



City of Van Meter
310 Mill Street, PO BOX 160
Van Meter, IA 50261
Phone: 515-996-2644 opt 4 Email: permits@vanmeteria.gov

Right of Way Permit

In order to promote public safety and convenience, and to assure that excavation and construction by private owners, public utilities and contractors within City owned right-of-way or public ground is done in a uniform and workmanlike manner, the following provisions shall apply:

Permits Are Required for all excavation and construction within City owned right-of-way or public grounds. This permit is issued by the Public Works Department upon application by the property owner, licensed contractor or public utility performing the work.

Excavation and Construction includes installation, repair and replacement of driveways and sidewalks, the installation, repair and replacement of all public and private utilities, grading, and other activities completed within City owned right-of-way.

Minor Repairs means work personally performed by property owners to existing sidewalks or driveways located on City owned right-of-way and public grounds abutting their property. This may include crack repair, removal and replacement of existing driveways to the same line and grade, or resurfacing. This excludes any work required to the street curb cut. A permit is required for these minor repairs when done by the property owner, there is no fee for this permit.

Street Curb Cut Work includes work done to the actual street surface or curb and gutter section. This work must be completed by a contractor licensed by the City. The contractor shall apply for the permit and pay the associated permit fee.

All work requiring excavation in the right-of-way must be completed by a licensed contractor, this includes installation of new driveways, widening of existing driveways and sidewalks, any utility installation or repairs, or any curb cut work.

License Required of contractors, non-exempt utilities, persons (other than the property owner completing minor repairs) performing excavation or construction in City owned right-of-way.

Fees -- all applicants, other than property owners personally performing minor repairs to sidewalks or driveways as defined above, shall pay a permit fee in the amount of \$50 for a 6 month permit as established by the City Council. Notice must be provided to permits@vanmeteria.gov 1 week prior to any work commencing.

Backfilling and Restoration -- any person excavating in the streets or City owned right of way or public grounds shall be responsible for the backfilling of the excavation and the restoration of the pavement or surfacing according to City Standard Specifications.

Permits are issued within one working day upon review of the completed application unless there is a discrepancy or the application violates City Code.

Any questions pertaining to Construction in the Public Right-of-Way should be directed to Public Works, City of Van Meter, 515-996-2644 opt 4.

Right-of-Way Construction Permit Application

Upon approval, this permit is valid for 6 months from date of issuance. Notice is required 1 week prior to work commencing.

Date Submitted: _____ **Project Address:** _____

Project Owner: _____

DESCRIPTION OF WORK (Mark all that apply.)

- new repair remove replace install relocate

WATER <input type="checkbox"/> service tap <input type="checkbox"/> main <input type="checkbox"/> cut-off <input type="checkbox"/> hydrant	GAS <input type="checkbox"/> service <input type="checkbox"/> main <input type="checkbox"/> cut-off
SEWER <input type="checkbox"/> service <input type="checkbox"/> main <input type="checkbox"/> cut-off	<input type="checkbox"/> pole <input type="checkbox"/> anchor <input type="checkbox"/> ug cable <input type="checkbox"/> sump pump drain
<input type="checkbox"/> driveway approach <input type="checkbox"/> curb & gutter	<input type="checkbox"/> grind curb <input type="checkbox"/> sidewalk <input type="checkbox"/> Other _____

Contractor: _____ **Address:** _____
Phone: _____
Contact: _____ **Email:** _____

STREET SURFACING TYPE

- Concrete Asphalt Gravel Concrete w/ asphalt overlay N/A

SKETCH



The permit holder must erect and maintain all barricades, warning devices and signs as required by the Iowa Manual on Uniform Traffic Control Devices.

The signor hereby applies for a permit to perform the work described above on City streets, alleys, public utility easement or other public grounds. The undersigned further certifies that all affected utility companies have been or will be notified of the proposed construction and their facilities will be located utilizing IOWA ONE-CALL (1-800-292-8989) prior to commencement of the work. All work will be performed in accordance with applicable City Ordinances of the City of Van Meter.

The permit fee is \$50 for a 6 month permit. The permit will be valid for 6 months. However, the applicant/contractor must provided no less than 1 week of notice to Public Works prior to commencement of work each time work is performed. Please email permits@vanmeteria.gov to provide notice.

Requests for inspections shall be made 24 hours in advance: (515) 996-2644 opt 4

Applicant's Signature: _____ **Date:** _____

Special Terms and Conditions: _____

Public Works Director
Signature: _____ **Date Approved:** _____