



City of West Burlington Right-of-Way Use Permit Application

No person or other entity shall use the public right-of-way or other public property without first obtaining a franchise, license or lease from the City. The City shall not enter into or issue any franchise, license or lease that grants exclusive rights. An application for a license or lease shall be filed with the Clerk. A complete copy of City Code Chapter 113 regulating the use of public property and right-of-way is available online or at City Hall.

Permit Process: The process for seeking a Right-of-Way Use Permit on city right-of-way is governed by City Code, Chapter 113. Return completed application, detailed drawings, and payment to West Burlington City Hall, Attn: City Clerk, 122 Broadway Street, West Burlington, Iowa 52655. A complete copy of Chapter 113 is available on the City website at www.westburlington.org or by request at City Hall.

APPLICANT INFORMATION (IMPORTANT - This information will be used for renewal notices in the future)

Business Name/Owner of Infrastructure: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Email: _____

Contractor:

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Email: _____

EMERGENCY CONTACT INFORMATION

Contact person during construction: _____ Phone: _____

DESCRIPTION OF WORK

Start Date: _____ Completion Date: _____

**** If you will be working outside of these days please contact City Hall at 319-752-5451 to have permit updated.**

- Job # or reference number shown on plans: _____
- Work will be done in: (check all that apply)
___ Street ___ Alley ___ R-O-W (between street and property line) ___ Easement ___ Other: _____
- Type of Excavation: ___ Digging ___ Trenching ___ Boring ___ Other
- Maximum Depth of digging, trenching, or boring: _____
- Type of material being installed: _____
- Number and type of structures to be installed above ground: _____
- Total # of linear feet being used in the City's Right-of-Way: _____
- Address to be served by infrastructure (if applicable): _____
- Type Surface: (check all that apply) ___ Concrete ___ Asphalt ___ Sealcoat ___ Gravel ___ Grass
(Surface must be restored to original quality or higher within 14 days of completion date.)

TERM OF LICENSE & FEES

A license fee will be assessed on all new licenses for using space in the right-of-way. The fee is based on the number of linear feet of wire, fiber optics line or pipe placed in the city right of way. This license fee is a one-time fee for the term of the license or lease. Payment is expected when the license or lease is signed. If the license is renewed, a new license fee will be assessed. The fee shall be considered partial reimbursement to the City for its acquisition, development, and maintenance costs of said right-of-way.

License Term	Rate		# of Linear feet	TOTAL DUE:
3-Year	\$.25 per linear ft. (minimum \$125)	X		
5-Year	\$.35 per linear ft. (minimum \$175)	X		
10-Year	\$.60 per linear ft. (minimum \$300)	X		

APPLICANT SIGNATURE

By signing this application, you agree to follow all regulations for Use of Public Right-of-Way as described in City Code 113.

Applicant Signature: _____

Date: _____

Print Name: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO: West Burlington City Hall Attn: City Clerk
122 Broadway Street West Burlington, IA 52655
Email Address: fryk@westburlington.org

- Application (*Application will be returned if incomplete*)
- Fee (*Permit will not be issued until payment is received*)
- Proof of General Liability Insurance with the City listed as a certificate Holder (\$1,000,000 per occurrence)
- Engineered Plans (*Submit in a digital file for use by our GIS Dept.*)

For office use only

APPROVAL BY CITY OF WEST BURLINGTON:

_____ Date: _____

Public Works Director

COMMENTS/ADDITIONAL REQUIREMENTS:

General Conditions:

1. Provide an engineering site plan showing the proposed location of the facilities, including any manholes, the size, type and proposed depth of any conduit or other enclosures.
2. The Applicant and or its representative shall be responsible for Traffic Control according to IDOT standards during construction.
3. Unless otherwise allowed by the City, work hours in the public right away are Monday – Friday from 7 am – 6 pm.
4. Roads that have been paved within 5 years or less are not allowed to be open-cut trenched. They will have to be bored at minimum depth to not interfere with other utilities (i.e. min.12" separation) and not to create a heaving issue to the existing surface.
5. Contact the Public Works Department (319-759-8807) and request a final inspection of all work within the City right-of-way, easements, and associated properties.
6. Applicant is to warranty all street, sidewalks, landscaping and utility repair/restore work within the public right-of-way. Any trench settlement due to trenching work is the responsibility for repair by the utility owner.
7. EXCAVATION PERMIT: In addition to the license, any time the license holder digs in the right-of-way after the initial installation, an Excavation Permit will be required. This excavation fee will cover costs for street degradation and replacement, inspection and obstruction, and routing of pedestrian and vehicle traffic. The fee shall be set by Resolution of the City Council. The City may waive all or part of this fee if such work is done in conjunction with City construction.