



Right-of-Way Approach/Sidewalk/ Curb Permit Application

Address and/or Project Area: _____

****This application MUST be submitted with Construction Plans****

Applicant Information

Name of Company: _____ Office Phone #: _____

Applicant Name: _____ Email: _____

Business Address: _____

Submitted by: _____ Phone # (if differs from above): _____

Field Contact Name: _____ Field Contact Phone #: _____

Utility Entity: _____ Utility Contact Name & Phone #: _____

Date of Application Submission: _____ Subcontractor(s): ☐ YES ☐ NO

Subcontractor & Great Bend Business License #: _____

Subcontractor & Great Bend Business License #: _____

Description/Scope of Work:

All work within the right-of-way shall comply with [Great Bend Ordinance and Construction Standards](#)

Type of Work: A permit fee is applicable to each item of work listed below. Select all that apply.

- ☐ Driveway Approach ***Additional DRIVEWAY-specific questions at the bottom of this page.**
- ☐ Sidewalk Permit ***Repair/installation of sidewalk.**
- ☐ Curb and Gutter ***Repair/installation of curb and gutter.**
- ☐ Will The project require Street Closure?
- ☐ Will work require ROW Traffic Control Permit? ***Work affecting vehicle/pedestrian traffic for more than 4 hours will require the submission of a separate ROW Traffic Control Permit and Plan.**
- ☐ Other ***please specify** _____

Purpose of Permit:

☐ New Installation

☐ Repair

☐ Replacement

Installation Method(s): (select all that apply)

☐ Open Excavation

☐ Boring

- Severe disturbance and/or damage to the root structure of any tree within the right-of-way is not permitted. In the event that this occurs to the detriment of the health and safety of the tree, the responsibility and expense for removal and replacement is upon the permittee. Additionally, upon review of this permit application and associated plan(s), the Public Works Director or designee may require permittee to directionally bore around any tree within the right-of-way.

Affected Area(s):

(select all that apply)

Non-Paved: ☐ Grass ☐ Landscaped area

Paved: ☐ Driveway ☐ Sidewalk ☐ Curb ☐ Street

- ROW Permit Application(s) for any/all necessary STREET CUTS must be submitted, approved and issued **before** cutting/coring pavement may occur.

Start Date: _____ **Completion Date:** _____

Are Plans Included ☐ Yes

Locates Acknowledgement

All tasks listed within this section must be completed **PRIOR** to submission of this permit application. Completion of each task must be acknowledged with a ☒.

☐ Kansas 811 has been notified (by dialing either 811 or 1-800-344-7233, or visiting <https://kansas811.com/>)

Provide the 8-digit KANSAS 811 Ticket # _____

FEES ARE NON-REFUNDABLE

Work shall not begin prior to issuance of permit

****Applications and required documents will be reviewed by Engineering. Once reviewed and approved an email with an Online payment link will be sent to the email address provided above. If additional information is needed, we will be in contact with you. The permit must be filled out in full***

*****Per the City of Great Bend ROW ordinance Permit Fees are doubled for any work started prior to issuance of a ROW permit.***

To be completed by Public Works staff only:

- ☐ Confirmation that work was not previously included/paid for on a Building Permit
- ☐ Verification of Great Bend Business License and/or Franchise Agreement
- ☐ Verification of other permits along with the Traffic control/ Street Cut/Street closure.
- ☐ Verification of No other projects going in the same area.

of Parcels _____

Penalty Fee

TOTAL PERMIT FEE

Approved by: _____ **Date:** _____

Issued by: _____ **Date:** _____

Excavation Fee (if applicable) _____