



City of Paola

Right of Way Application

Permit Fee \$25

APPLICATION FOR PERMIT TO WORK ON CITY RIGHT-OF-WAY, CITY EASEMENT AND CITY PROPERTY

Permit No: _____

Date Issued: _____

Construction Location: _____

APPLICANT INFORMATION

Applicant Name: _____

Company Name: _____

Contact Phone: _____ Email: _____

Date of Application: _____ Authorized Signature: _____

DESCRIPTION OF WORK

PLEASE ATTACH DRAWING OR ENGINEERING PLANS OF THE PERMIT LOCATION

Reason for Construction:

- ☐ Driveway Entrance ☐ Electric ☐ Gas ☐ New Construction
☐ Sewer ☐ Sewer/Water Service ☐ Telephone ☐ Water Line
☐ Other: _____

Area Affected:

- ☐ Alley ☐ Curbing ☐ Parking ☐ Street ☐ Other (please specify): _____

Existing Surface Composition:

- ☐ Asphalt ☐ Brick ☐ Concrete ☐ Gravel/Dirt ☐ Other (please specify): _____

Curbing Removal Only:

- ☐ Curb will be saw cut ☐ Curb will be removed at joint ☐ Linear feet/cubic yards to be removed: _____

Pavement cuts:

- ☐ Pavement saw cut ☐ Size of cut: _____

Projected Start Date: _____

Projected Completion Date: _____

Public Works Director or Authorized Representative – Approval Signature

Inspections are required for sewer connections, backfill under pavement and concrete forms.

Twenty-four (24) hours advanced notice is required.

For payment please call (913) 259-3611. To schedule site inspections please call (913) 259-3620.

Right-of-Way Application Information

The City of Paola, Kansas ("City") owns and controls certain right of ways within its municipal limits. The City owns and operates multiple utilities serving the residents of Paola including water and sewer. The City has extensive utility infrastructure located within its rights of ways. Permits are considered by the City upon written application by an applicant. Permits are granted subject to certain conditions set forth below, which protect the integrity of the City's right of ways and infrastructure. **Failure to comply with any of the conditions shall result in revocation of this permit.**

Requirements Prior to Commencing Work

Permittee shall not commence any potholing, trenching or digging with City right-of-way until each of the following requirements has been met.

1. Permittee has obtained located pursuant to Kansas law. **(66-1801. Kansas underground utility damage prevention act.)**
2. Permittee has clearly marked with paint the proposed locations and route of the Permittee's property on the right of way.
3. The specific placement locations for Permittee's property being placed in the right of way have been approved by the Public Works Director. The Public Works Director shall insure that the placement locations will not interfere with the construction, repair, or maintenance of City infrastructure and meet the following standards.
 - a. The specific placement locations shall be designed and the property installed so that the Permittee's installed property is a minimum of three (3) feet under and/or three (3) feet laterally from any water or sewer mains.
 - i. Except where it is necessary to cross water or sewer mains pursuant to the conditions of this permit,
 - ii. Or, except where the Public Works Director grants a written exception after considering the totality of the circumstances and the best interests of the City;
 - b. Permittee must obtain the consent of the Public Works Director prior to each instance where a water or sewer main lines must be crossed.
 - i. The Public Works Director shall grant consent for the crossing of any water and sewer main lines where Permittee demonstrates compliance with all City standards for said crossings, and
 - ii. Permittee has made appropriate arrangements for a City utility employee to be present at the work site at all times while work is performed at the crossing.
 - iii. Permittee agrees to compensate the City for the cost of the utility employee while on the work site at the rate of forty dollars (\$40.00) per hour.

Right-of-Way Application Information

GENERAL PROVISIONS

This application and permit are subject to the following General Provisions.

