



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
PHONE (515) 462-1422

## Right of Way Permit

### Repairs within /to Right of Way

Sewer

Water

Storm

Sidewalk

Approach

Other: \_\_\_\_\_

### Use of Right of Way

Dumpster

Loose Aggregate/Dirt

Equipment

Scaffolding

Other

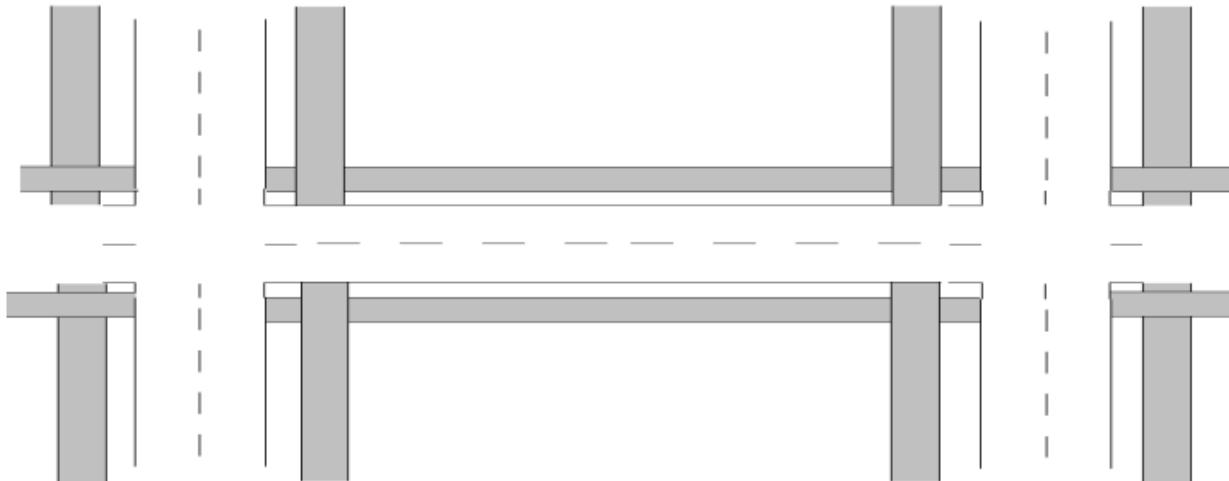
**Purpose:** When an individual or property owner needs to make repairs to, store material, or occupy the Right of Way adjacent to their property, a permit is required.

**Fee:** \$50+ for repairs within the right of way, Free for use of right of way

**Applicable Municipal Code Sections available at Winterset.gov :** 3.604, 3.606, 3.607, 3.609, 5.409, 5.410, 5.411, 5.412

LOCATION	CONTRACTOR
ADDRESS: _____	COMPANY: _____
NAME: _____	ADDRESS: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL	CONTACT NAME: _____

**Draw a site plan below. Include streets, ROW and notable landmarks in the site plan.**



The following chart is for Repairs within the Right of Way \$50:

Prior to Issuance of Permit

Responsible Party      City Staff Initials



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Request a consultation with the responsible Department Head	Contractor	
Call 811 for current utilties are located	Contractor	
Sanitary Sewer/Connection Permit as applicable (\$50)	Contractor/City	
Complete a water tap request (up to 2", Cost determined by policy)	Contractor	
Site Plan with lane closures submitted (back of form)	Contractor	
Timeline of construction (below)	Contractor	
Proof of insurance	Contractor	
Issue ROW permit, Sewer/ Water Tap Permits	City	
<b>Prior to digging on site</b>	<b>Responsible Party</b>	<b>City Staff Initials</b>
Notify City Staff (515-462-1422)	Contractor	
Lane closure barricades/fencing/signs/lights are onsite	Contractor	
<b>Prior to backfilling</b>	<b>Responsible Party</b>	<b>City Staff Initials</b>
Service Connection(s) inspected	City	
1" clean fill backfill rock inspected	City	
<b>Prior to finalization of work</b>	<b>Responsible Party</b>	<b>City Staff Initials</b>
Road Surface (replace to like thickness) C-4 mix	Contractor	
Road surface is returned to driving condition within 48 hrs.	Contractor	
Sidewalks, Curbs, Gutter, or other applicable surfaces repaired	Contractor	
<b>Timeline of Construction</b>	<b>Anticipated Date</b>	<b>Completed Date</b>
Date of permit issued		
Date of anticipated excavation		
Date of anticipated utility service inspection		
Date of anticipated completion		
Date of ROW repairs complete (Concrete)		

