

PERMIT NO: \_\_\_\_\_



## RIGHT-OF-WAY / WORK ZONE PERMIT

### APPLICATION & CHECKLIST

APPLICATION FEE: \$75.00

Street Cut ☐  
Directional Bore ☐  
Infrastructure ☐

*Required for all improvements, work performed or street closures within the City of Bentonville Right-of-Way not associated with an approved preliminary plat, large-scale development or building permit.*

### APPLICANT INFORMATION:

Company/Firm: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION:

Site Location: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_  
On Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Include a detailed description & drawing of the work for all permits, including the identification of any structures to be installed, the size and depth of proposed excavation, any changes to existing materials, and the proposed traffic control plan. Please indicate below the items to be disturbed and include this information on the drawings/plans of work. If other box is checked, please attach a description to this sheet.

ROW Impact	<input type="checkbox"/> Alley	<input type="checkbox"/> Driveway	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Street
	<input type="checkbox"/> Other: _____				
Existing Surfaces	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Brick Pavers	<input type="checkbox"/> Concrete	<input type="checkbox"/> Curb/Gutter	<input type="checkbox"/> Grass
	<input type="checkbox"/> Other: _____				
Utilities	<input type="checkbox"/> Cable	<input type="checkbox"/> Drainage	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Phone
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Sewer	<input type="checkbox"/> Water		
Installation	<input type="checkbox"/> Open Cut	<input type="checkbox"/> Directional Bore	<input type="checkbox"/> Other: _____		
Traffic Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other: _____		

Application fee is due at the time of submission. Additional Fees will apply for Street/Sidewalk and Concrete repairs to be performed by the City. A performance guarantee is required as determined by project.

**APPLICANT / AUTHORIZED AGENT:** I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. I certify that I am the owner or authorized agent of the property that is the subject of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Right of Way Permit Checklist

*Please note that a Right-of-Way permit application will not be accepted if any of the following items are not provided, unless approved by City Engineer.*

Please use this checklist to ensure that all items have been submitted. Checklist will need to be turned in with application.

**Fee.** Payment of applicable application fee.

**Application.** Submit and accurate and complete application form with all required documents.

**Site Plan.** The submittal of a site plan for all work permits will be required including a detailed description of work, identification of any structures to be installed, size and depth of proposed excavation, changes to existing materials, dimensioning and labeling and a traffic control plan.

**Material Submittals.** Provide all information regarding the types of materials to used in construction; asphalt, base course, concrete including all proctors and design information.

## Right of Way Permit Notes

Please use this area to describe the type of work. Include detailed and site specific information.

Staff Use Only:

Received Date:		Review Date:		Approval Date:	
Inspector Name:		Final Date:		Closed Date:	