Working in the Right-of-Way

Amy Schirm: Right-of-Way Coordinator
Mandee Beardsley: Right-of-Way Specialist
Jeff Randall: Permit Technician

February 27, 2019 and March 6, 2019
Type of Permits

1. Right-of-Way (ROW) Permit:
Right-of-Way (ROW) is a strip of land used primarily for vehicular and pedestrian passage. ROW includes the area between the sidewalk and the curb. Although this area is City-owned, it is maintained by the property owner.

2. Obstruction of Street or Public Property Permit:
Grants permission to an individual or a company to work from the public right-of-way with stationary equipment in areas such as streets, alleys, and sidewalks. Obstruction of Street permits can be used to close parking stalls, close travel lanes, or create obstructions for pedestrians and vehicles.
# Obstruction of Street or Public Property Permit

**Application for Obstruction of Street or Public Property Permit**

Public Works Department  
City of Cedar Rapids, Iowa  
Permits typically issued within 3 business days if no revisions are required.

**Certificate of Insurance**  
- **File with City**: [ ] Yes [ ] No

**Requested Street Obstruction Date(s) and Time(s):**

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Company Name (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address</td>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>Applicant Telephone</td>
<td>Applicant cell #:</td>
</tr>
</tbody>
</table>

**Applicant E-mail address:**

**Preferred method of notification:**
- [ ] Fax  
- [ ] E-mail  
- [ ] Phone  
- [ ] Cell phone

**Property Owner Name:**

**Location of Obstruction:**

**Description of Obstruction:**

**Site Plan Required:**
- [ ] Yes  
- [ ] No

**Requested Obstruction Location:**
- [ ] Street  
- [ ] Alley  
- [ ] ROW (between Street & Property Line)  
- [ ] Easement  
- [ ] Other

**Traffic Control Functional Classification:**

- Use [Urban Federal Functional Classification Map](http://tinyurl.com/idotfunctionalclassification)

**Street functional classification (select one):**

- [ ] Arterial (Principal or Minor) – traffic control plan required
- [ ] Collector – traffic control plan required for 1 lane or complete Closures
- [ ] Local – traffic control plan required for complete closures with duration of over 45 hours

**Traffic Control Plan Included:**
- [ ] Yes  
- [ ] No

**If no traffic control plan is required per above, please complete the following:**

- Identify if any of the following protective infrastructure will be used:
  - [ ] Barricade  
  - [ ] Fence  
  - [ ] Walkway  
  - [ ] Canopy

- If any protective infrastructure is provided, please indicate if this is shown on a site plan or traffic control plan:
  - [ ] Site Plan  
  - [ ] Traffic Control Plan

**Incomplete applications will not be accepted.**
<table>
<thead>
<tr>
<th>Utilities (select all that apply)</th>
<th>Driveway/Sidewalk (select one)</th>
<th>Miscellaneous (select any that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm Sewer</td>
<td>NEW CONSTRUCTION</td>
<td>Non-City owned Utilities – Private (gas, telephone, electric, etc.), unless exempt by current Franchise Agreement $50 per joint or per 1,300 LF continuous projects $____</td>
</tr>
<tr>
<td>Sump Pump (fee applies to each service)</td>
<td>Driveway Only (per driveway)</td>
<td>Replace Existing</td>
</tr>
<tr>
<td>Sanitary Sewer</td>
<td>Sidewalk Only ($50)</td>
<td>Minor Excavations – mailboxes, stump removal, staging, mud jacking, tree planting, and removal (only) of pavement in ROW $20 $____</td>
</tr>
<tr>
<td>Water Service (fee applies to each service)</td>
<td>Driveway &amp; Sidewalk ($50)</td>
<td>Monitoring Wells $50 $____</td>
</tr>
<tr>
<td>Street Repair (fee applies to each affected street/aliy)</td>
<td>Sidewalk Only ($50)</td>
<td>Soil Borings $____</td>
</tr>
</tbody>
</table>

Total Utilities Fees: $____  
Total Driveway/Sidewalk Fees: $____  
Total Miscellaneous Fees: $____
Marking Sidewalk Ramps

