

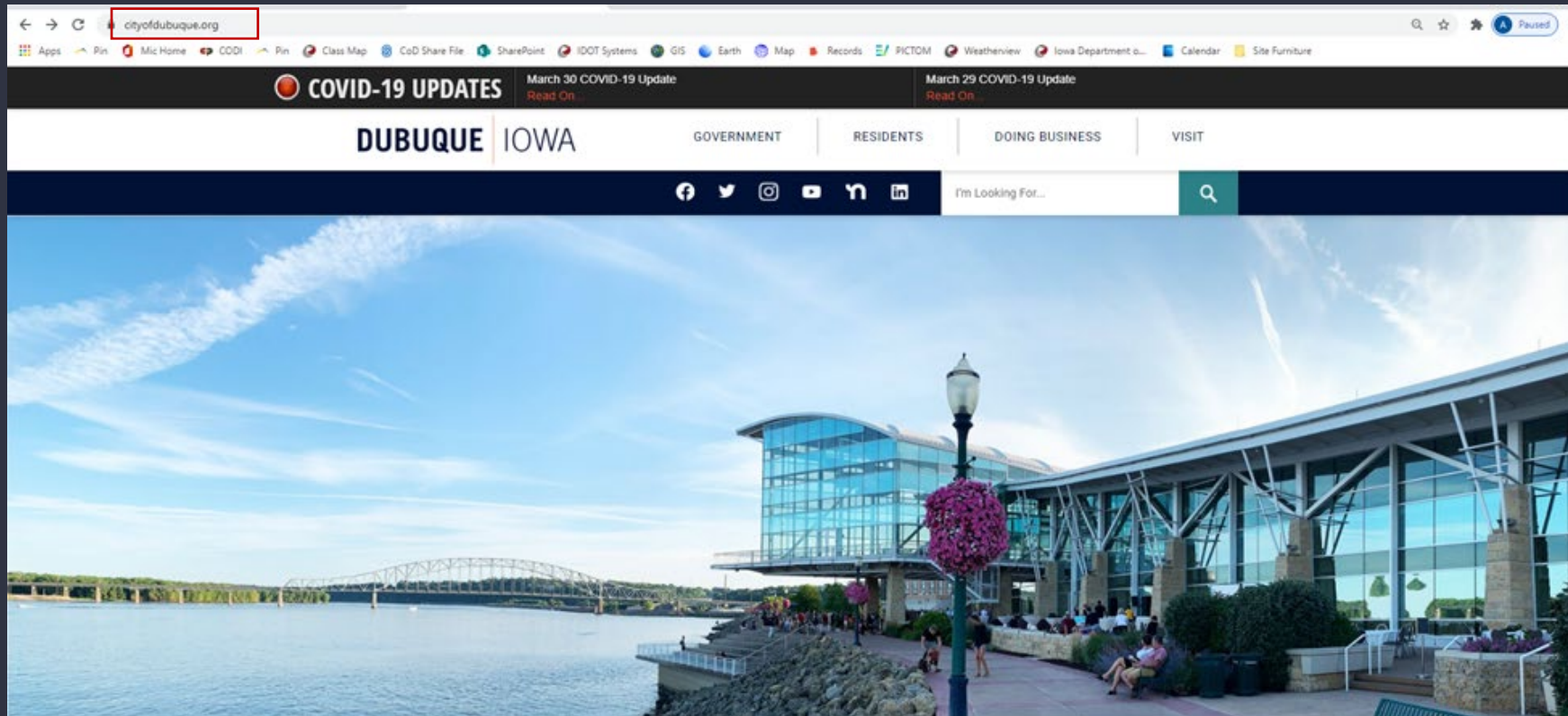
# ROWAYS

The City of Dubuque's online  
Right-of-Way Permitting Process

<https://dubuque.ia.roway.net/>

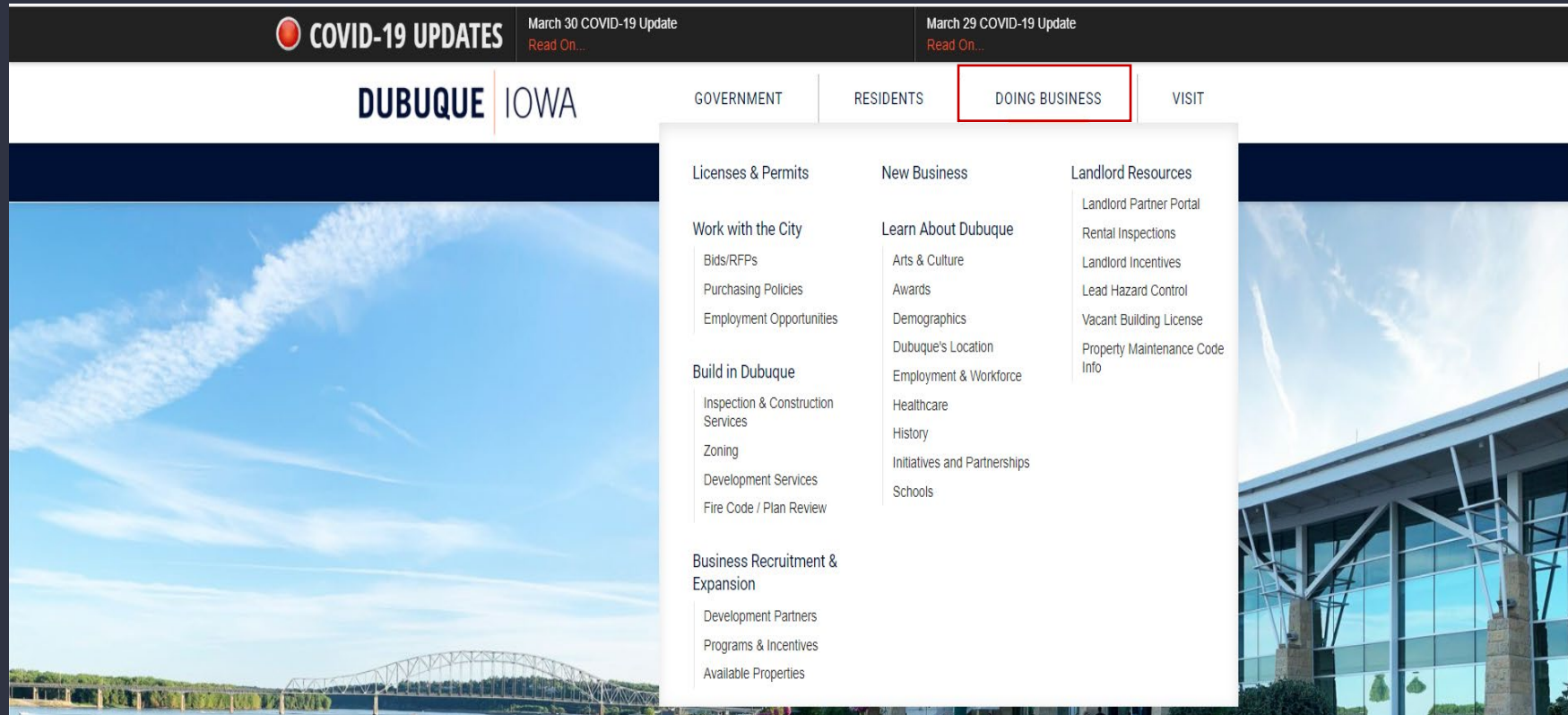


1. Go to the City of Dubuque's website: <https://www.cityofdubuque.org/>



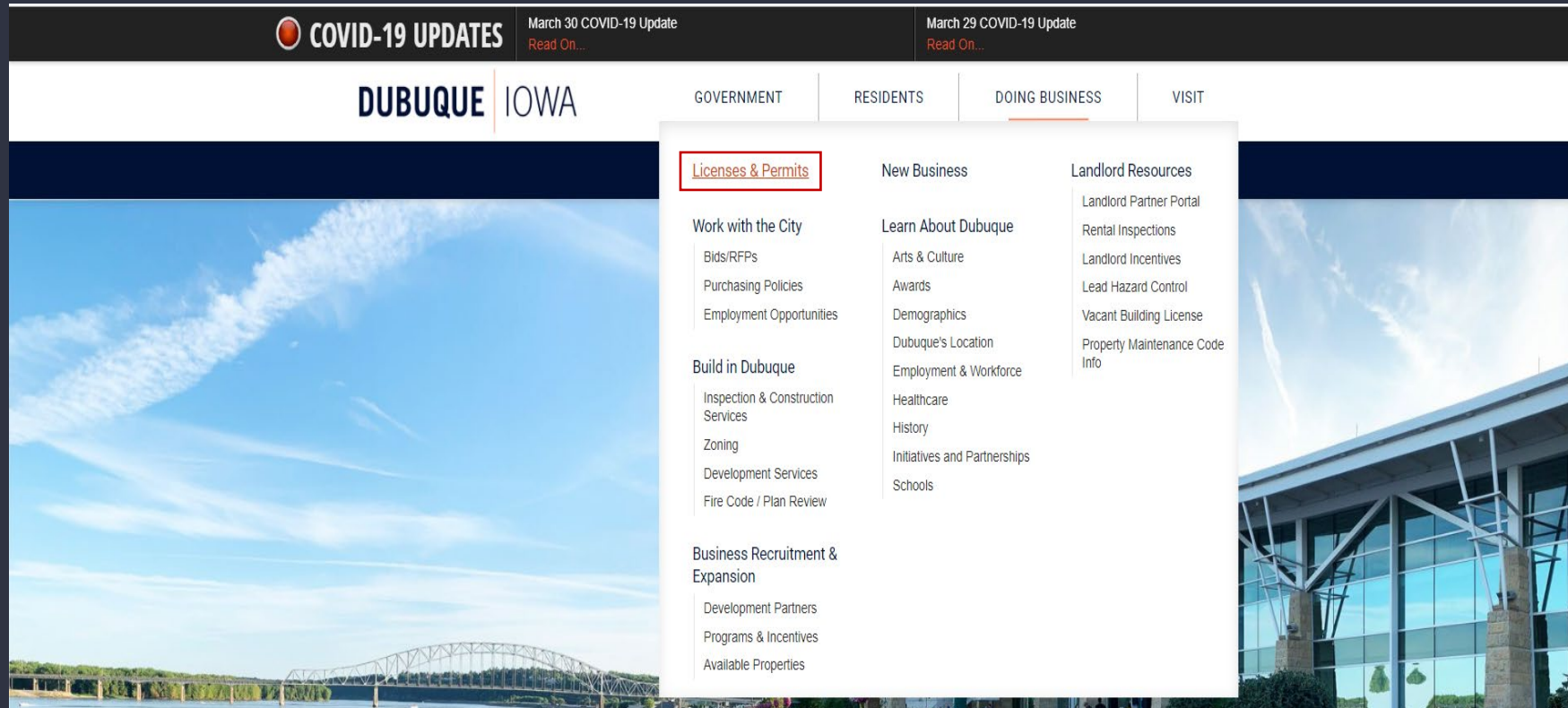


## 2. Click on the header **“DOING BUSINESS”**

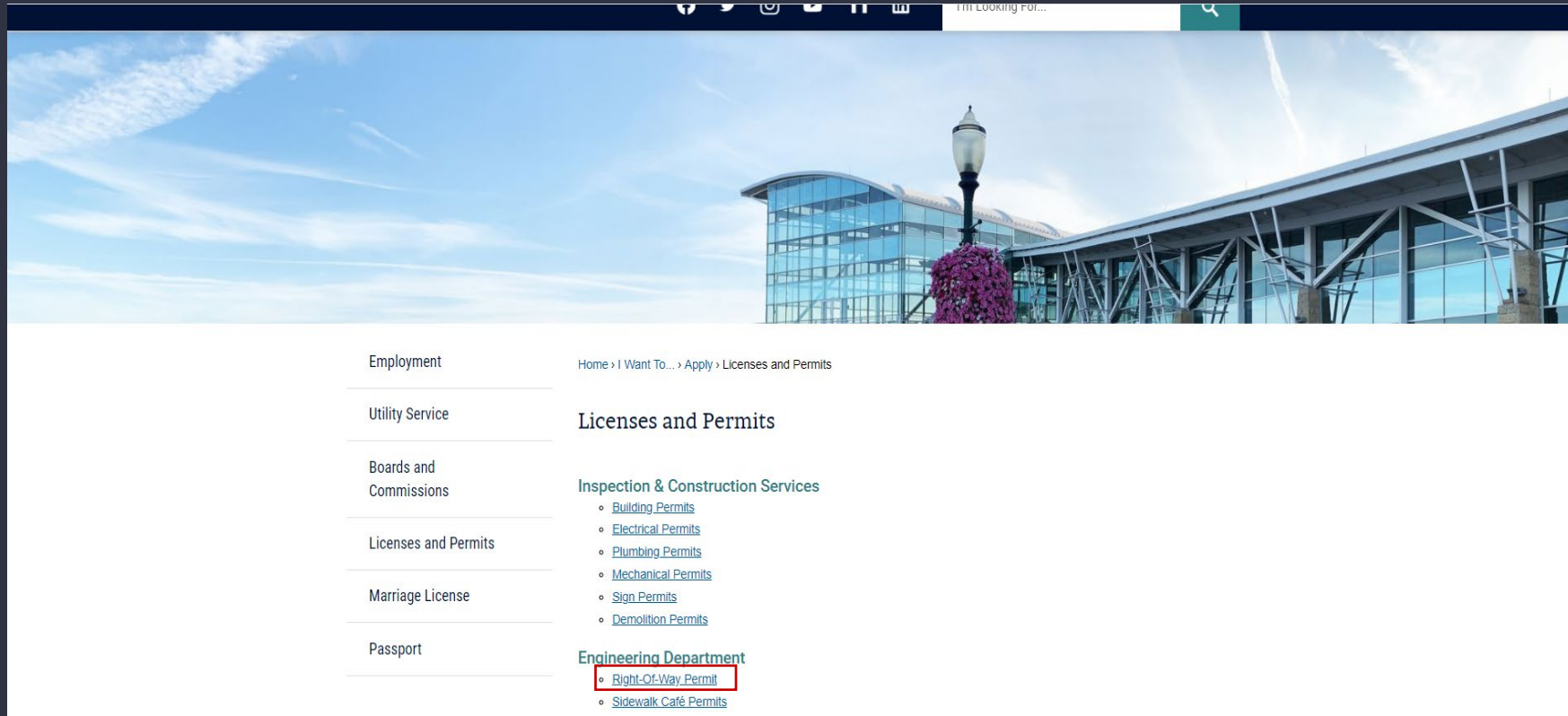




### 3. Click the title “**Licenses & Permits**”




4. Click on the subtitle “**Right-Of-Way Permit**” under the header of Engineering Department





