

POLICY FOR WORKING WITHIN THE RIGHT-OF-WAY

1. Both the applicant/utility company and the installing contractor must obtain an annual permit to work in the right-of-way.
2. A permit is necessary for each work area or project within the right-of-way, e.g., pole installations, buried cables, gas lines, switching stations, etc. Permission from the property owner is a responsibility of the permit applicant.
3. Each driveway requires a permit. **[process, fees, consequences]**
4. Maintenance and repair (isolated locations) of existing facilities and emergency work will be covered under your annual permit. Construction of new installations requires plans and a separate permit for each project. This work is NOT covered by the annual permit.
5. All above ground structures (poles, guy wires, etc.) should be placed at 31 to 33 feet from the centerline of the right-of-way. A Plan Detail Sheet showing the proposed structures must be submitted with the permit application.
6. Utility or other installations placed on private easements or acquired right-of-way and work related to the use of the public right-of-way will require plans and a permit to work in the public right-of-way.
7. Permits may be revoked when the utility or contractor does not display proper traffic control devices and/or flag persons when necessary and as determined by the Department of Public Work's Inspector.
8. Open cuts will not be allowed on concrete or asphalt roadways. Special projects with open cuts on gravel roadways will require plans, specifications and separate review and authorization by the Department of Public Works. Any work in the roadway adjacent to work in the right-of-way must be done by the Lawrence Department of Public Works or permitted licensed contractor. In addition, when any work requires destruction of the asphalt, concrete, grass, sidewalk,, trees, mailboxes, etc. in the right-of-way, The Village or permitted contractor will be responsible for restoration of the grass, sidewalk, mailboxes, trees, and asphalt or concrete portions of driveways if disturbed.
9. Construction drawings/prints must accompany the permit application. As a minimum, prints will show location of all permanent structures (poles, cables, gas lines, stations, valves, etc.) in relation to centerline, edge of metal, or section line. Other data or dimensions as may be required by the Department of Public Work's Engineer will be submitted by the applicant.
10. When trees are removed, stumps within 8 feet of the traveled roadway must be ground out.
11. A bond may be requested as stated under Item 3 on the reverse side of the permit application.
12. It is the responsibility of the Utilities to assure that the contractors and subcontractors who work under their permits have sufficient equipment to handle large tree trunks, stumps, wood, etc., and remove them from the right-of-way at the time the work is done. Overnight hazards will be properly marked with lighted devices after approval by Village Street Administrator.
13. Village is not responsible for issues arising from installations made prior to the approval date of this policy.