- Work will be done in: □ Street □ Alley □ ROW (between Street & Property Line) □ Easement □ Other
  *Must complete Section 3 (Street Information) on page 2
- Will any work be done within 10' of a tree in public right-of-way? □ YES (requires approval of City Arborist) □ NO
- Will any work be done within 15' of a sidewalk ramp? □ YES □ NO
- Is ramp impacted? □ YES □ NO (if yes, provide drawing)
- Will any work be done within 300' of traffic signal? □ YES (requires approval of Assistant City Traffic Engineer) □ NO
- Surface Type: □ Concrete □ Asphalt □ Sealcoat □ Gravel □ Grass
- Restoration of ROW by (select one): □ Applicant □ Property Owner □ Subcontractor:

As-Built
Submitted upon Completion of Work
STANDARD PERMIT CONDITIONS FOR PUBLIC RIGHT-OF-WAY (ROW)
City of Cedar Rapids, Iowa

The applicant agrees that if granted a public right-of-way permit, the following stipulations shall govern:

1. The applicant must file the original 5-page form with the Public Works Department at 600 15th Avenue SW, Cedar Rapids, IA 52404. (A) Page 6 MUST be filled out if completing application for driveway permit.
2. All fees are non-refundable and do not guarantee application approval.
3. This permit will be held on file for a period of 30 calendar days from the approval "DATE WORK TO START". If work is not begun during this time, the permit will become null and void. A new permit will have to be obtained at the time the work is to be done.
4. The construction work will conform to the ordinances of Cedar Rapids. For Contractors, a valid BOND FOR GRADING, OPENING OR WORKING IN PUBLIC STREET AND PUBLIC PROPERTY as required in Section 9.27 of the Cedar Rapids Municipal Code must be approved and on file with the City Clerk. The bond must be valid for duration of work. Property Owners who are doing their own work (when allowed) must provide proof of homeowner’s insurance by providing a copy of the policy declaration page in Section 9.22(h).
5. The construction work shall conform to the current edition of the SUDAS (Statewide Urban Design and Specifications) Standard Specifications and Cedar Rapids General Supplemental Specifications to SUDAS Standard Specifications. The Concrete Driveway, Type A (CR 7030.101), Concrete Driveway, Type B (CR 7030.102), and Driveway Grading (SUDAS 7036.10) Figures are attached on pages 5 - 10 and may be viewed online. Type A applies if there is a suitable existing drivable curb less than 4 inches in height, or if existing curb can be ground to suitable slope and elevation. Type B applies if existing curb is non-traversable and must be replaced.
6. All surfacing shall be restored to its original condition satisfactory to the Public Works Department. Grass surfaces may be seeded and mulched, sodded, or treated with erosion mat as determined by the City Engineer or his/her designee. The applicant shall assume the responsibility of maintenance costs for restoring any grassed areas, streets, driveways and sidewalks due to settlement of the foundation or improperly restored improvements over such trenches for a period of two (2) years, or until the area is reconstructed by the City, whichever is sooner. In the event the applicant fails to make satisfactory progress and/or comply with the specifications, the City reserves the right to enter a site to complete work with its own forces. The applicant agrees to reimburse the City for all costs associated with the City to complete the work including costs of labor, materials, and equipment.
7. The applicant shall notify Iowa One Call (811) at 1-800-258-9866 or www.call811.com for utility locations prior to excavation.
8. Upon approval of permit, the applicant shall notify Public Works Inspectors NE/SE (319-556-6863) or NW/SW (319-440-6377) at least 1 business day, but no more than 2 business days, in advance of starting any work and in advance of all street or alley pavement repairs.
9. To protect the utility system, the applicant must notify the Public Works Department at least 3 business days in advance of classes. APPROVAL OF THIS PERMIT DOES NOT PROVIDE SUCH NOTIFICATIONS. Additionally, applicant must notify the Public Works Department at 319-269-5170 or traffic@cedar-rapids.com the day of resuming the street. If proper notification is not provided, or if approved traffic control plan is not followed, applicant shall be subject to a $500 surcharge fee for each violation.
10. Sections 9.25 of the Cedar Rapids Municipal Code require the applicant – through an insured traffic control Contractor – to provide all traffic control measures required by the Traffic Engineering Division of Public Works. Said Contractor shall furnish, erect, maintain and remove the necessary traffic controls such as signs, barricades, flags and flaggers (police officers when necessary) as required by the City. Traffic controls provided shall be in conformance with the "Manual on Uniform Traffic Control Devices for Streets and Highways" as adopted by the Iowa Department of Transportation.
11. Any construction by the Applicant within 500 ft. of a traffic signal shall be approved by the Assistant Traffic Engineering Manager prior to construction.
12. Forestry Division (319-285-5747) shall be immediately notified of any damage to the trunk, limbs, or roots within the drip line of any tree.
13. When an emergency excavation is necessary, a permit application shall be submitted no later than the next business day.
14. The applicant hereby agrees to the terms and conditions set out in the foregoing application and specifically agrees to protect, defend and hold the City harmless against any and all damages that might arise by reason of the granting of the application and issuance of the permit.
15. Utility work under paved roadways shall be in accordance with the Utility Installation in Paved Roadway detail which can be found at the Public Works Department, 600 15th Avenue SW and on the City website: http://www.cedar-rapids.org/localgovernment/departments/a-v/publicwork/right-of-way-permits.php
16. Sidewalk ramps need to be repaired if any of these conditions apply:
   a. Any removal of concrete between the curb and landing (inclusive).
   b. Any out removal in front of a sidewalk ramp.
   c. 50% or more of a crosswalk is removed.