## 5. Click on the title “**Right-Of-Way Permit**” under the header of Right of Way Management



Resources for Contractors, Engineers, & Developers

City Construction Projects

Bid Opportunities

Sidewalk Maintenance +

Right-of-Way Management

Sanitary Sewer Collection System

Stormwater Management +

Traffic Safety +

Staff Directory

[Home](#) > [Government](#) > [Departments](#) > [Engineering](#) > Right-of-Way Management

### Right-of-Way Management

Right-of-way (ROW) is land which is owned by the City to provide a location for the construction of streets, sidewalks, and utilities. Typically, the width of public ROW is 50, 60, or 64 feet, although other widths may occur. ROW is always wider than the street. If a 50-foot wide ROW has a 26-foot wide street, then there is a 12-foot wide area behind the curb on both sides of the street which is owned by the City, providing that street is centered in the ROW. Property owners can not encroach upon public ROW with fences, walls, or buildings since this may conflict with the use of ROW for utilities and sidewalks.

**Right-Of-Way Permit**

A right- of-way permit is required for the following:

- Sidewalks - New or replacement
- Driveways - New or replacement
- Encroachments - Fixed items (permanent or temporary) that encroach into the public right of way. Includes signs.
- [Sidewalk Cafes](#)
- Dumpsters placed in the right of way
- Any utility work including trenching and directional boring.

To apply for a right-of-way permit, please [CLICK HERE](#) for our ROW Permit module.

#### Excavation Policy

Any excavation work that occurs in the City Right of Way must follow the City's Excavation Policy, please see Excavation Policy for more information..

