

**SUBMITTAL REQUIREMENTS TO APPLY FOR A WORK IN PUBLIC RIGHT OF WAY PERMIT**

Whenever work is necessary in the public rights of way or within other assets under City jurisdiction, a right of way permit must be obtained from the City of Ankeny per City of Ankeny Code of Ordinances, Ankeny, Iowa Chapter 151 - Excavations.

The application requires the submittal of a permit application and fee (\$40), a detailed permit plan and a written description of the work to be done.

Non-franchise utilities are subject to additional fees per City of Ankeny Code of Ordinances Chapter 122 – Non-Franchise Utility Accommodation. Small Wireless Facilities or ‘small cells’ have separate permit fees outlined in Chapter 122.

The permit plan submitted must include the following information:

1. Location map showing address or parcel(s) included in the permit area.
2. The construction drawings or permit plan sheets must be to a standard engineering scale and must be at a scale that can show sufficient detail for the City of Ankeny to review. Our minimum and preferred paper size format for permit plan sheets and location is 11” x 17”.
3. The location of the proposed work (facility, utility, etc.) must be shown. Appropriate dimensions must be shown to existing features, such as back of curb, street centerline, sidewalk and other landmarks. Also show type and size of pipe, conduit, cable or facility that is being proposed for installation.
4. Parcel property lines, right of way lines and easements must be shown on the plan. Addresses are to be included on the parcels.
5. The depth of the proposed facility and method of installation must be shown on the plan.
6. The approximate locations of existing City owned underground utilities must be shown on the plan. Other private underground utilities should be shown if location information is available.
7. Construction notes describing specific work items are necessary. Often times, symbols are not adequate to describe the work. If using symbols, a legend of symbols is required.
8. Size and location of any proposed surface or above ground structure is required.
9. Show the location of any existing physical surface features that may affect or conflict with the proposed construction or the location of the proposed utility (e.g. power poles, trees, retaining walls, etc.).

A traffic control or lane closure plan is to be submitted with the permit application if it is anticipated that the proposed work will impede the normal flow of traffic on public roadways and/or public sidewalks and trails.



When submitted, the City will review the plan as quickly as possible. Please allow a minimum of 5 working days for permit application review. If there are no comments, conflicts or needed revisions, the plan will be stamped, dated and signed, and a cover letter along with the conditions of permit approval will be issued to the applicant once the permit fees have been paid.

**The construction or installation crew must have access to the issued permit packet on site at all times for the duration of the permitted work.** Failure to comply with this requirement will result in the construction activities being stopped until the issued permit packet is on site.

Please direct any questions are to the contacts below.

Please submit your permit request via our web portal. You must be a registered to use our web portal. For instructions to get registered, please use the contacts below.

City of Ankeny Public Services Building  
1210 NW Prairie Ridge Dr.  
Ankeny, IA 50023-1564

Liz Van Zomeren – Utility Coordinator  
515-965-6446  
[LVanZomeren@AnkenyIowa.gov](mailto:LVanZomeren@AnkenyIowa.gov)

Sam Homan – Utility Permit Specialist  
515-965-6447  
[SHoman@AnkenyIowa.gov](mailto:SHoman@AnkenyIowa.gov)