



Temporary Use of Public Right-of-Way Application and Permit

Please allow up to 14 days for the processing of this application.

APPLICANT INFORMATION					
Contact Person:	E-Mail Address:	Business Name:		Preferred Phone:	
Mailing Address	Street:	City:	State:	Zip:	24-Hour Phone:
LIST DATE(S) OF REQUESTED USE OF RIGHT-OF-WAY BELOW					
Date:	From Time:	To Time:	Location of Use:		
Date:	From Time:	To Time:	Location of Use:		
Date:	From Time:	To Time:	Location of Use:		
Date:	From Time:	To Time:	Location of Use:		
Date:	From Time:	To Time:	Location of Use:		
Date:	From Time:	To Time:	Location of Use:		
Date:	From Time:	To Time:	Location of Use:		
Or From Date to Date:		From Time:	To Time:	Location of Use:	
Is applicant the owner of the adjoining property? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach the owner's written permission)					
Describe the use of this right-of-way:					
QUESTIONS FOR APPLICANT					
Do you need meter bags? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?					
Do you need no parking signs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many (1 sign per 30 feet)?					
Note: The police department will contact you when meter bags and/or no parking signs are ready to be picked up. A \$3.00 deposit per bag/sign must be paid to the police department at that time.					
Is this project being undertaken on behalf of the City of Lawrence? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes to above, who is your main contact person with the City on this project?					
Is this application for an event at which you intend to serve or sell alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Consumption of alcohol on the public right-of-way requires City Commission approval. Applicant will be assessed any publication costs for ordinances adopted.					
Will you be digging, trenching, or boring within ten feet of any tree in the right-of-way? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are any street lane closures anticipated? <input type="checkbox"/> Yes <input type="checkbox"/> No					

I hereby agree to comply with the rules and regulations of the City of Lawrence concerning this permit. I have read a copy of Chapter 16, Articles 8 & 9, of the City Code of Lawrence, Kansas, and understand the regulations therein. All documents required by the City Code have been submitted with this application, along with a sketch or site plan of the utilized right-of-way. All fees paid for the processing of this application are not prorated or refundable in the event the permit is not issued for any reason.

- PLEASE INCLUDE:**
- \$10.00 Application Fee (non refundable)
 - Certificate of general liability insurance in the amount of \$500,000 with the City of Lawrence listed as a certificate holder
 - Sketch or site plan of the utilized right-of-way
 - MUTCD compliant traffic control plan if the activity will impact pedestrian or vehicular traffic in any way
 - Written permission of adjacent property owner(s) if applicant is not owner
 - Copy of KDOT permit if applicable

 APPLICANT'S NAME (Printed)

 APPLICANT'S SIGNATURE

 TODAY'S DATE

OFFICE USE ONLY

Application Received Date:	Insurance Certificate Submitted or on File? <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Permit reviewed by:	Development Services / Building Inspection	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Police Department	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Public Works	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Utilities	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Historic Resources	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Fire Medical	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Parks & Recreation/Forestry/Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
	Transit	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
City services needed:	Bus Re-routes	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Meter Bags	<input type="checkbox"/> Yes <input type="checkbox"/> No
	No Parking Signs	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Barricades	<input type="checkbox"/> Yes <input type="checkbox"/> No

Special Conditions:

1. Applicant will notify the City when any use of the right-of-way is complete.
2. Applicant will restore the right-of-way to City specifications.
3. Applicant will maintain all necessary MUTCD compliant traffic control devices throughout the project.
4. Applicant will meet conditions of KDOT permit, if applicable.
5. If permit is for a sidewalk sale downtown, applicant must maintain at least six feet of continuous unobstructed sidewalk for pedestrian travel.
6. If applicant will be digging, trenching, or boring within ten feet of any tree in the right-of-way, applicant will first obtain approval of the city Parks & Recreation Department.

 City Manager or Designee

 Date

THIS PERMIT SHOULD BE PROMINENTLY DISPLAYED WHERE THE PUBLIC RIGHT-OF-WAY IS BEING USED OR BE AVAILABLE FOR REVIEW BY ANY OFFICER OR EMPLOYEE OF THE CITY OF LAWRENCE UPON DEMAND.

THIS PERMIT MAY BE REVOKED OR SUSPENDED AS PROVIDED BY LAW.