



City of West Burlington Right-of-Way Use Permit Application

No person or other entity shall use the public right-of-way or other public property without first obtaining a franchise, license or lease from the City. The City shall not enter into or issue any franchise, license or lease that grants exclusive rights. An application for a license or lease shall be filed with the Clerk. A complete copy of City Code Chapter 113 regulating the use of public property and right-of-way is available online or at City Hall.

Permit Process: The process for seeking a Right-of-Way Use Permit on city right-of-way is governed by City Code, Chapter 113. Return completed application, detailed drawings, and payment to West Burlington City Hall, Attn: City Clerk, 122 Broadway Street, West Burlington, Iowa 52655. A complete copy of Chapter 113 is available on the City website at www.westburlington.org or by request at City Hall.

APPLICANT INFORMATION **(IMPORTANT - This information will be used for renewal notices in the future)**

Business Name/Owner of Infrastructure: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Email: _____

Contractor:

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Email: _____

EMERGENCY CONTACT INFORMATION

Contact person during construction: _____ Phone: _____

RIGHT-OF-WAY INFORMATION

Anticipated Start Date (Must be after approval by City Council): _____

Number of construction days: _____

**** If you will be working outside of these days please contact City Hall at [319-752-5451](tel:319-752-5451) to have permit updated.**

The City may require the applicant to provide additional information prior to the renewal of a permit, franchise, lease or license.

Job # shown on plans: _____

Submit GIS file and engineered plans clearly identifying the location of the right-of-way proposed for use. The drawing should also include a vicinity map. The City may require additional information prior to the issuance of a permit.

DESCRIPTION OF WORK

- Work will be done in: (check all that apply)

___Street ___Alley ___R-O-W (between street and property line) ___Easement ___Other: _____

- Type of Excavation: ___Digging ___Trenching ___Boring ___Other

- Type of material being installed: _____

- Number and type of structures to be installed above ground: _____

- Total # of linear feet being used in the City's Right-of-Way: _____

- Address to be served by infrastructure (if applicable): _____

- Type Surface: (check all that apply) ___Concrete ___Asphalt ___Sealcoat ___Gravel ___Grass
(Surface must be restored to original quality or higher within 14 days of completion date.)

TERM OF LICENSE

No franchise, license, or lease for use of the public right-of-way or other public property shall be granted for a term in excess of twenty-five (25) years. No license or lease shall be for a term of more than five (5) years. Any proposed lease which shall exceed three (3) years in length shall not be executed by the City until fully complying with the terms of Section 364.7 of the Code of Iowa.

Term Length you are applying for: _____ **Three Years (Most common term length)**

_____ **Five (5) Years (Requires a Public Hearing before Council)**

**** Permits must be renewed as long as the infrastructure remains in the right-of-way.**

FEES

A license or lease fee will be assessed on all new licenses or leases for space in the right-of-way. The fee is based on the number of linear feet of wire, fiber optics line or pipe placed in the city right of way. This license or lease fee is a one-time fee for the term of the license or lease. Payment is expected when the license or lease is signed. If the license or lease is renewed, a new license or lease fee will be assessed. The fee shall be considered partial reimbursement to the City for its acquisition, development, and maintenance costs of said right-of-way.

The rate for a three-year license or lease shall be assessed at a rate of twenty-five cents (\$0.25) per linear foot. The minimum fee for a Three-year license or lease shall be one hundred twenty-five dollars (\$125.00). The

rate for a Five-Year license or lease shall be assessed at a rate of thirty-five cents (\$0.35) per linear foot. The minimum fee for a license or lease shall be one hundred seventy-five dollars (\$175.00).

In addition to the license or lease fee, any person or other entity shall pay a fee every time their facility requires excavation in the right-of-way. This excavation fee will cover costs for street degradation and replacement, inspection and obstruction, and routing of pedestrian and vehicle traffic. The fee shall be assessed at a rate of fifty dollars (\$50.00) per event. The City may waive all or part of this fee if such work is done in conjunction with City construction.

3-YEAR LICENSE

Total Linear Feet of Right-of-Way _____ X \$.25 = \$_____ (minimum \$125.00)

5-YEAR LICENSE (In accordance with Iowa Code Section 364.7 a Public Hearing before City Council is required before a 5-Year License can be granted)

Total Linear Feet of Right-of-Way _____ X \$.35 = \$_____ (minimum \$175.00)

APPLICANT SIGNATURE

By signing this application, you agree to follow all regulations for Use of Public Right-of-Way as described in City Code 113.

Applicant Signature: _____ Date: _____

Print Name: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO: West Burlington City Hall Attn: City Clerk
122 Broadway Street West Burlington, IA 52655
Email Address: fryk@westburlington.org

- Application (*Application will be returned if incomplete*)
- Fee (*Permit will not be issued until payment is received*)
- Proof of General Liability Insurance with the City listed as a certificate Holder
- Engineered Plans (*Submit in a digital file for use by our GIS Dept.*)

For office use only

APPROVAL BY CITY OF WEST BURLINGTON:

Date:

Public Works Director

COMMENTS/ADDITIONAL REQUIREMENTS: