



Public Works Department
 Engineering Division
 Right Of Way Office
 Office 712-890-5296

**PERMIT APPLICATION
 FOR MISCELLANEOUS WORK IN
 PUBLIC RIGHT-OF-WAY PUBLIC
 WORKS DEPARTMENT
 City of Council Bluffs, Iowa**

PERMIT # _____

Location of Activities Address: _____
 Street, City, State, Zip

Property Owner Name: _____

Address: _____
 Property Owner's Address if different than location of activities address

Applicant Name: _____ Company Name: _____

Applicant Address: _____
 Street, City, State, Zip

Phone #: (____) _____ - _____ Cell Phone #: (____) _____ - _____ Fax Phone #: (____) _____ - _____

Applicant E-mail address: _____

Applicant: (Select one) Property Owner Contractor Sub-Contractor Business

Application Date: ___/___/___ Proposed Start Date: ___/___/___ Completion Date: ___/___/___

Description of Activity: _____

Request to use the Right-of-Way (ROW) for the following purpose:

Dumpster Container Equipment Materials Address Other

Location within the Right-of-Way In the Street Behind back of curb Other

Note: In some cases, a drawing and or a site visit may be required by the City for its review before a permit will be issued.

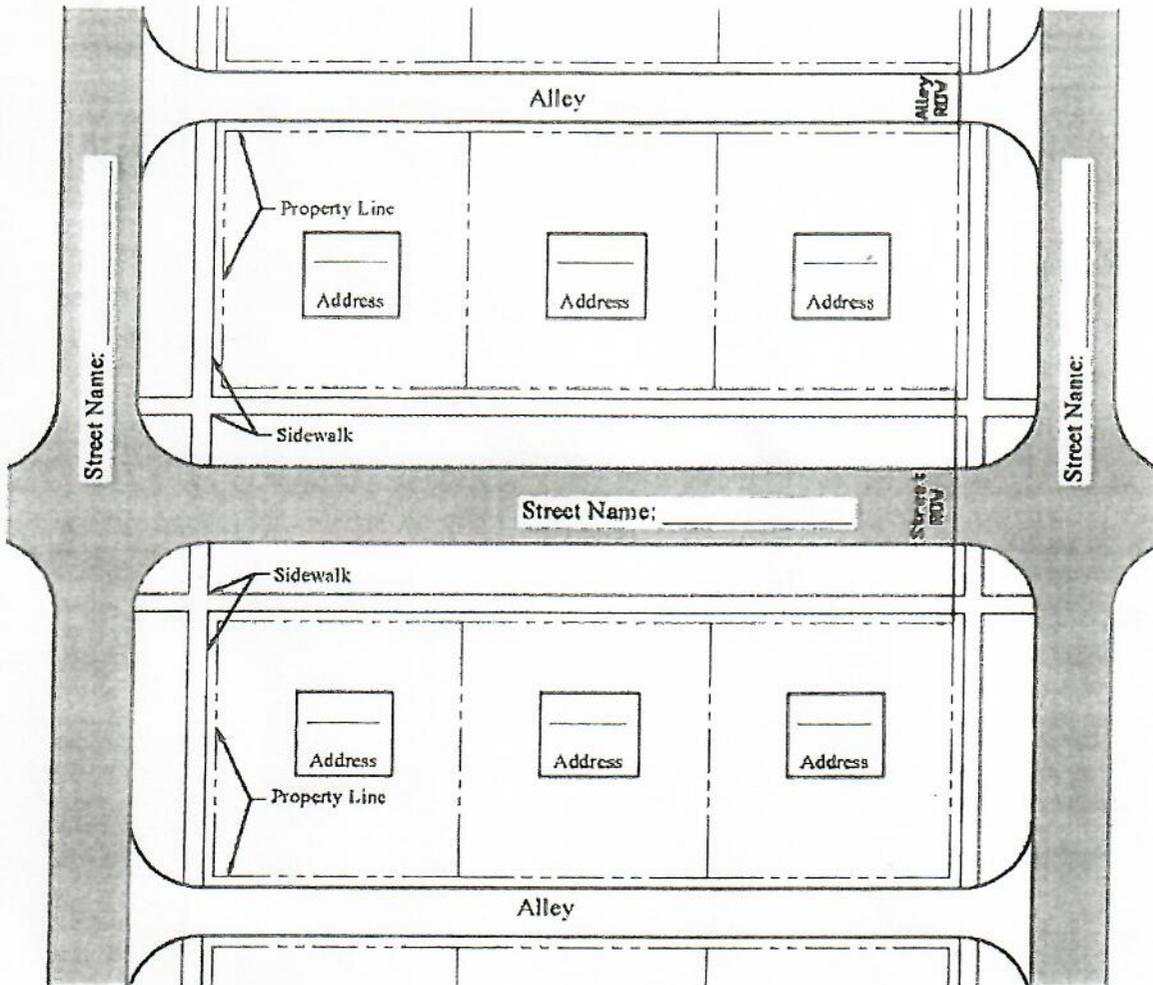
Applicant Signature: _____

By signing this application, I hereby agree to abide by the terms of the Standard Permit Conditions and if applicable, any Supplemental Permit Conditions, if a permit is issued.

APPROVED by: _____	Date ___/___/___
DISAPPROVED by: _____	Date ___/___/___
Signature from the Right-of-Way Division or Engineering	

Applicant Signature: _____ Date _____
 Signature to Authorize Charge to Credit Card on file with the City Treasurer for this permit only

Please Indicate on the drawing the location of the work to be completed.



*Additional drawings may be provided to clarify the work to be completed.

Provide additional description or information of features to be constructed:

Typical Information:

Driveway width at property line _____ FT. Material to be used _____

Distance to street corner or property corner _____ FT. Material dimensions _____

Type of connection _____ Other _____

Standard Permit Conditions for
Construction Work in Public Right-of-Way

The applicant agrees that if granted a permit to perform work within the public right-of-way (ROW) as described in the permit application form, the following stipulations or conditions shall govern.

1. The applicant must file the proper permit application form with the Public Works Building Division at 209 Pearl Street, Council Bluffs, Iowa, 51503
2. All FEES must be paid upon obtaining a permit (see the attached schedule of fees) prior to commencing work.
3. All permits must be obtained prior to commencing activities within the Public Right-of-Way (ROW). In the case of emergency repairs please consult with the Public Works ROW department concerning the issuance of the proper permits.
