

CITY OF JUSTIN

Right-of-Way (ROW) Application

Complete all sections. Incomplete applications may delay review.

Application Number (staff use)

Date Submitted

Fee Amount / Receipt No.

1. Applicant, Contractor & Contact Information

Applicant Name

Applicant Company/Organization

Mailing Address

Phone Number

Email Address

Role (Owner / Contractor / Utility / Developer / Other)

Contractor Information (if different from applicant)

Contractor Name / Company

Contractor License Number

Contractor Phone

Contractor Email

Insurance Certificate Attached? (Y/N)

Property / Project Contact (if different from applicant)

Contact Name

Contact Phone / Email

2. Description & Location of Proposed Work

Project / Work Address or Location

Cross Streets / Nearest Intersection

Parcel / Permit Number (if known)

Description of Proposed Work

Limits of Work (be specific — linear feet, area, or boundaries)

Proposed improvements or activity (check all that apply):

- ☐ Utility installation / repair (specify type: _____)
- ☐ Roadway work
- ☐ Sidewalk work
- ☐ Driveway installation / modification
- ☐ Other (describe): _____

3. Schedule & Fees

Proposed Start Date

Proposed Completion Date

- ☐ Applicable fees are enclosed / submitted with this application
- ☐ Fee exemption requested (attach justification)

4. Required Supporting Documentation

Attach the following as applicable to the scope and location of the proposed work. Applications missing required items may be returned or delayed.

- ☐ Site plan, construction plan, or exhibit showing the proposed work location
- ☐ Traffic control plan (required if work will impact traffic, sidewalks, or public access)
- ☐ Contractor and insurance information / certificate of insurance
- ☐ Required permits or outside agency approvals (list below)

Outside Permits / Agency Approvals (agency and permit/reference no.)

5. Applicant Certification

I certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that work must not begin until ROW approval is issued, that approved traffic control must be in place and maintained throughout construction, and that the applicant/contractor — not the City — is responsible for contacting the City directly for City utility locates, as the City does not participate in the 811 One Call system.

Applicant Signature

Date

Printed Name

Title

6. For City Use Only

Reviewed By

Date Reviewed

Approved / Denied (circle one)

Approval Date

- ☐ Application and supporting documents reviewed for completeness
- ☐ Plans reviewed for conflicts with existing infrastructure and public improvements
- ☐ Traffic control requirements reviewed (if applicable)
- ☐ ROW approval issued prior to start of work

This form is a general application template based on the City's ROW Application Checklist. It does not replace applicable ordinances, construction standards, or permit requirements. Additional information may be required depending on project scope and location.



Purpose:

This checklist provides an overview of the typical information and documentation needed to submit, review, approve, and close out a Right-of-Way (ROW) application. It may be used by applicants, contractors, developers, utility providers, and City staff as a general reference.

NO WORK can start until approval from the Public Works Department has been issued.

Note: Additional information, plans, permits, or approvals may be required depending on the scope and location of the proposed work.

Application Submittal:

All submittals MUST be submitted online through the iWorQ portal.

[Click here to access the iWorQ Portal](#)

- Completed ROW application submitted
- Applicant, contractor, and property/project contact information provided.
 - All contractors MUST register with the city prior to permit issuance.
- Description and location of proposed work provided.
- Proposed start and completion dates identified.
- Applicable fees are submitted, if required.

Required Supporting Information

- Site plan, construction plan, or exhibit showing the proposed work location.
- Limits of work clearly identified.
- Proposed utility, roadway, sidewalk, driveway, or other improvements identified, as applicable.
- Traffic control plan provided when work will impact traffic, sidewalks, or public access.
- Applicable contractor and insurance information provided.
- Required permits or outside agency approvals are identified and submitted when applicable.

Review and Approval:

Please note reviewers have ten (10) business days to review plans/provide comments

- Application and supporting documents are reviewed for completeness.
 - Once the application is reviewed for completeness, all plans will be sent to the reviewers.
- Plans for proposed work reviewed for potential conflicts with existing infrastructure and public improvements.
 - Reviewers have ten (10) business days to review plans.

- Required revisions or additional information addressed.
 - If the reviewer requires additional information, please note all revised plans must be uploaded into the iWorQ portal for proper processing.
 - Reviewers have 10 business days to review plans.
- Traffic control requirements reviewed, if applicable.
 - If the reviewer requires additional information, please note all revised plans must be uploaded into the iWorQ portal for proper processing.
 - Reviewers have 10 business days to review plans.

Prior to Construction

- Applicant/contractor **MUST** have received "ROW approval Letter".
- Utility locates have been requested through the appropriate notification system and/or directly from utility owners, as applicable.
- **The City does not participate in the 811 One Call system; the applicant/contractor is responsible for contacting the Public Works Department directly for City utility locates when required.**
- Required pre-construction coordination or inspections completed.
 - Must call or text the number listed on the "ROW Approval Letter."
 - Will go over how inspections are to be scheduled.
 - Will go over all expectations and requirements.
- Approved traffic control measures are in place before work begins.
 - Public Works will check prior to start construction.
 - This will be communicated through a group message between the Public Works Department and the contractor.

During Construction

- Work remains within the approved limits of the ROW application.
- Approved traffic control is maintained throughout construction.
- Public access and safety are maintained, as applicable.
- Existing utilities and public infrastructure are protected.
- Any changes to the approved scope or limits of work are submitted for review before proceeding, when required.

Completion and Closeout

- Work completed in accordance with the approved application and applicable requirements.
- ROW Final Inspection
 - Must be scheduled through the iWorQ portal.
 - All ROW and affected public improvements **MUST** be restored to acceptable conditions.
 - All traffic control devices and construction materials must be removed.
 - Final documentation or closeout information must be uploaded into the iWorQ portal prior to scheduling the ROW Final Inspection.
 - This is site specific and will not apply to all ROW Projects.
 - Construction Inspectors will determine what documents will be required and coordinate with the contractor/owner.
 - As-Builts, CAD Files, or Maintenance Bonds may be required depending on the project.