1. All permits shall be valid for ten (10) working days from date of issue. After this time period, permits must be revalidated prior to beginning work. A call for inspection automatically revalidates the permit. Permit expires on year from date of issue.
2. Permittee shall call for inspection twenty-four (24) hours in advance of commencement of actual construction.
3. Permittee shall have a copy of the permit and an approved set of construction drawings on the job site at all times.
4. Permittee shall be responsible for establishing safety measures to protect the public from any and all harm until construction is complete and for compliance with OSHA.
5. Permittee's facilities shall be placed in the location shown on the approved drawings and in accordance with current city specifications.
6. Permittee's construction methods, equipment and operational procedures shall be subject to approval by the Public Works Director.
7. Permittee's construction shall be in accordance with current city standards and good construction practice.
8. Permittee shall be responsible for maintaining all temporary construction, repairs, patches or surfacings daily, if necessary, until permanent construction is completed and approved.
9. The holder of the permit agrees to warrant all workmanship and installations for one year after completion of the project.
10. Permittee shall return the right of way to its original condition to the satisfaction of the Public Works Director and shall remove all rubbish and debris promptly following completion of construction and before final inspection by the city. If final inspection determines corrective measures are necessary, such corrective measures shall be initiated within ten (10) days and promptly completed by Permittee.
11. Permittee shall save and hold harmless the city, its employees, and agents, from any acts arising from the construction and/or maintenance of permittee's facilities or work covered by the permit.
12. All underground installations crossing hard surface type paved roadways shall be done by boring unless an exception is granted by the public works department. All street cuts, when approved, must be saw-cut prior to street patch. Permittee will be responsible for approved hot/cold mix patch within the same day the cuts are completed. The Permittee will be responsible for the maintenance of the patch for a period of one year.
13. All underground installations in city right of way shall be a minimum of twenty four inches (24") deep, unless an exception is granted by the city public works department. The backfilling shall be made in six inch (6") lifts and mechanically tamped and packed, and the last twelve inches (12") of backfill shall be of stable granular material, such as crushed rock and gravel.
14. In the event any city approved changes are made to the city right of way or street in the future that would necessitate removal for relocation of the installation, permittee will do so promptly at his own expense upon written request from the city. The city will not be responsible for any damage that may result in the maintenance of the right of way or street to the installation placed inside the city right of way limits.

Right-of-Way Application Information

SERVICE LINES

Permittee shall design and install its property within City right of ways so as to avoid crossing any water, sewer or electric service lines. If such a crossing cannot be avoided, then the provisions set forth herein with respect to water and sewer mains lines shall apply.

AS BUILT PLANS

Permittee shall provide City with as built plans, or their equivalent, drafted to scale containing GPS coordinates for the end points of each line segment.

PERMIT FEE

A \$25.00 fee for each permit shall be paid by the Permittee before permit approval.

CITY CONTRACTOR LICENSE & INSURANCE

Prior to any work commencing, Permittee shall obtain and provide to City for each contractor and sub-contractor a City of Paola Contractor License and a certificate of insurance in the following minimum amounts: for general liability insurance covering persons and property in the amount of one million dollars (\$1,000,000.00) per incident and two million dollars (\$2,000,000.00), in the aggregate, and workers compensation insurance pursuant to Kansas law. Permittee shall cause the certificate of insurance issuer to place of the City of Paola, Kansas on the certificate as an additional insured.

INFRASTRUCTURE DAMAGE

The City of Paola shall bill Permittee and Permittee agrees to pay the City of Paola the cost to repair or replace any City utility infrastructure damage by Permittee or Permittee's employees or agents. City infrastructure shall include, but not be limited to, water, sewer, sidewalks, curbs and gutters, pans, and traffic control devices.

INDEMNIFICATION

Permittee agrees to hold the City of Paola harmless and indemnifies the City of Paola where Permittee damages any third party, city or third party property.

PENALTY

Permittee understands and agrees that every person, which includes the Permittee, convicted of a violation of any provision stated or adopted in Chapter 505 of the City of Paola Municipal Code shall be fined in any sum not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100) for each offense, and each and every day that any of the terms, conditions or provisions of this Chapter are not complied with shall be considered a separate offense.