



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

Whenever construction 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 – Department of Public Works - Division of Engineering (*Code of Ordinances, Ankeny, Iowa Chapter 151*).

There are two paths of application, depending on the type and scope of the work proposed, **formal** and **informal**:

### **FORMAL: Application for new construction/installation (typically for private utilities or their contractors)**

The process requires the submittal of a permit application and fee (\$40), a permit plan and a cover letter to describe the project. The permit plan submitted must include the following information.

1. If submitting hard copies and expecting hard copies in return, at least 2 sets of plans must be submitted. One (or more) set(s) of approved plans to be returned to the applicant and one set to be kept by the City. Electronic submittals are acceptable and preferred.
2. The plan must be to a standard scale and must be at a scale that can show sufficient detail for the City of Ankeny to review.
3. The location of the proposed facility or utility 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, or cable that is being proposed for installation.
4. Parcel property lines, right of way lines and easements must be shown on the plan.
5. The depth of the proposed facility and method of installation must be shown on the plan.
6. The approximate locations of existing underground utilities, including City owned and other utility owned facilities, must be shown on the plan.
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 your utility (e.g. power poles, trees, retaining walls, etc.).

When submitted, the City will review the plan as quickly as possible, usually within one week. If there are no comments or conflicts, the plan will be stamped, dated and signed, and a cover letter and the conditions of permit approval will be issued to the applicant along with the approved permit application. If revisions are needed, the applicant will be notified by phone, e-mail, or mail. When the plan has been revised and resubmitted, it will again be reviewed for approval.

**INFORMAL: Application for miscellaneous work in public rights of way (typically for plumbing and emergency permit requests):**

The process requires the submittal of a permit application and fee (\$40), a location map, and a simple plan drawing that includes details for which the permit is being requested.

When submitted, the City will review the permit request as soon as possible. Please expect a minimum of 48 hours for the application to be reviewed and a permit to be issued.

A permit packet will be returned to the applicant containing a completed permit application with an assigned permit number, date of issuance, permit expiration date, general conditions of the permit, and any pertinent details, maps or drawings that are considered attachments to the permit. The issued permit can be e-mailed, mailed, or picked up from the Ankeny Public Services Building at 220 W 1<sup>st</sup> Street. Please indicate on the permit application how to have the permit returned.

**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.

Application submittals are to be mailed or delivered to the City of Ankeny Public Services Building, 220 W 1<sup>st</sup> St, Ankeny, IA 50023, attention: Dennis Neff. Applications may also be submitted via e-mail to: [dneff@ankenyiowa.gov](mailto:dneff@ankenyiowa.gov)