

Public Works Department

***Frequently Asked Questions***

**Q: When do I need a permit from Public Works?**

A: Any time you are working outside of your property boundary you are required to have a permit from the Public Works Department

**Q: What type of permits does Public Works issue?**

A: Right-of-Way, Opening, Sanitary Sewer, and Storm Sewer

**Q: What is each permit for?**

A: Below is a brief explanation of the type of work each permit covers, which is subject to City review and appropriate approval.

* Right-of-Way permit covers any work being done outside of the private property boundary
* Opening permit covers any work being done that requires the opening or removal of City owned property (street, curb, etc.)
* Sanitary Sewer permit covers the private connection to the City’s sanitary sewer main
* Storm Sewer permit covers the private connection to the City’s storm sewer main

**Q: Are there any others permissions I may need from Public Works prior to working outside my private property boundaries?**

A: Below is a listing of agreements Public Works issues, as well as a brief explanation of each, all of which require City wide review and appropriate approval.

* License Agreement covers encroachment in the public right-of-way, easement, or other area under ownership/control of the City.
* Vacation of Right-of-Way removes City ownership and reverts property, in most cases, to the adjacent property owners.
* Vacation of Easement removes City control/use of such property and reverts all use back to property owner.
* Block Party permit gives permission for a light closure (not a complete closure) of the City street.
* Public Event permit gives permission for a large community event (complete closure) of City property.
* Occupancy of Public Right-of-Way permit gives permission to encroach in the right-of-way for a temporary period of time.

**Q: What fees are involved in permits/applications through Public Works?**

A: Below are the descriptions and associated costs for each.

* Right-of-Way Permit (Sidewalk and/or Driveway)= $25.00
* Opening Permit (Cut and/or Opening)= $25.00
* Curb Section Milling= $10.00/lf + $50.00 Callout & permits
* Sanitary Sewer/ Storm Permit (Sewer Tap)= $70.00
* License Agreement Application= $185.00
* Right-of-Way Vacation Application= $185.00
* Easement Vacation Application= $185.00
* Block Party Closure= $100.00
* Public Event Closure (per day/ per event)= $125.00
* Late Fee (if payment is not received within 30 days)= $35.00
* Unauthorized Connections/Re-connections= $400.00