

MUNICIPALITY OF ANCHORAGE

APPLICATION FOR RIGHT OF WAY PERMIT

Municipality of Anchorage
 Development Services Department
 Right of Way Section
 4700 Elmore Road - Anchorage, AK 99507
 Phone 907-343-8240
 MOAROWrequests@muni.org

PRIMARY SITE

Street # _____ Street Name _____ Parcel # _____
 Nearest Cross Street _____ Plat _____ Grid _____
 Subdivision Name _____ Block _____ Lot _____ Tract _____

APPLICANT AND CONTACT

Permittee _____ Contractor Utility Owner
 Mailing Address _____ City _____ State _____ Zip _____

PROJECT DETAILS

Type of Permit General Rental Driveway Utility Street Maint. MOA* Encroachment
 *MOA Project Name _____ Project # _____
 Work Order # _____ Utility Acct # _____
 Activity Date: From _____ To _____
 Description: _____

ROAD CLOSURE DETAILS *Use Supplement Worksheet for additional closures*

Road Name _____ Full Partial None Sidewalk Only
 Adjacent to _____ TCP Attached? Yes No On its Way
 Closure Dates: From _____ To _____ Hours of Closure From _____ To _____

A full road closure or a partial road closure on a classified arterial or collector street requires an approved Traffic Control Plan (TCP) signed by MOA Traffic Department. Consult the OS&HP to determine road classification.

RIGHT OF WAY DETAILS *Check all that apply. Use Supplemental Worksheet for additional rights of way.*

Location Type	Surface Material	Road Prism	Pavement Age	Construction Method	Curb & Gutter
<input type="checkbox"/> MOA Right of Way	<input type="checkbox"/> Gravel / Dirt	(see reverse)	<input type="checkbox"/> 1orLessYr	<input type="checkbox"/> Trench Open	<input type="checkbox"/> None
<input type="checkbox"/> Utility Easement(s)	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Inside	<input type="checkbox"/> 1to2Years	<input type="checkbox"/> Boring/Trenchless	<input type="checkbox"/> Type 1
<input type="checkbox"/> Drainage Easement	<input type="checkbox"/> RAP/Chip	<input type="checkbox"/> Outside	<input type="checkbox"/> 2to3Years	<input type="checkbox"/> Existing Conduit	<input type="checkbox"/> Type 2
<input type="checkbox"/> Public Use Easement	<input type="checkbox"/> Concrete	<input type="checkbox"/> N/A	<input type="checkbox"/> 3YearsPlus	<input type="checkbox"/> Aerial	<input type="checkbox"/> Type 3
<input type="checkbox"/> BLM Easement	<input type="checkbox"/> Grassy Area		<input type="checkbox"/> No Cut Required	<input type="checkbox"/> Closure Only	<input type="checkbox"/> Type 4
<input type="checkbox"/> Pedestrian/Bike Trail	<input type="checkbox"/> Undeveloped			<input type="checkbox"/> Maintenance Only	<input type="checkbox"/> _____
<input type="checkbox"/> Sidewalk				<input type="checkbox"/> N/A	
<input type="checkbox"/> Alley					

_____ Lineal Feet Parallel to Right of Way Centerline

I certify I am the owner/authorized representative for the project described in this Right of Way Permit application and that all work will comply with federal, state and municipal codes, regulations, relevant design criteria and conditions of the permit.

Signature _____ Date _____ Phone _____ Email _____
 Printed _____

Notification of Commencement of Work

At least two working days before the work is commenced or resumed, the permittee shall call in to activate permit (p.343-8206) and provide a valid one-call ticket (utility locate) number. The Right of Way permit is not valid without the required two working day notification and the valid one-call ticket number. Failure to comply with these requirements shall result in immediate forfeiture of the pre-paid right-of-way permit inspection fees.

Roadway Prism

Roadway prism means the top surface to one foot outside of the limits of the traveled way, shoulder, curbs and gutter, attached sidewalk, and the supporting subsurface structure, the limits of which are defined by a surface sloping down and away from one foot outside both sides of the surface at a ratio of one-foot vertical to one and one-half-foot horizontal. Utility companies performing work strictly outside the prism and which does not require an approved municipal Traffic Control Plan may perform such work under their annual Blanket Permit.

Applications for Driveway Access

Refer to MOA Driveway Standards for driveway regulations; for a copy, visit <http://www.muni.org/departments/works/traffic/pages/default.aspx>
ROW Permit Application requires a site plan approved and stamped by the MOA Traffic Section.

Right of Way Fees

- Trench/Open Excavation Inside Road Prism \$355
- Trench/Open Excavation Outside Road Prism \$235
- Trench/Open Excavation in public easements \$135
- Partial Road Closure (or a sidewalk closure) \$295
- Full Road Closure \$415
- Pavement Break/Cut is a minimum of \$135 and varies depending on the age of pavement.
- Inspection rates are \$135/hr weekdays 7:30 a.m. to 4:30 p.m. Saturday inspection rates are \$205/hr with a 2 hr minimum. Sunday or holiday inspection rates are \$295/hr with a 2 hr minimum.
- Residential Driveway Permits with no curb cuts are \$270. Additional fees apply for curb cuts.

Please refer to Title 24 for fees information.

Rental Fee Calculation

Provide a drawing showing the location and square footage in the right of way is required and must accompany your application. A current Certificate of Liability with \$300,000 minimum General Liability must accompany permit application, and must have the MOA ROW as a Certificate Holder. Rental Fees are calculated at .75/sf/month Developed or .50/sf/month Undeveloped. The minimum basic rental fee is \$135.

_____ 'L x _____ 'W = _____ sf x _____ /ft = \$ _____ /mo. ÷ 30 days = \$ _____ /day x _____ days = \$ _____

Encroachment Permits and Letters of Non Objection

An application for an Encroachment Permit or Letter of Non Objection to an encroachment in a Utility Easement, Drainage Easement, ROW Road Reserve, or Public Use Easement must be accompanied by a current as built or plot plan showing the following information: Accurate description of structure, materials, dimensions, distance structure encroaches upon and along the easement, distance from grade to top of structure, etc. Photos are strongly recommended. Please note letters of non-objection from utilities will be required from the property owner during the review process (see supplemental checklist for instructions and contact information). A \$120 non-refundable fee is collected at time of application and does not guarantee approval of encroachment.

Supplemental Worksheets

When work is on more than one right of way, your application requires the Supplement Worksheet(s) for each additional right of way. If you are applying for an Encroachment Permit or Letter of Non-Objection, information and further instructions are on the Supplemental Worksheet for Encroachments.

Right of Way Office Hours

Office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. Please submit applications no later than 4:00 p.m.

FOR USE BY THE RIGHT OF WAY PERMIT OFFICE

Permit Fee	_____	Date Received	_____	By	_____
Pavement Break Fee	_____	Date Processed	_____	By	_____
Closure Fee	_____	Date Notified	_____	By	_____
Pre-Paid Inspection Fee	_____				
Encroachment Fee	_____	Assigned ROW Permit #	_____		
Total	_____				