



# GENERAL RIGHT-OF-WAY PERMIT APPLICATION (Residential / Utility Repair / Minor Work)

Permit Fee: \$50.00 Administrative Fee: \$600.00

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## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

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## WORK TYPE

- New Installation in Right-of-Way
- Repair / Maintenance Work
- Replacement of Existing Infrastructure
- Utility Service Installation or Repair
- Sidewalk Installation (New or Existing)
- Drive Approach / Access Construction
- Roadway Cut / Trenching
- Emergency Work
- Other: \_\_\_\_\_

## WORK LOCATION

Address: \_\_\_\_\_

ROW Location Description: \_\_\_\_\_

Limits of Work: \_\_\_\_\_

## WORK DESCRIPTION

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**SCHEDULE**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Emergency Work:  Yes  No

**GENERAL CONTRACTOR**

Company: \_\_\_\_\_

License #: \_\_\_\_\_

Bond Company: \_\_\_\_\_

Bond Number: \_\_\_\_\_ Bond Amount: \_\_\_\_\_

Bond Certificate Attached

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Certificate of Insurance Attached

**SUBCONTRACTORS (Attach Additional Pages if Needed)**

*Each subcontractor must provide bond information if applicable.*

Earthwork

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Excavation

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Utility Installation

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Asphalt / Concrete

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Traffic Control

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Other

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

All required subcontractor bonds and insurance certificates attached (if applicable)

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**REQUIRED DOCUMENTS**

- Sketch of work area (simple diagram acceptable)
  - Traffic control plan (if in roadway)
  - Utility locate confirmation (Idaho 811 compliance)
  - Photos (before work, if available)
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**INSPECTION REQUIREMENTS**

- All work within the public right-of-way is subject to City inspection at each phase of excavation, repair, backfill, and restoration.
  - Inspections must be scheduled not less than seventy-two (72) hours in advance.
  - No work may proceed beyond inspection points without City approval unless otherwise authorized.
  - Work covered prior to inspection approval may be required to be uncovered at the applicant's expense.
  - Emergency repairs must still be reported to the City and inspected as soon as practical.
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**TRAFFIC CONTROL & SAFETY**

Applicant/Contractor shall provide proper signage, cones, and safety measures as required by MUTCD and City standards when working in or near roadways.

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**RESTORATION REQUIREMENTS**

All work shall comply with ISPWC standards and City requirements.

All disturbed areas within the public right-of-way shall be restored to equal or better condition than existed prior to work.

Includes, but is not limited to, roadways, sidewalks, curb and gutter, drive approaches, and utility areas.

All restoration is subject to a one (1) year warranty following City acceptance.

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**Construction Standards Acknowledgment**

Applicant has received and reviewed the **City of Roberts Roadway Excavation & Repair Requirements** and with City of Roberts Ordinance No. 2026-572, Ordinance No. 2026-572A, ISPWC standards, and all City requirements.

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**APPLICANT CERTIFICATION**

I certify that all information provided is accurate and that I will comply with all applicable City ordinances, ISPWC standards, and permit conditions. I further certify that all required notices will be provided, all inspections will be scheduled and completed, and all disturbed areas will be properly restored.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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**City Use Only**

**Permit #:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

**Conditions / Comments:**

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