

# RIGHT OF WAY – UTILITY PERMIT APPLICATION

Permit # PW – \_\_\_\_\_

**Address of work:** \_\_\_\_\_  
 (If there is a specific address, indicate here--if none, list below \*)

**TYPE OF WORK:**  ELECTRIC     WATER     SANITARY SEWER     STREET LIGHT     TRAFFIC SIGNAL  
 GAS     TELEPHONE     TELECABLE     FIBER OPTIC

**WORK ORDER #** \_\_\_\_\_

**SUBDIVISION OR COMMERCIAL DEVELOPMENT NAME:** \_\_\_\_\_

**\*IF NO SPECIFIC STREET ADDRESS – DESCRIBE LOCATION: ex. NE CORNER OF 123<sup>rd</sup>, etc.**  
 \* \_\_\_\_\_

**CONTACT NUMBERS**

\_\_\_\_\_ Office Telephone      \_\_\_\_\_ Office Fax      \_\_\_\_\_ E-mail

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Contact name, phone/cell number

**Email applications & plans to:** [rowpermits@leawood.org](mailto:rowpermits@leawood.org)

**UTILITY LOCATES:** **Leawood Locates: Street Lights, Traffic Signals, Storm Sewers, City Fiber**  
 forward KANSAS ONE CALL ticket to: [locates@leawood.org](mailto:locates@leawood.org).

**KANSAS ONE CALL:** 1-800-DIG-SAFE OR dial 811 or 1-800-344-7233  
 or visit: <http://kansasonecall.com>

**WATERONE:** 913-895-1806 or visit: [www.waterone.org](http://www.waterone.org)

**\*\* A RENEWAL FEE WILL APPLY TO PERMIT EXTENSIONS per Leawood Fee Schedule \*\***

Owner is Applicant? (check if owner *is* the applicant-contractor)

**Applicant: (CONTRACTOR NAME)**

Name/Company \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Leawood Occupation License (OL) # \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_

**SUBCONTRACTOR:** \_\_\_\_\_ **OL:** \_\_\_\_\_

**SUBCONTRACTOR:** \_\_\_\_\_ **OL:** \_\_\_\_\_

**SUBCONTRACTOR:** \_\_\_\_\_ **OL:** \_\_\_\_\_

**Owner of Facilities (utility company)** \_\_\_\_\_

**WRITTEN DETAIL OF WORK and NOTES:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is this a City project? NO YES (please circle one)

Install above-ground cabinet NO YES (please circle one) Dimensions: \_\_\_\_\_

ROW PURPOSE Please mark all that apply

- New Installation
- Repair
- Replacement
- Other

INSTALLATION METHODS Please mark all that apply

- Open Cut
- Tunneling
- Boring
- Other \_\_\_\_\_

AFFECTED AREAS Please mark all that apply

- Curb
- Driveway
- Sidewalk
- Grass
- Pavement
- Not Applicable
- Other \_\_\_\_\_

ROW COMMUNICATION/CATV/ELECTRICAL SERVICE – PURPOSE Please mark all that apply

- Repair
- Install Conduit
- Install Copper/Coax Cable
- Install Fiber Cable
- Install/Replace Poles
- Install Power Cable
- Other \_\_\_\_\_

ROW COMMUNICATION/CATV/ELECTRICAL SERVICE – METHOD Please mark all that apply

- Aerial/Pole Attachment
- Direct Burial
- Installation of Existing Conduit
- Open Cut
- Tunneling/Boring
- Other \_\_\_\_\_

**\*NOTE: SERVICE PROVIDER REGISTRATION IS REQUIRED for Telecommunications & CATV**

COMMENTS:

Dig Safe Ticket #: \_\_\_\_\_

Length & Width of Area \_\_\_\_\_

Permit fees are determined by the # of parcels/addresses affected (per AIMS). See current Fee Schedule.

# OF PARCELS: \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Are Plans Included? NO YES (please circle)

Will contractor need to cut the pavement? NO YES (please circle)

**FOR OFFICE USE ONLY from this point forward:**

VERIFY OCCUPATION LICENSE AND/OR FRANCHISE IS ON FILE WITH OFFICE.....

VERIFY CURRENT CERTIFICATE OF INSURANCE IS ON FILE WITH OFFICE .....

VERIFY BOND IS ON FILE WITH OUR OFFICE .....

\$5,000 BOND SPECIFIC TO JOB  \$50,000 BOND SPECIFIC TO COMPANY FOR ALL JOBS PERMITTED

N/A DUE TO SOME INDIVIDUAL FRANCHISE AGREEMENT...CHECK AGREEMENT

PENALTY FEE (if required): \_\_\_\_\_

DEGRADATION FEE (if street cut): \_\_\_\_\_

\$40 X # of Parcels \_\_\_\_\_ = PERMIT FEE: \_\_\_\_\_

**ONCE PERMIT IS ISSUED  
FEES ARE NON-REFUNDABLE**

OKAY TO ISSUE PERMIT \_\_\_\_\_ DATE: \_\_\_\_\_

City Engineer or Authorized Agent