**The following chart is for Use of the Right of Way :**

Date of permit issued	
Date of anticipated delivery or begin work	
Date of anticipated completion or removal of items	
Copy of Insurance (COI) provided	YES/NO
Traffic/Pedestrian Control	YES/NO

Approved on \_\_\_\_\_ by \_\_\_\_\_,

(Date)

(Title)

(Signature)

**THIS PERMIT SHALL SERVE AS WRITTE PERMISSION AND RETAINED AT THE APPROVED LOCATON FOR THE DURATION OF THE APPROVED PERIOD**

This Permit will be shared with the Street Department, Police Department, and Other Departments as necessary; a copy will be retained on file for the duration of the approved period.

ROW Occupancy outside of the approved location AND period shall be considered a nuisance.

**Winterset Municipal Code Applicable Sections**



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**3.604 DEBRIS.** It shall be unlawful for any person to throw, discard, deposit or allow to remain on any street right-of-way, alley or sidewalk of the City any snow, ice, manure, rubbish, yard waste, mud, gravel, debris, junk or any other substance or material likely to injure any person, animal or vehicle. For purposes of this section "yard waste" shall be as defined in Municipal Code Section 3.801 and "junk" shall be as defined in Municipal Code Section 3.502.

**3.606 OBSTRUCTING STREETS AND SIDEWALKS.** Except as specifically authorized in this section, it shall be unlawful for any person to place or cause to be placed upon or above any street, sidewalk, or alley any goods or merchandise for sale or for display in such a manner as to interfere with the free and unobstructed passage of pedestrians or vehicular traffic. Merchants in the Downtown Commercial Zoning District may use the sidewalk immediately adjacent to their place of business for one (1) temporary, portable business sign, as provided in Municipal Code Section 3.414; and may use the sidewalk immediately adjacent to their place of business for the temporary displays of goods, wares or merchandise, well-kept flower arrangements and well-constructed benches in good repair and condition, provided that a minimum five (5) foot width of unobstructed sidewalk be maintained and provided that no such placement of any item unduly restricts the flow of pedestrian or vehicular traffic.

**3.607 TEMPORARY EXEMPTION.** Upon written request, the City Administrator may grant temporary exemptions from the provisions of Section 3.604 for a specific number of days for construction and maintenance projects.

**3.609 LIABILITY.** Property owners shall be liable for damages caused by the failure of the owner to use reasonable care in complying with the provisions of the Chapter; and each said property owner shall hold the City of Winterset harmless with respect to any such liability to third parties suffering injuries of property damage as a result of their failure to use such reasonable care.

**5.409 CONNECTIONS TO SEWERS.** All connections of private drains or sewers with the public sewers of the City, or the construction or modification of appurtenances to sewers or sewer connections shall be made in accordance with this Chapter.

**5.410 PERMIT REQUIRED.** No person shall open, uncover, or in any manner make any connection with, or lay drain or sewer, or attach or modify any appurtenance to sewer connections, within the public streets, alleys, sidewalks or public grounds of the City unless a permit has been obtained therefore, or operating under a special contract therefore with the City for such work.

**5.411 ISSUANCE OF PERMIT.** Any person desiring to use any sewer, do any house drainage, or tap or permit any sewer to be tapped, shall first file with the Office of the City Administrator an application for a permit stating the owner, the name of the plumber making the installation, a description of the premises, for which said sewer connection is required and the purposes for which the connection is required. Upon the payment of a permit fee of \$50.00, the City Administrator shall issue to the plumber a permit to connect with the sewer or to do such house drainage in compliance with the rules and regulations of the City. All work shall be done under the supervision and inspection of the City.

**5.412 DAMAGES.** The plumber or drain layer who makes any connection with the public sewers shall be held responsible for any damages caused to the sewers, or the public streets, alleys, sidewalks, or other public grounds of the City. The plumber shall restore the streets, alleys, sidewalks, or public grounds to the satisfaction of the City.