4. Individual issued permits will remain on file for 60 days from the approval date of the permit. If the work is not begun during that time, the permit will become null and void with the exception of large sites where the work is phased. A new permit will have to be obtained at the time the work is to be done for permits that expire.
5. Any activities undertaken within Public ROW shall comply with all laws, regulations, and ordinances enforced in the City of Council Bluffs, now or put in place hereafter.
6. All disturbed surfacing shall be replaced to its original condition satisfactory to the Public Works Department. Grass surfaces may be seeded and mulched or sodded.
7. The applicant shall assume all responsibilities for sediment and erosion control during the activities.
8. Parks Department shall be notified immediately of any damage to tree trunk, limbs, or roots within the drip line of any City tree.
9. The applicant agrees to provide all traffic control measures required. Said applicant shall furnish, erect and maintain the necessary traffic control such as barricades, signs and flaggers as required. All traffic control shall be in accordance with the "Manual on Uniform Traffic Control Devices for Streets and Highways" as adopted by the Iowa Department of Transportation. All activities shall be performed in adherence with public safety.
10. The applicant shall be responsible for notifying all appropriate agencies such as 911 non-emergency communications and Public Works Traffic Division of any lane closures or street closures. This notification shall be a minimum of 48 hours in advance of the closure.
11. The applicant agrees to abide by Supplemental Conditions attached to the permit.
12. Applicant / Contractor shall be responsible for scheduling any required inspections. All inspections require 24 hours advanced notice. The applicant / contractor shall be present during the inspection to answer questions or provide information as requested by the City inspector.
13. The City reserves the right to terminate or revoke the use of Public ROW at any time. The permittee shall be responsible for the removal of any feature placed within the ROW within the timeline specified by the notice of termination or revocation. Failure to do so shall enable the City to remove such items with the permittee reimbursing the City for any costs incurred.
14. The applicant agrees to the terms set forth herein and specifically agrees to protect, indemnify, defend, and hold harmless the City and its agents against any and all damages or injuries that may occur during the time that this permit is active.
15. Failure to adhere to these permit guidelines or to public safety may result in civil citations being issued for each daily occurrence.