



# CITY OF COLUMBIA, MISSOURI

PUBLIC WORKS DEPARTMENT

## Right of Way Permit Application

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Permit No:** \_\_\_\_\_

**Owner:**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor:**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Plan Engineer:** \_\_\_\_\_

**Plan Approval Date:** \_\_\_\_\_

**Work Location:**

\_\_\_\_\_  
\_\_\_\_\_

**Type of Work:**

- Sidewalk    Drive Approach    Street Cut    Closure    Grading    Paving    Storm Sewer  
 Excavation    Other

**Description of Work:**

\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY:**

Calendar Days for Permit: \_\_\_\_\_



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- (1) Any person who shall do any work for which a permit is required hereunder shall conduct such work in accordance with standard plans and specifications on file in the office of the Director of Public Works and the office of the city clerk, which shall be marked "Official Copy of Plans and Specifications for Improvements Under Division 1, Article II, Chapter 24 of the Code of Ordinances of Columbia, Missouri." (City of Columbia Code of Ordinances, Chapter 24, Section 31)
- (2) No person shall construct, reconstruct, repair, alter or grade any sidewalk, curb, curb cut, driveway or street on the public streets or rights-of-way without first obtaining a permit from the Director of Public Works. (City of Columbia Code of Ordinances, Chapter 24, Section 41)
- (3) The Director of Public Works is authorized to issue a stop work order whenever he believes a violation of this Article is occurring. A stop work order shall be in writing and shall be given to the owner of the property involved or to the owner's agent or to the person engaged in the activity suspected of violating this Article. It shall be unlawful for any person to engage in any activity in violation of a stop work order. (City of Columbia Code of Ordinances, Chapter 24, Section 90)
- (4) Failure to follow all guidelines set forth by the City of Columbia and the Manual of Uniform Traffic Control Devices (MUTCD) will be subject to Chapter 24, Section 20 of the City of Columbia Code of Ordinances, which states "Any person violating any of the provisions of this article shall be deemed guilty of a Misdemeanor." (City of Columbia Code of Ordinances, Chapter 24, Section 20)
- (5) Traffic control plans for any project in the downtown area, collector and arterial street or any other locations as determined appropriate by the Director of Public Works shall be prepared by a Professional Land Surveyor or Professional Engineer licensed in the State of Missouri.
- (6) Contractor is responsible for the installation and maintenance of all necessary erosion and sediment control on site until which time the project is completed and is determined to be stable and non erosive.
- (7) Prior to excavation the contractor must contact 1-800-DIG-RITE for utility locations.

A Right of Way user shall indemnify and hold the City of Columbia and its officers and employees harmless against any and all claims, lawsuits, judgments, costs, liens, losses, expenses, fees (including reasonable attorney fees and cost of defense), proceedings, actions demands, causes of action, liability and suits of any kind and nature, including personal bodily injury (including death), property damage or others harm for which recovery of damages is sought, to the extent that it is found by a court of competent jurisdiction to be caused by the negligence of the Right of Way user, any agent, officer, director, or their respective officers, agents, employees, directors or representatives, while installing, repairing or maintaining Facilities in a public Right of Way.

**Attach all applicable information required per the City of Columbia checklist for short term street closures for construction projects and repairs. Please note that Downtown projects must comply with the City of Columbia's checklist for Downtown construction projects and repairs.**

**Certification: I certify that I have read and understand the provisions of this permit as it pertains to construction, restoration, and liability to the City of Columbia. I also certify that the traffic control utilized during this project meets the most current edition of the MUTCD.**

Signature:

Approved: Director of Public Works

\_\_\_\_\_

by: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

\*\* Signature indicates acceptance of permit requirements and conditions of both the City of Columbia and MUTCD