#### Tree Planting in City Right-of-Way

If you want information about requesting a tree be planted between the sidewalk and the curb, please see [Tree Planting in City Right of Way](#).

6. This will take you to the online right-of-way permitting process website: <https://dubuque.ia.roway.net/>

From here please proceed by clicking **“CREATE A NEW ACCOUNT”** in order to set yourself or your business up with an account to ROWAY



**roway**  
Right-of-way Permitting System

[Admin Login](#)

**REGISTRANT LOGIN**

EMAIL:

PASSWORD:

[CREATE A NEW ACCOUNT](#)

[LOST PASSWORD](#)

**City of Dubuque, IA**

THE CITY OF  
**DUBUQUE**  
Masterpiece on the Mississippi

**Primary Contact**

Phil Grommet  
[562-589-1721](tel:562-589-1721)  
[Email](#)

**Welcome to ROWay**

Thank you for accessing our right-of-way (ROW) permitting public portal. As a public service, this system enables online access to permitting processes that safe guard public infrastructure and provide information to constituents on ROW related activities.

**PERMIT ACTIVITY MAP**

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[Web Development](#) by First Scribe



## 7. Read through the City of Dubuque Policy for Excavation in the Right-of-Way.

Once you have read through and understand the Excavation Policy

Click “I Agree”

- 7.3 The City reserves the right to perform, or to require the permit holder to perform, periodic density tests to assure that the compaction requirements are being achieved. The permit holder shall be required to cooperate with the City in this regard and without compensation for any delays which may result by virtue of any additional compaction testing, removal, compaction and retesting.
- 7.4 Backfill in all excavations within the right-of-way shall be compacted by a mechanical tamper of an approved type in lifts not to exceed eight (8") inches in loose thickness to the final surface elevation or pavement subgrade. Backfill material shall consist of crushed limestone, ¾" basestone, or an approved equivalent, compacted to 95% of Standard Proctor Density. Alternate backfill material may be used only upon approval of the City Engineer.
- 7.5 The City further reserves the right to require an excavation to be re-opened for the purpose of compaction testing where there is sufficient cause to believe that proper density was not achieved. If the compaction is not of sufficient density, the permit holder shall be required to remove the material and compact the excavation until compaction requirements are achieved.
- 7.6 Failure to follow backfill procedures as herein outlined shall be considered grounds for denial of future permit issuance.

### SECTION 8. TEMPORARY PAVEMENT RESTORATION

<p class="MsoNormal" style="margin: 0in 0in 0in 0.5in; fon

I AGREE

I DO NOT AGREE



#### Contact Information:

Phil Grommet  
563-589-1721  
[Email](#)

### Step 1 of 2 - Terms and Conditions



April 5, 2012

CITY OF DUBUQUE

### POLICY FOR EXCAVATION IN RIGHTS-OF-WAY

**PURPOSE:** The purpose of this policy is to establish consistent standards and procedures for the excavation, backfill, maintenance and administration of work performed in the public right-of-way to protect the health, safety and welfare of those working and traveling the rights-of-way.

#### DEFINITIONS:

##### **Certified Competent Person for Excavation Safety**

A competent person is defined as one who is capable of identifying existing or predictable hazards in the surroundings or working conditions which are hazardous to employees, and who has authorization to take prompt corrective measures to eliminate them. When applied to trenching or excavation operations, the "Competent Person" must have specific training in, and be knowledgeable about, soil analysis, the use of protective systems, and the requirements of OSHA standards. In addition, the "Competent Person" must have the authority to take immediate action if a hazard exists.

##### **Closure**

A temporary prohibition of traffic across public right-of-way.

##### **Excavation**

Excavation means an operation in which a structure or earth, rock, or other material in or on the ground is moved, removed, or compressed, or otherwise displaced by means of any tools, equipment or explosives and includes, but is not limited to grading, trenching, tiling, digging, ditching, drilling, augering, tunneling, scraping, cable or pipe plowing, driving, and demolition of structures.

##### **HMA**

Hot Mix Asphalt

##### **MUTCD**

Manual on Uniform Traffic Control Devices

##### **NATIVE PAVING BRICK**

Brick removed from the excavated area, salvaged for the restoration.