17. NO excavations of any kind shall remain open for longer than seven calendar days including sidewalk & pavement restoration.
18. THE ISSUED PERMIT MUST BE PRESENT AT THE PROJECT SITE WHILE WORK IS UNDERWAY. FAILURE TO PRODUCE THIS PERMIT WHEN REQUESTED WILL RESULT IN IMMEDIATE WORK STOPIES. IF THE APPLICANT FAILS TO COMPLY WITH THE STANDARD PERMIT CONDITIONS, FUTURE ISSUES FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY WILL BE SUSPENDED UNTIL THE ISSUES ARE RESOLVED TO THE SATISFACTION OF THE CITY ENGINEER.

[Signature]
Applicant's Initials
7. The applicant shall notify Iowa One Call (IOC) at 1-800-292-8989 or www.iowaonecall.com for utility locates prior to excavation. IOC requires 2 business days’ notice.

8. Upon approval of permit, the applicant shall notify Public Works Inspectors NE/SE: (319-521-5863) or NW/SW: (319-440-6377) at least 1 business day, but no more than 2 business days, in advance of starting any work and in advance of any street or alley pavement repairs.

9. For street lane closures, the applicant must notify the Public Works Department at (319) 286-5176 or traffic@cedar-rapids.org at least 2 business days in advance of closures. APPROVAL OF THIS PERMIT DOES NOT PROVIDE SUCH NOTIFICATIONS. Additionally, applicant must notify the Public Works Department at (319) 286-5176 or traffic@cedar-rapids.org the day of reopening the street. If proper notification is not provided, or if approved traffic control plan is not followed, applicant shall be subject to a 50% surcharge fee for each violation.
Typical Residential Driveway Note:
Use the above diagram and modify as needed to submit your own diagram to best show the location of your proposed excavation.

- Sidewalks: Show length, width, and distances to site features (dwellings, side property line)
- Driveways: Include the following dimensions
  1. Width at property line (10’-24’)
  2. Radii (10’-15’) Flares (3’-5’)
  3. Distance from side property line – taper radius cannot cross property line extended.
  4. Sidewalk dimension – If entire driveway is new or reconstructed, sidewalk shall be 5ft. width through driveway.
- Water service, utility, sanitary sewer, storm sewer, miscellaneous: dimension distances to all service connections and utility main(s)
- Please add any other pertinent information to this sketch.
- Incomplete applications will be returned.
DIRECT ACCESS DRIVEWAY CONSTRUCTION
FROM PRIVATE PROPERTY TO CITY STREET OR ALLEY

CIRCLE ONE:  Residential  Commercial  Industrial

REFER TO TABLE 5L-4.01 ENTRANCE DIMENSIONS (right and left determined from street facing property)

<table>
<thead>
<tr>
<th>#1 Existing Driveway Width</th>
<th>Existing Right</th>
<th>Existing Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>at Property Line</td>
<td>ft.</td>
<td>ft.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2 Proposed Driveway Width</th>
<th>Proposed Right</th>
<th>Proposed Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>at Property Line</td>
<td>ft.</td>
<td>ft.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#3 Proposed Driveway Width</th>
<th>Proposed Right</th>
<th>Proposed Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>(add'l driveway)</td>
<td>ft.</td>
<td>ft.</td>
</tr>
</tbody>
</table>

Does the Proposed Driveway have a change in geometry?  □ Yes  □ No

THE CITY’S APPROVAL of driveway(s) is limited to the standards contained within this form and the form “Driveway Guidelines & Details”. It is the responsibility of the applicant and/or property owner to provide and maintain adequate sight distance for entering and exiting vehicles, and to meet other safety requirements as may be necessary. REFER TO TABLE 5L-4.01 ENTRANCE DIMENSION

