



**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](mailto:rowpermit@cedar-rapids.org)

**IF SUBMITTING APPLICATION WITH LARGE PLANS/PLAN SETS**, please submit to City FTP site.

Please email [rowpermit@cedar-rapids.org](mailto: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 _____	\$ _____	NEW CONSTRUCTION			<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"/>	New Driveway Only (per driveway)	\$50					\$ _____
<input type="checkbox"/>	Sanitary Sewer (fee applies to each service)	\$50	Number of Services _____	\$ _____	<input type="checkbox"/>	New 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"/>	Water Service (fee applies to each service)				<input type="checkbox"/>	New Driveway & Sidewalk	\$50	\$ _____				
<input type="checkbox"/>	Street Repair (fee applies to each affected street/alley)	\$75	Number of Streets _____	\$ _____	REPLACE EXISTING			<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"/>	Street Repair (fee applies to each affected street/alley)				<input type="checkbox"/>	Sidewalk Only	\$50					\$ _____
<input type="checkbox"/>	Street Repair (fee applies to each affected street/alley)	\$75	Number of Streets _____	\$ _____	<input type="checkbox"/>	Driveway Only (per driveway)	\$50	\$ _____	<input type="checkbox"/>	Monitoring Wells Soil Borings (fee applies to each service)	\$50	\$ _____
<input type="checkbox"/>	Street Repair (fee applies to each affected street/alley)				<input type="checkbox"/>	Driveway & Sidewalk	\$50	\$ _____				
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: \_\_\_\_\_

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

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

Use link above to determine functional classification of street upon which work or staging is being done.

Select classification (arterial, collector, or local) below:

- Arterial (Principal or Minor) – traffic control plan required
- Collector – traffic control plan required for 1 lane or complete closures with a duration over 2 hours
- Local – traffic control plan required for complete closures with duration of over 48 hours

Refer to SUDAS Standard Specifications Division 8, Section 8030 Temporary Traffic Control for standard traffic control setups. Use link below:

<https://iowasudas.org/manuals/specifications-manual/#division-8-traffic-control>

