

Right-of-way Permit Application Checklist

The following is typical information required in most right-of-way (ROW) permit applications.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

Sections

- **Applicant Information**
- **Proposed Project Information**
- **Construction Plan Information**
- **Construction Schedule**
- **Facility Information**
- **Installation Requirement**
- **Subsurface Conditions**
- **Traffic Control Plan**
- **Stormwater Pollution Prevention Plan**

Applicant Information

- Name**
- Address**
- Phone number**

Proposed Project Information

- Project location (area in ROW where work will take place)**
- Project type (communication, gas, etc.)**
- System capacities (types, pressures, etc.)**

Construction Plan Information

- Contractor information**
- Construction method information**
- Construction safety plans**
- Information with scalable mapping that includes:**
 - Location of all planned improvements
 - Proposed alignment (dimensioned)
 - Existing utility information (within 25 ft. of the proposed facility)
 - Horizontal location of all known substructures (expected)
 - Any indication of underground facilities or improvements
 - ROW and property ownership information (survey records or other sources)
 - Bore pits and receiving pits may be outside of existing ROW
 - Specifically call out if any work will be done outside of the ROW and require adjacent landowner permission
 - Local agency may need to see this document prior to authorizing work

Construction Schedule

- Start and completion dates
- Restoration schedule

Facility Information

- Facility owner
- Final product material type and dimensions
- Proposed depths of cover and clearances
- All proposed above- and below-grade structures

Installation Requirements

- Specific installation requirements or typical installation parameters
 - Indicating design bending radii and diameter(s)

Subsurface Conditions

- Existing subsurface geotechnical conditions based on:
 - Experience
 - USDA Soil Survey data
 - Site-specific soils report (sampling and analysis)
- Especially in high risk installations (i.e., microtunneling or tunneling)

Traffic Control Plan

- In accordance with agency requirements**
 - For State DOTs - Manual on Uniform Traffic Control Devices (MUTCD)
 - Each State is required to adopt one; most adopt the FHWA's policies

Storm Water Pollution Prevention Plan

- In accordance with:**
 - National Pollution Discharge Elimination System (NPDES) as regulated by the Environmental Protection Agency (EPA)
 - State laws
 - City laws