THE APPLICANT AND/OR PROPERTY OWNER AGREE that if granted a permit to construct the above described access, the following stipulations shall govern:

1. That the entrance, including drainage structure, grading and surfacing shall be constructed by the applicant at the applicant’s expense, in accordance with the plot plan attached hereto, and in conformance with the standard specifications of the City, and shall thereafter be kept in repair and maintained by the owner at his/her own expense. Nothing in this stipulation, however, shall preclude the City of Cedar Rapids from entering upon said entrance on City right-of-way and performing necessary maintenance for the protection of the City of Cedar Rapids.

2. That the construction, future repair or maintenance of said entrance shall be carried on in such a way as to not interfere with, or interrupt traffic on said street, and the owner and/or applicant shall take all reasonable precautions to protect and safeguard the lives and property of any person or persons, and shall save the City of Cedar Rapids harmless of any damage or losses that may be sustained by any person or persons, on account of such construction, repair or maintenance operation.

3. The driveway shall be constructed of concrete or asphalt, not inclusive of the sidewalk, which shall be concrete.

4. All driveway curb cut construction joints in streets to be sawed a minimum of 24 inches from back of curb unless otherwise approved by a City Public Works representative.

5. Any tree located on public property within or 10' either side of the proposed driveway construction requires approval of the City Arborist prior to excavation near (or removal of) said tree(s). Additionally, every precaution shall be taken to protect the roots of remaining trees satisfactory to the City Arborist.

6. Any construction by the applicant within 300 feet of a traffic signal infrastructure shall be approved by the Assistant Traffic Engineering Manager prior to construction.

7. This permit does not authorize or approve any construction that conflicts with previous ordinances or resolutions of the City of Cedar Rapids.

8. The applicant and/or owner hereby agree that the proposed driveway work will not negatively impact the flow of stormwater.

Applicant’s Initials
Driveway Plan

LOCATION PLAN
WORK IN PUBLIC RIGHT-OF-WAY (R.O.W.)
CITY OF CEDAR RAPIDS PUBLIC WORKS DEPT
Driveway Supply Site Plan with Measurements

Driveway Dimensioning Examples:

**Type A** applies if there is suitable existing curb lip, drivable roll curb that is 4-inches or less in height, or if existing curb can be ground.

**Type B** will apply if existing curb is a 6-inch standard curb or another type of non-transverseable curb.

Note:
These are examples of the types of dimensions required on site plan. Please see 1-4 on page 4 for the ranges of each dimension.
Table 5L-4.01: Driveway Dimensions¹
(all dimensions are in feet)

<table>
<thead>
<tr>
<th>Dimension Reference (See Figure 5L-4.01)</th>
<th>Major Arterial Street</th>
<th>Minor Arterial Street</th>
<th>Collector (Major and Minor)</th>
<th>Local Street</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residential</td>
<td>Commercial</td>
<td>Industrial</td>
<td>Agricultural</td>
</tr>
<tr>
<td>Width</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum</td>
<td>15</td>
<td>24</td>
<td>24</td>
<td>20</td>
</tr>
<tr>
<td>Maximum</td>
<td>30</td>
<td>45</td>
<td>45</td>
<td>30</td>
</tr>
<tr>
<td>Right-turn Radius²</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum</td>
<td>10</td>
<td>10</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Maximum</td>
<td>25</td>
<td>35</td>
<td>50</td>
<td>35</td>
</tr>
<tr>
<td>Min. Acute Angle³</td>
<td>60°</td>
<td>70°</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Pref. Acute Angle</td>
<td>90°</td>
<td>90°</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Min. Pavement Thickness (inches)</td>
<td>6/8</td>
<td>7/9</td>
<td>*</td>
<td>6</td>
</tr>
</tbody>
</table>

¹ Major entrances require special design.
² 3 foot flares (F) may be used for residential and agricultural entrances.
³ Any variation from 90° will be evaluated on a case by case basis. The minimum acute angle (measured from the edge of the pavement) is 60°.
* Requires special design.
Thank You!

Questions?

Presented by:

Amy Schirm
Right-of-Way Coordinator
A.Schirm@cedar-rapids.org
319-286-5883

Mandee Beardsley
Right-of-Way Specialist
m.beardsley@cedar-rapids.org
319-286-5844

Jeff Randall
Permit Technician
j.randall2@cedar-rapids.org
319-286-5091