**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.**

## 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**

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

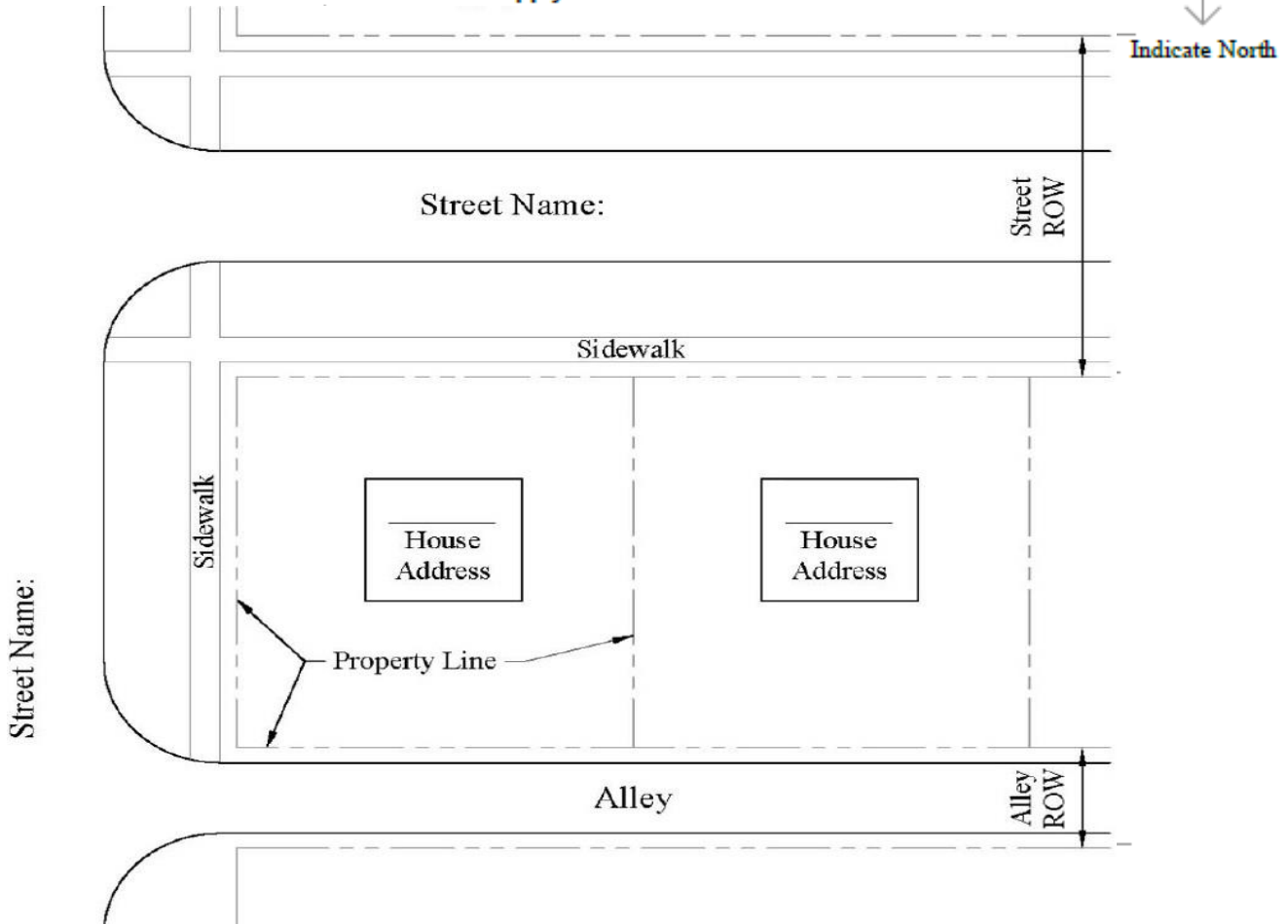
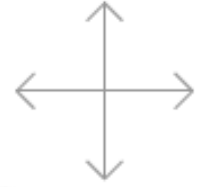
The applicant agrees that if granted a public right-of-way permit, the following stipulations shall govern.

1. The applicant must file the original 5-page form with the Public Works Department at 500 15<sup>th</sup> Avenue SW, Cedar Rapids, IA 52404. **(Also, see condition #8).** \*\*Page 6 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 must 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 SUDAS (Statewide Urban Design and Specifications) Standard Specifications and Cedar Rapids General Supplemental Specifications to SUDAS Standard Specifications. The Concrete Driveway, Type A (CR 7030.101), Concrete Driveway, Type B (CR 7030.102), and Driveway Grading, (SUDAS 7030.10) Figures are attached on pages 8 - 10 and may be viewed online. **Type A** applies if there is suitable existing drivable curb less than 4 inches in height, or if existing curb can be ground to suitable slope and elevation. **Type B** applies if existing curb is non-traversable and must be replaced.
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](http://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 Inspectors NE/SE: (319-521-5863) or NW/SW: (319-440-6377) 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](mailto: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](mailto: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, maintain and remove 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 paved roadways shall be in accordance with the Utility Installation in Paved Roadway detail which can be found at the Public Works Department, 500 15<sup>th</sup> Avenue SW and on the City website: [http://www.cedar-rapids.org/local\\_government/departments\\_g\\_-\\_v/public\\_works/right\\_of\\_way\\_permits.php](http://www.cedar-rapids.org/local_government/departments_g_-_v/public_works/right_of_way_permits.php)
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



