



# RIGHT-OF-WAY CONSTRUCTION PERMIT APPLICATION

PROJECT LOCATION (provide best info available): \_\_\_\_\_

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

Subdivision: \_\_\_\_\_ Lot/Block: \_\_\_\_\_

Section-Township-Range: \_\_\_\_\_ Quarter: \_\_\_\_\_

Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_ Tax Parcel: \_\_\_\_\_

Location to Nearest Intersection: \_\_\_\_\_

**APPLICANT:**

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**STREET INFORMATION:**

Right-of-Way Width: \_\_\_\_\_ Driving Surface Width: \_\_\_\_\_ Surface Type:  Asphalt  Concrete  Gravel  Chip & Seal

**TYPE & DESCRIPTION OF PROPOSED FACILITIES:**

*SERVICE:*

- Telephone
- Gas
- Water
- Sewer
- Electric
- Cable
- Fiber Optic
- Communication
- Driveway/Drainage
- Other: \_\_\_\_\_

*TYPE:*

- Overhead
- Buried
- 
- Parallel
- Crossing

*UTILITY INFO:*

Conduit/Pipe Size: \_\_\_\_\_  
Length: \_\_\_\_\_  
Depth of Bury: \_\_\_\_\_  
Working Pressure: \_\_\_\_\_

*DRIVEWAY INFO:*

Width: \_\_\_\_\_  
Surface: \_\_\_\_\_  
Culvert Dia: \_\_\_\_\_  
Culvert Length: \_\_\_\_\_

**DESCRIPTION OF WORK:**

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

By my application for a City of Jacksonville Utility Permit it is understood that I agree to the following:

1. That all work performed under this permit will conform to the City of Jacksonville's Rules and Regulations, all applicable state and federal regulations, and to the satisfaction of the City Engineer.
2. That all work will be performed in a neat and workmanlike manner, using materials acceptable to the City Engineer of the City of Jacksonville, and that the right of way will be cleaned up and left in a presentable condition upon completion of the described work.
3. That the Permittee will fully protect the traveling public by use of traffic control devices, as required by the Manual on Uniform Traffic Control Devices, during all phases of construction.
4. That the Permittee will hold harmless and indemnify the City of Jacksonville, its officers and employees from all damages, expenses, claims or liability arising out of any alleged damages of any nature to any person or property, due to construction, performance or non- performance of work.
5. The Permittee will undertake measures to prevent tracking mud from the work area onto the roadway.
6. All areas of disturbed soil must be repaired in accordance with the most recent edition of the Standard Specifications for Highway Construction published by the Arkansas Department of Transportation (ARDOT).
7. That the Owner, by request of such permit, acknowledges their responsibility/ability to adjust these facilities for future street improvements, if so required, at no cost to the City of Jacksonville.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

All facilities must be installed in accordance with the City of Jacksonville and any other local, state, or federal agency having appropriate jurisdiction over said facility or area of installation. Listed below is a summary of the minimum information needed on plans to support the Right-of-Way Construction Application.

1. Permits may be issued to the permanent utility/facility owner or designated representative such as a contract. The applicant bears sole responsibility for the operation and maintenance of the facility.
2. Plans of proposed installation or work do not have to be scaled drawings; but must show the following:
  - Owner's name, north arrow, street centerline, pavement edge, right of way line and scale if used.
  - The distance at intervals showing variation in proposed location of the facility from the right of way line, centerline, and edge of pavement, particularly where the right of way width changes.
  - Length of installation or work area parallel to the roadway with minimum depths shown. The location must be referenced to street intersections, bridges, or other fixed reference point.
3. Profile of proposed street or drainage ditch crossing must show the following:
  - Centerline of the roadway, width of pavement, right of way lines, and general profile of the roadside ditches.
  - Depth of facility below the ditch line/storm drain and centerline of the roadway.
  - Details and features of the proposed installation including casing, conduit, ducts, manholes, vents, markers and pedestals as applicable. When casings, conduits or ducts do not extend the full width of the right of way, the distances out from each side of the centerline must be shown. The location of manholes, vents, markers and pedestals must be shown by a distance out from the centerline and right of way line.
  - Plans must show how the crossing will be installed (bore or open cut). Open cutting the roadway will only be allowed with the approval of the City Engineer and appropriate financial assurance.
  - Minimum clearances over the roadway and pole locations must be shown for aerial crossings.
4. When high pressure pipe lines are involved, the plans must provide information necessary to comply with the D.O.T. pipeline safety standards, including class location, operating pressure, design pressure, wall thickness of pipe, pipe grade and yield strengths.
5. Any nonmetallic material buried on the street right of way, either parallel to or crossing the roadway, shall have an approved identification wrap of detectable tape or wire so it can be located by metal detector or other locating devices.
6. One set of plans, not to exceed 11"x17", are required with all applications submitted to the City Engineer. Applications and plans may be submitted electronically.
7. The applicant to whom a permit is issued shall, whenever the same is required by law, secure the written approval or consent of the Arkansas Department of Health, Arkansas Division of Environmental Quality, US Army Corps of Engineers, or other agency having jurisdiction and any permit issued shall be suspended in operation unless and until such approval is obtained.
8. Contractor performing installation of any facility within the right-of-way shall have on file with the City of Jacksonville Public Works Department a Certificate of Insurance, name, address, phone number, email, license number (as applicable) and other appropriate documentation as may be applicable. The City of Jacksonville reserves the right to require financial assurance (bonds, letters of credit, company check, etc...) to insure the street and/or right-of-way is restored to acceptable conditions.