

# MUNICIPALITY OF ANCHORAGE

## RIGHT OF WAY APPLICATION FORM GUIDELINES

Municipality of Anchorage  
Community Development Department  
Right of Way Section  
4700 Elmore Road - Anchorage, AK 99507  
Phone 907-343-8240 Fax 343-8250  
MOAROWrequests@muni.org

### GUIDELINES FOR COMPLETING THE APPLICATION FOR RIGHT OF WAY PERMIT REV. March 2012

#### PRIMARY SITE

Provide the street number and street name associated to this project. If you do not know, or if an assigned address is not available, you must show the legal description. Projects with multiple work locations must have a primary site address.

#### APPLICANT AND CONTACT

Permittee is the organization or name to whom Right of Way issues the permit. Select if permittee is a contractor, utility, or property owner. The current mailing address is required (even if you think there is one on file).

#### PROJECT DETAILS

The Right of Way Application is for multiple purposes requiring use of the Municipal Right of Way; checkmark the appropriate use.

Capital improvement projects for Municipal agencies requiring a ROW Permit must show the proper MOA project name and number. An example of this is *Campbell Creek Industrial Park Storm Drain Rehabilitation, PM&E #12-003*. Another example is *Melvin Water Upgrade, AWWU Project #0000004892*. If you do not know the project name and number, please contact the department's project manager and obtain the information prior to submitting your application. You also require the Notice to Proceed and any required traffic control plans.

Description of your work must clearly relay the work taking place in the right of way and its location. The Permit Technician will transfer this text to the permit. Utility companies do not need to state what size cables they are using, but where and how the utilities are using the right of way. For example: *Pull fiber cable through existing conduit across Piper Street, appx 25' north of the Tudor Road curb. Trench and place cable going north appx 10' on the west side of Piper St, 3' from property line. End at south side of E 43<sup>rd</sup> Ave. just before the ditch line.*

It is your responsibility to describe work accurately, as this is a legal and permanent documentation showing the Utility acquired permission to place and maintain facilities within the Municipal right of way. Deviations found from the permitted location will result in the Utility relocating their facilities at their expense. Please review your issued permits to ensure the work description is accurate.

#### ROAD CLOSURE DETAILS

Enter the name of street designated for closure or having lane diversions; the street may be different from the primary site address. You must enter closure start and end dates, and hours of operation.

## **RIGHT OF WAY DETAILS**

Check all boxes that apply for the right of way. If you are working solely in a Utility Easement, then you check that box. You must indicate surface material of excavation site, in/out road prism or NA, pavement age, and construction method, and type of curb if any. Provide the lineal feet parallel to the centerline. These are mandatory fields, no exceptions. If you do not know this information, research and complete prior to submitting your application.

## **SUPPLEMENTAL WORKSHEET FOR ADDITIONAL STREETS**

Itemize and provide the full scope of work for every Municipal rights of way in which your project covers. If your work starts on Main Street and then rounds the corner to Easy Street, you must complete and submit a Supplemental Worksheet for Additional Streets. No exceptions. Attach as many worksheets as necessary. For multiple work sites in a single project, it is helpful to number each work site and indicate the number on the appropriate worksheet. If work site is on a corner or a through lot, you may have closures of different types on more than one street or alley; this situation will also require a Supplemental Worksheet.

## **SIGNATURE**

Your signature gives the MOA Right of Way Section authority to review and process your request. Should the Permittee later cancel the work, Right of Way may retain an application or review fee for administrative cost.

Please provide your phone number so we may contact you when your permit is ready for signature. Make sure the phone number is legible. The email address is optional. Right of Way staff will issue permits only to authorized employees of utility companies, or to contractors and their authorized signers holding a current ROW bond.

## **PAGE TWO**

Reminders and helpful information for completing the application are on the reverse side of the form. Please print form front and back on a single sheet. The back side has an area for Right of Way Permit Office to calculate fees and make notes.

## **SUBMITTING YOUR APPLICATION**

So Right of Way may process your application accurately, you must complete all fields on the form. Three sets of drawings are still necessary; please staple documents together (or use a binder clip) before submitting. No Paperclips.

## **EMAILING YOUR APPLICATION**

If you choose, you may now submit your application to Right of Way electronically by emailing the complete application (both sides), Supplemental Worksheet if necessary, one copy of plans (no larger than 11x17), and other relevant documents. You will find the email address printed in the application's header, top right. Staff discourages sending applications or requests to an individual's email addresses due to the volume of daily emails or the possibility that the employee is out of office. This new email address is solely for receiving Right of Way Applications and requests, and is not for general communications or questions.

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