



GENERAL RIGHT-OF-WAY PERMIT APPLICATION

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

APPLICANT INFORMATION

Applicant Name: _____
Company (if applicable): _____
Phone: _____ Email: _____
Property Owner (if different): _____
Property Owners Mailing Address: _____

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

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)

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)
-

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.
 - ☐ **State Permits:** Electrical, plumbing, and HVAC permits, when applicable, are required through the State of Idaho and are separate from this City Right-of-Way Permit.
-

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.

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.
-

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.
-

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: _____