

## **Request for Permission to Install Private Utility Service in Public Right-of-Way**

In general, it is common to run sewer, water, gas, and electric services a short distance across public right-of-way to connect a property to the respective main. These service laterals are generally installed perpendicular to and across the public right-of-way and cannot be avoided. These connections are permitted and do not require a request for permission. The request for permission is required to be used for service laterals that need to be run a longer distance and may run parallel to and within the public right-of-way. This type of installation requires approval from the City Engineer, and the following information is required to be submitted in a letter or email for consideration of approval:

- 1) Property Address and legal description.
- 2) Site Plan
  - a) Must submit a drawing to scale or an accurate depiction of work proposed in the right-of-way.
  - b) Must show property lines in the vicinity of the proposed installation.
  - c) Must show existing and proposed structures, including but not limited to curb/gutter, sidewalk, and trees.
  - d) Must indicate location of any existing utilities serving the property.
  - e) Must show location of utility mains that the proposed service(s) is proposed to connect to.
  - f) Street names and right-of-way lines must be clearly labeled.
- 3) Provide summary of conversation(s) with adjacent property owner(s) regarding potential easements.
- 4) Brief Description of alternatives explored and limitations that make this consideration necessary.