##### **OSHA**

Occupational Safety & Health Administration

##### **Right-of-Way**

Area shown on the official plat which is dedicated for use by the public. This may include but not be limited to any street, alley, park lawn area, sidewalk, easement, lot or parcel.

##### **SUDAS**

Statewide Urban Design & Specifications

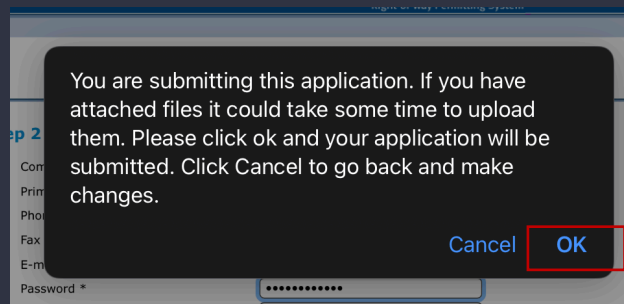


## 8. Fill out all the information required under the “Registration Details”

Upload a copy of the **Certificate of Liability Insurance**

Click **“Submit”** when application is complete

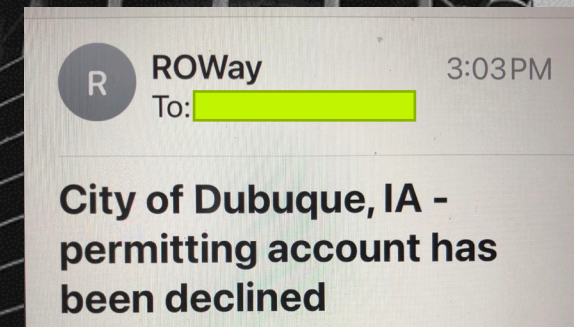
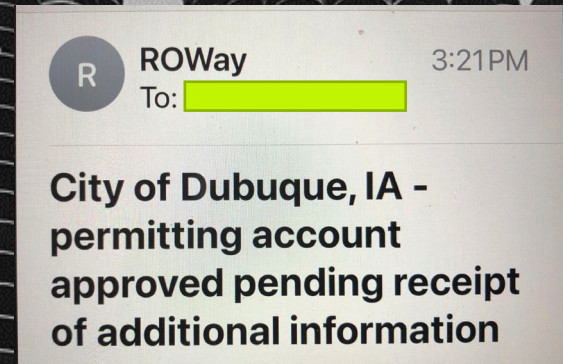
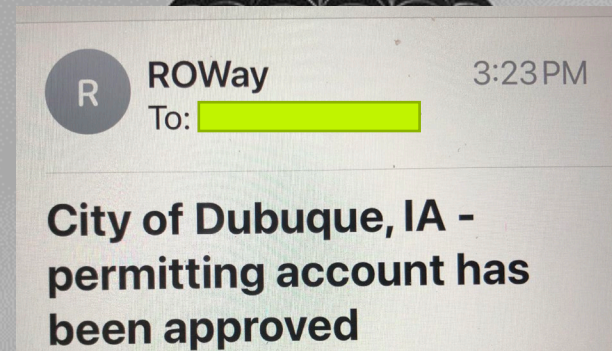
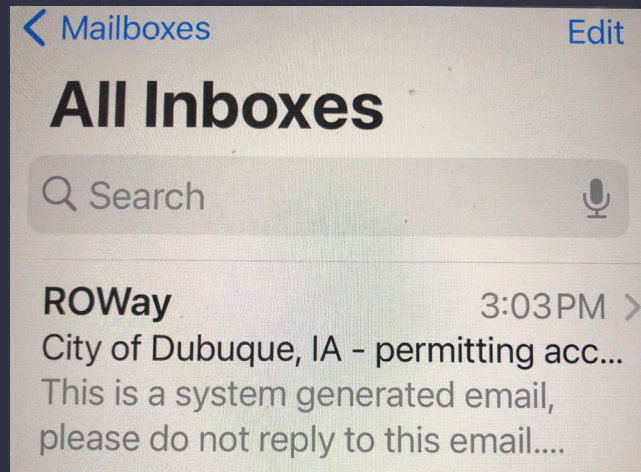
The message below will appear when you click Submit  
Click **“OK”**