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



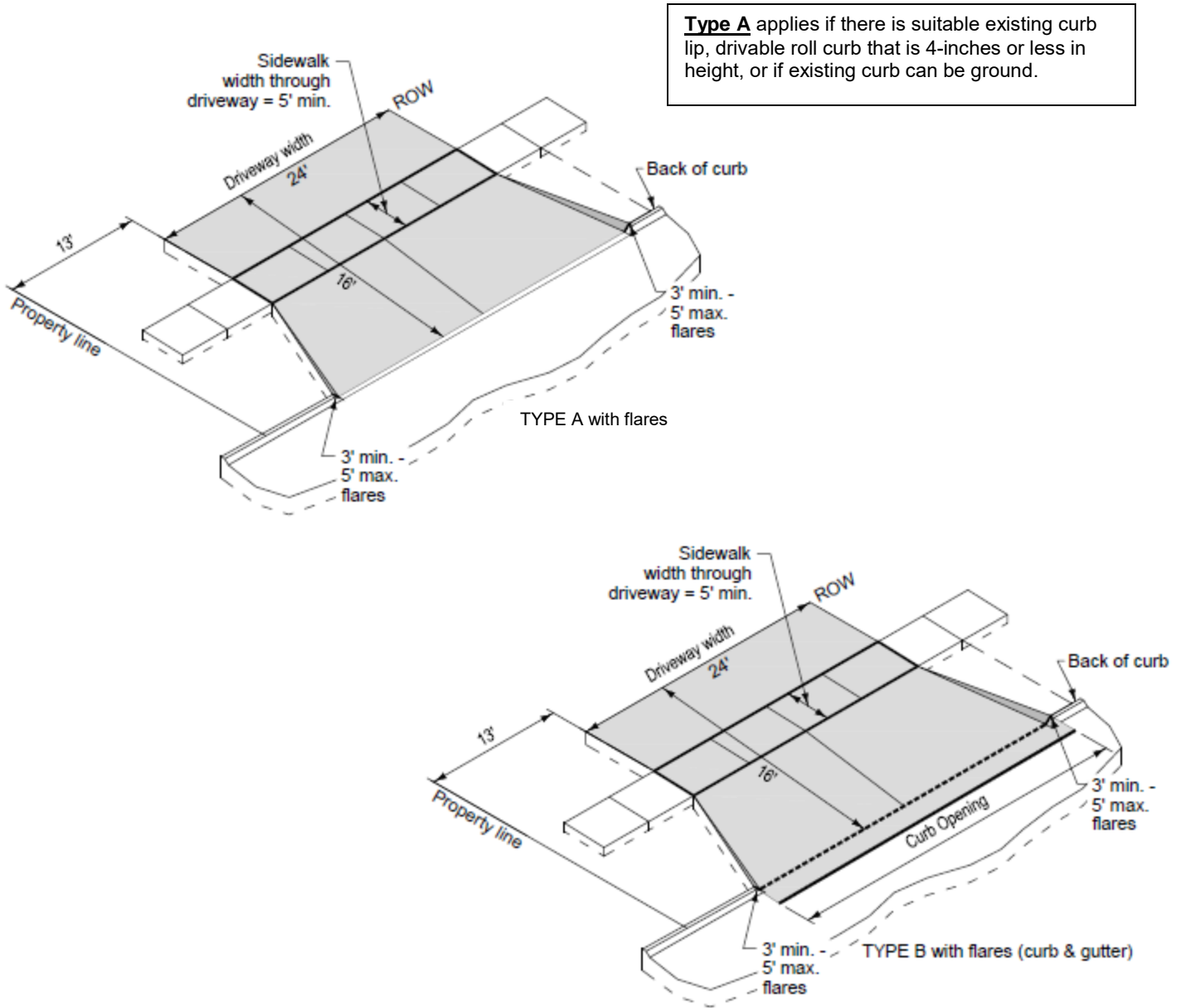
**Typical Residential Driveway Note:**

Use the above diagram and modify as needed to 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 (10'-15') Flares (3'-5')
  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 5ft. 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.**

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

Driveway Dimensioning **Examples:**



Note:  
These are examples of the types of dimensions required on site plan.  
Please see 1-4 on page 4 for the ranges of each dimension.