



Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us



Right of Way Permit Application Requirements and Checklist

1. No work in the City's Right of Way may begin until a permit is issued. Violators shall be fined not less than \$200 or more than \$500. Violations start the day after the permit expires and accrue daily. (MC Sec. 36-121)
2. A Raytown business license is required to perform work in the City's Right of Way. Click [here](#) for the business license information and application.
3. All work performed under a Right-of-Way permit must be completed within **60 calendar days** from the date the permit is issued. Permits are **NON-REFUNDABLE**. Extensions must be approved and paid for.
4. All street closures will require a 10-day public notification using an electronic message board at the permittee's expense and will require traffic control and detour plans to be submitted for review prior to approval.
5. Any unpaved areas excavated below existing grade shall be fenced with orange 4-foot construction fencing at the end of each day's work and maintained until final backfill is installed.
6. Erosion control, if deemed necessary by the City Inspector, must be in place and properly maintained at all times.
7. In accordance with the City of Raytown's adopted standards, traffic control signage must comply with MUTCD standards and is required on all Right of Way construction that would affect traffic and must be maintained at all times.
8. Sidewalk closed signs are required for any work which would affect sidewalk passage.
9. Once unpaved areas are backfilled, the disturbed area shall be seeded in accordance with City construction specifications.
 - a. Street must be kept clean of dirt, mud and loose gravel **at all times**.
10. Wherever pavement is removed, the area removed must be backfilled at the end of each day.
 - a. If work is not finished at the end of the day the area removed shall be treated as follows:
 - i. The area removed shall be covered with a street plate (*street plates not allowed from November through February*). The street plate shall meet City construction specifications including material and installation (pinned and wedged) OR,
 - ii. The area removed shall be backfilled with well graded gravel (See City construction specifications) to within 2" of the surface. The top 2" shall be temporarily backfill with cold patch.
 - b. If work is finished, the area removed shall be repaired in accordance with the attached detail. (Street Patch Detail #70-1) (Residential Drive Detail #21-10 or #21-11, or Commercial Drive Detail # 21-9)
 - c. Green space must be properly graded and seeded with a coverage of straw, before leaving the job site.
11. If multiple excavation points, upon completion of the refilling of the excavation, the Public Works Director or his/her designee may require the permittee to resurface that portion of the street damaged by the permittee's excavation or obstruction. In addition, if the excavation points are closer than 10 feet the excavation areas will be made into one area.
12. You must call 816-737-6071 or 816-737-6012 at least 48 hours in advance for an inspection.

Please provide the following items with the Right of Way Application

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| | A completed application |
| | Construction drawing |
| | City of Raytown Business License |
| | Certificate of Insurance showing a minimum of \$2,000,000 coverage listing the City of Raytown as additionally insured |
| | Traffic Control Plan showing traffic control measures may be required for your permit |
| | <p>Permit fees are to accompany the application:</p> <ul style="list-style-type: none"> • \$125 application fee for every 200 contiguous feet. • \$70 Temporary Traffic Control Fee • \$50 Street Cut Fee for each cut, or for each 200 linear feet of trench. <i>(A Street Cut Fee is for cutting a street, driveway, curb, and/or sidewalk)</i> • Extension fee will be a prorated fee based on the percentage of remaining project. |
| | <p>Submission may be made in person to: Public Works Department located at City Hall -OR- Mailed to the City of Raytown, Attn: ROW Inspector 10000 E 59th Street, Raytown, MO 64133</p> |

TYPICAL INSPECTION INFORMATION

The following are the minimally required inspections. If more inspections are required during the construction, arrangements must be made with the inspector. Please call 816-737-6071 or 816-737-6012 at least 24 hours prior to the needed inspection. Inspection hours are typically Monday-Friday, 8:00AM - 4:00PM. Alternative days and times can be made by request and fee payment. At the time the permit is issued you will be informed of the necessary inspections.

Pre-Construction Inspection (optional): If requested, during this inspection, the contractor will explain the planned course of construction. The inspector will describe the inspections required and what is expected at each inspection. This is usually done before any work has commenced.

Forms/Pre-connection Inspections: This inspection is typically performed after all concrete forms are in place and ready to receive the concrete. For sewer installations, this inspection is performed when the sewer main is exposed and the connection saddle is on site, but prior to the connection. After the connection is made and demonstrated to be free of leaks, the inspector will authorize the backfilling of the area.

Final Inspection: This inspection is performed after the area has been restored to its final, acceptable condition. This includes all of the applicable backfilling of trenches, paving of the streets, removal of forms, and compacting of any loose soils. Submittals may be required prior to the final inspection. If required, this will be determined during your project review. All required submittals must be reviewed and approved prior to final inspection request. If you have any questions regarding this process or requirements, contact Public Works at 816-737-6071 or 816-737-6012.

Right-of-Way Permit Application



Raytown Public Works Department
10000 E. 59th Street
Raytown, Missouri 64133
Phone (816) 737-6012



60 DAY PERMIT

SECTION 1

(please print)

(Permit application process may take up to 2 business days.)

Applicant (Permittee)

Applicant _____

Telephone # _____

Contact Name _____

Cell # _____

Address _____

Email _____

City, State, Zip _____

Business Lic. # _____

SECTION 2

Owner of Facilities (Utility Company)

Owner _____

Telephone # _____

Contact Name _____

Cell # _____

Address _____

Email _____

City, State, Zip _____

SECTION 3

Sub-Contractors Information (If Applicable)

Applicant _____

Telephone # _____

Contact Name _____

Cell # _____

Address _____

Email _____

City, State, Zip _____

Business Lic. # _____

SECTION 4

Traffic Control Required Not Required

TC Contractor _____

Street Name: _____ From: _____ To: _____

Street Name: _____ From: _____ To: _____

_____ Sidewalk _____ Lane(s) _____ Street _____ Other

Reason for Temporary Traffic Control: _____

Start Date: _____ End Date: _____

Hours Closed: _____ Special Terms/Conditions: _____

* Please submit Traffic Control Plans.

SECTION 5

Type of Work _____

Permit Location / Street Address _____

Nearest Intersection _____ Side of Street _____ Length _____

Limits: From _____ To _____

Purpose: Repair Replacement New Installation Other _____

Installation Method: Open Cut Bore Other _____

Affected Area: Pavement Green Space Curb Sidewalk Driveway Approach

Splice pit/spot holes Service Connection across Street

If Cutting Pavement, Length & Width of the Cut: _____

Start Date: _____ Completion Date: _____

SECTION 6

Attach Construction Drawing or Engineering Plans for the permit location, including proposed work and show existing utilities, dimension them from edge of pavement (EOP) or back of curb (BOC). City may require the submission of additional information which will be subject to processing and review.

SECTION 7

ROW Permit Base Fee: _____ \$125 for each 200' of project length

ROW Permit additional fee: \$70 for traffic control plan review

ROW Permit additional fee: \$50 for each Cut of street, driveway, curb, & sidewalk

Total Fee: _____

Print Name: _____

Signature: _____

SECTION 8

Permit Approval:

City Engineer (or authorized agent): _____

Date: _____