICATION**

- Right-of-Way User Registration Form** Completed (separate application previously submitted)
- Authorized Contractor / Subcontractor List** Provided (separate application previously submitted)
- Application for Right-of-Way Permit** (complete and submit this application)
- Authorization signature** of the applicant on Right-of-Way Permit (on 1<sup>st</sup> page of this application)
- Permit Fee** in accordance with the City of Parkville Schedule of Fees
  - o Right-of-Way Permit – \$50.00
  - o Small Projects (1 block or less) – \$100.00
  - o Medium Projects (less than 4 weeks/4 blocks) – \$800.00
  - o Large Projects (exceeds 4 weeks) – Estimated by Public Work based on scope
- Map / Diagram** showing: the proposed location of the use and size of equipment; affected properties (by address or lot number); protective measures proposed.
- Plans and Specifications** shall be submitted showing all proposed work in the right-of-way including, but not limited to, a map/diagram showing the proposed locations, dimensions, depth, and nature of any work; affected properties including address; protective measures, including warning and safety devices; and method of filling and restoring the surface after work is completed.
- Public Notification Plan** shall be submitted to the City for review and approval for any affected property owner(s).
- Performance and Maintenance Bonds** shall be submitted in accordance with the Right-of-Way Ordinance. The minimum performance and maintenance bond amount is set at \$5,000. For larger projects, the bonding amount will be determined by the City Engineer, based on the project scope. (Note: Companies that comply with the net asset requirements are not required to provide bonds).
- Certificate of Insurance** shall be submitted in accordance with the Right-of-Way Ordinance. Additional policy updates are necessary (1) naming the City as an Additional Insured and (2) providing Notice of Cancellation to the City. (Note: Companies that comply with the net asset requirements are not required to provide insurance).

**For City Use Only**

**Public Works Conditions**

\_\_\_\_\_  
\_\_\_\_\_

Application accepted as complete by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Public Works Director or Representative*

Permit Fee (25.0004): \$ \_\_\_\_\_ Bonding Amount: \$ \_\_\_\_\_

Payment Accepted by: \_\_\_\_\_ By:  Check # \_\_\_\_\_  MO# \_\_\_\_\_  
 Credit Card \_\_\_\_\_  Cash \_\_\_\_\_