A screenshot of the "Right-of-way Permitting System" for the City of Dubuque, IA. The page is titled "Step 2 of 2 - Registration Details". On the left, there is a "Contact Information" section with the name "Phil Grommet", phone "563-589-1721", and an "Email" link. The main form area contains fields for: Company (Boring Bob), Primary Contact (Bob Builder), Phone (123-456-7891), Fax (987-654-3219), E-mail (BBUILDER@BoringBob.com), Password (masked with dots), Password (again), Street Address 1 (2021 Tunneling Lane), Street Address 2, City (Tunnel City), State (Wisconsin), Zip (54662), 24 hour emergency contact name (George Builder), and 24 hour emergency contact phone (654-321-7890). A note indicates that fields with an asterisk are required. Below the form is a "File Upload" section with instructions and a "Choose File" button. At the bottom right, there is a "Submit" button highlighted with a red rectangular box.

9. You will receive an Email from the following sender with additional details, once your registration has been Approved, Approved Pending Additional Information, or Declined.

[system=roway.net@mg.roway.net](mailto:system=roway.net@mg.roway.net)

ROWay





10. Once account is approved go back to the online right-of-way permitting website:

<https://dubuque.ia.roway.net/>

From here please proceed by entering “**Email**”  
and “**Password**”

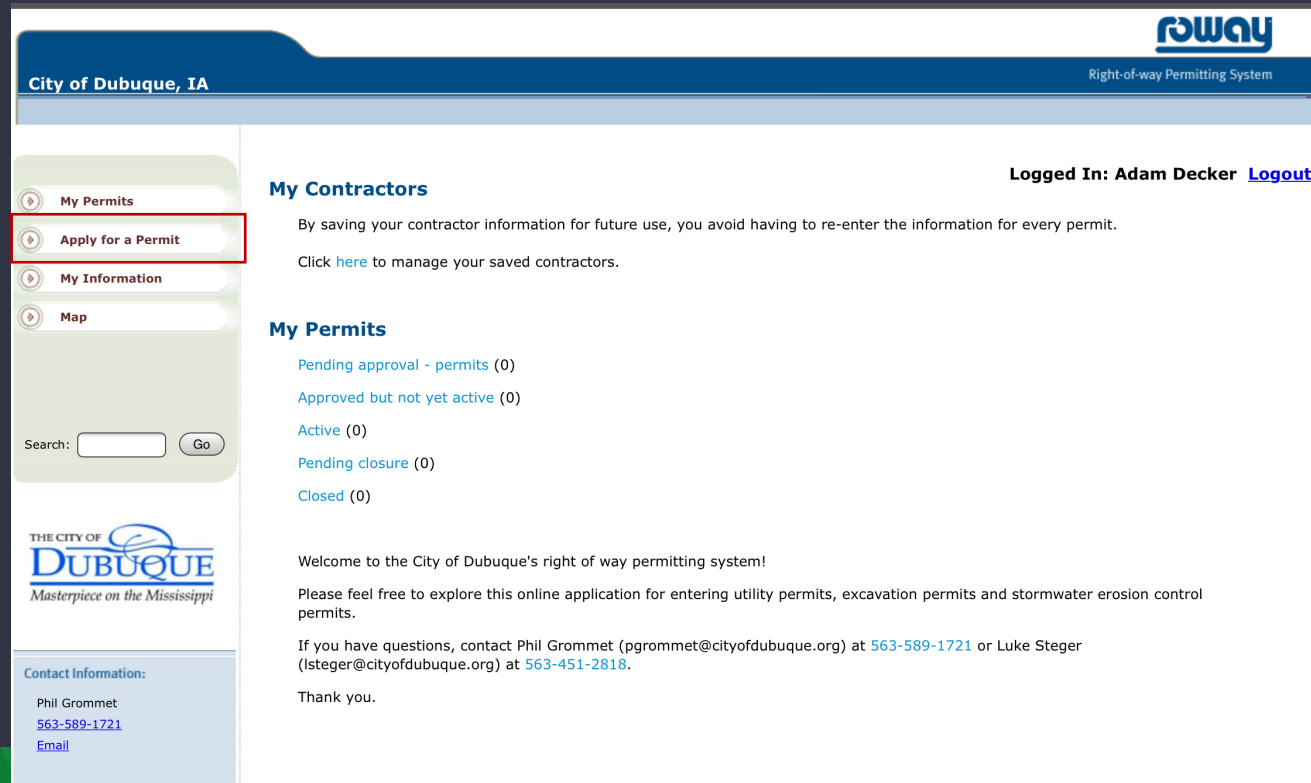
Click “**Submit**”



