



# RIGHT-OF-WAY USE GRANT PERMIT APPLICATION

POLK COUNTY PUBLIC WORKS  
5885 NE 14<sup>th</sup> STREET, DES MOINES, IA 50313

DATE OF APPLICATION: \_\_\_\_\_

### PLEASE PRINT OR TYPE

APPLICANT/COMPANY: \_\_\_\_\_ REPRESENTED BY: \_\_\_\_\_  
APPLICANT MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ALT PH: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### TYPE OF WORK (Check One):

NEW UTILITY INSTALLATION \_\_\_\_\_  
REPAIR OF EXISTING UTILITY \_\_\_\_\_  
OTHER \_\_\_\_\_ CONSTRUCTION PLAN ATTACHED? YES \_\_\_\_\_ NO \_\_\_\_\_

### WORK SITE INFORMATION:

BEGINNING ADDRESS: \_\_\_\_\_ ENDING ADDRESS: \_\_\_\_\_  
OR SERVICE/REPAIR ADDRESS: \_\_\_\_\_  
DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CHECK THOSE ASSURANCES THAT APPLY:

- \_\_\_\_\_ I affirm the work described in this permit is accurate and correct to the best of my knowledge and belief and that I am the owner or designated agent, of the Applicant.
- \_\_\_\_\_ I understand the work must and be completed and inspected within one year of the issue date or this permit will be null and void.
- \_\_\_\_\_ I understand that a License and Permit Bond in the amount of \$2000 must be filed with the Public Works Department before Permit will be issued.
- \_\_\_\_\_ I understand that a Certificate of Insurance must be on file with the Public Works Department naming Polk County as Additionally Insured before Permit will be issued.
- \_\_\_\_\_ I affirm have read and understand the special instructions No. 1-26 listed on the attached form and will complete all work in accordance with these instructions and the current Polk County Utility Accommodation Policy, Procedures and Standards Manual (UAPPS).

\_\_\_\_\_  
APPLICANT SIGNATURE

**DO NOT WRITE IN THIS SPACE -FOR OFFICE USE ONLY**

ENERGOV PERMIT NO.: \_\_\_\_\_  
NODE NO. \_\_\_\_\_

### SPECIAL PROVISIONS:

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

## **PRIOR TO CONSTRUCTION**

1. No utility facility shall be constructed so as to adversely affect the design, construction, operation, maintenance, or stability of a highway or any proposed or existing highway facility, and applicant shall save the County harmless from all damages to claims on this account.
2. The utility owner is responsible for the construction, removal, relocation, and future maintenance of facilities, when changes to the roadway for maintenance or reconstruction purposes are required.
3. Applicant is responsible to obtain in writing, permission from downstream property owners when he desires to concentrate or drain water across said property.
4. When deemed necessary by the County Engineer, a pre-planning and/or pre-construction conference will be arranged.
5. Applicant to locate all utilities in accordance with the UAPPS.
6. Applicant shall contact the Polk County Engineer 48 hours prior to beginning construction, by letter or by telephone (286-3705) 7:30 a.m. to 4:00 p.m. weekdays.
7. Applicant to notify all companies having existing utilities located within county ROW 48 hours prior to starting construction for field locates. Include telephone number of responsible contacts as part of Special Provisions or General Notes of the plans.

## **CONSTRUCTION**

8. Applicant shall take all reasonable precautions to protect lives and property and save the County harmless of damage or loss on account of such construction.
9. Applicant shall conduct his work to cause a minimum interruption of traffic flow. (Do not close road to through traffic.) Proper signing and advance warning will be required, as outlined in THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (MUTCD) "Part VI, Traffic Control for Street and Highway Construction and Maintenance Operations." All signing will be in compliance with the above and same shall be in place and maintained by the contractor for the duration of construction.
10. No excavation shall be made within Polk County ROW except as designated on approved plans, and shall be completed in one day, tamped, regaveled and/or paved. Any extension of this one-day completion must be approved by the County Engineer or the permit is null and void. In all cases, a closed ditch will be maintained overnight.
11. Applicant shall place backfill in 6-inch layers, mechanically compacted by tamping or rolling into place, using the specified density and standards contained in the UAPPS. Any settlement occurring after backfill has been completed shall be refilled and compacted as directed by the County Engineer at applicant's expense.
12. Applicant will not park construction equipment on the roadway that is not necessary for the actual work. All equipment on the roadway that is necessary for construction will have the proper signing. Overnight equipment storage is to be outside of Polk County ROW.
13. Applicant shall provide minimum bury in accordance with the UAPPS throughout total length of installations.
14. A copy of the approved permit and plans shall be on the job site at all times.
15. Applicant shall auger or push all roadways and driveways, unless otherwise stipulated.
16. When given permission to trench across driveways, applicant shall close driveway trenches same day trench is open and provide access at all times and shall repair all driveways to their original conditions.
17. Applicant shall apply "SPECIAL CARE" in working under or near existing surface or subsurface drainage structures and shall replace in kind, any tile broken during construction.
18. Applicant shall make neat saw cuts before making any necessary pavement removals.
19. Applicant shall notify all affected consumers one hour in advance before any closing of valves of the existing water system. (Des Moines Water Works must close valves that are part of their system).
20. Crawler tractors with lugs will not be allowed on pavement surfaces. Bridging will be required. (Use planks or old tires.)
21. Applicant shall maintain natural drainage at all times.
22. Applicant shall be responsible for the care and maintenance of partially complete work on the ROW. Silt basins may be required in possible erosion areas at the applicant's expense.

## **CLEANUP**

23. Applicant shall replace, in accordance with the UAPPS, any surfacing material removed, covered up, or mixed with earth.
24. Applicant shall restore to their original condition or better any improvement removed or damaged during the construction process, such as fences, driveways, utility poles, signs, roadways (paved or gravel), structures, etc.
25. Any damage to private property shall be restored to satisfaction of property owner. Written release from property owner may be required.
26. Applicant shall restore all disturbed areas to their original condition or better. Seeding, fertilizing, and mulching will be required in accordance with the UAPPS or as attached herein. Sodding will be required when specified by the County Engineer.