The screenshot shows the ROWay website interface. At the top, there is a blue header with the 'roway' logo and an 'Admin Login' link. Below the header, the main content area is divided into several sections. On the left, there is a 'REGISTRANT LOGIN' section with a red border around the 'EMAIL:' and 'PASSWORD:' input fields and a 'Submit' button. Below the login section are links for 'CREATE A NEW ACCOUNT' and 'LOST PASSWORD'. Further down is the 'City of Dubuque, IA' logo and a 'Primary Contact' section for Phil Grommet, including his phone number and an 'Email' link. On the right side, there is a 'Welcome to ROWay' message and a 'PERMIT ACTIVITY MAP'.

11. This will take you to the permitting homescreen  
To apply for a new permit

Click **“Apply for a Permit”**



The screenshot shows the 'City of Dubuque, IA' Right-of-Way Permitting System. The left sidebar contains a menu with 'My Permits', 'Apply for a Permit' (highlighted with a red box), 'My Information', and 'Map'. Below the menu is a search bar and the City of Dubuque logo. The main content area shows the user is logged in as 'Adam Decker' and provides instructions on how to apply for a permit, including links to manage saved contractors and view permit status.

**City of Dubuque, IA** Right-of-way Permitting System

**My Permits**

- My Permits
- Apply for a Permit**
- My Information
- Map

Search:

**THE CITY OF DUBUQUE**  
*Masterpiece on the Mississippi*

**Contact Information:**

Phil Grommet  
[563-589-1721](tel:563-589-1721)  
[Email](mailto:Email)

**My Contractors**

Logged In: Adam Decker [Logout](#)

By saving your contractor information for future use, you avoid having to re-enter the information for every permit.

Click [here](#) to manage your saved contractors.

**My Permits**

- [Pending approval - permits](#) (0)
- [Approved but not yet active](#) (0)
- [Active](#) (0)
- [Pending closure](#) (0)
- [Closed](#) (0)

Welcome to the City of Dubuque's right of way permitting system!

Please feel free to explore this online application for entering utility permits, excavation permits and stormwater erosion control permits.

If you have questions, contact Phil Grommet ([pgrommet@cityofdubuque.org](mailto:pgrommet@cityofdubuque.org)) at [563-589-1721](tel:563-589-1721) or Luke Steger ([lsteiger@cityofdubuque.org](mailto:lsteiger@cityofdubuque.org)) at [563-451-2818](tel:563-451-2818).

Thank you.



## 12. Select a permit type being applied for

Click **“Choose this type”**

The screenshot shows the 'City of Dubuque, IA' Right-of-way Permitting System. The header includes the 'rwny' logo and the text 'Right-of-way Permitting System'. The user is logged in as 'Adam Decker' with a 'Logout' link. The main heading is 'Step 1 of 3 - Select a Permit Type'. There are four permit options listed: 'Sidewalk, ADA Ramp and Driveway Permits', 'Erosion and Sediment Control (ESC) Permit', and 'Utility Right-of-Way Permit'. Each option has a 'Choose this type' link next to it. The first link is highlighted with a red box. On the left sidebar, there are navigation links: 'My Permits', 'Apply for a Permit', 'My Information', and 'Map'. Below these is a search bar with a 'Go' button. At the bottom left, there is the City of Dubuque logo and contact information for Phil Grommet, including a phone number and an email link.

City of Dubuque, IA

Right-of-way Permitting System

Logged In: Adam Decker [Logout](#)

### Step 1 of 3 - Select a Permit Type

**Sidewalk, ADA Ramp and Driveway Permits** [Choose this type](#)

**Erosion and Sediment Control (ESC) Permit** [Choose this type](#)

**Utility Right-of-Way Permit** [Choose this type](#)

[My Permits](#)

[Apply for a Permit](#)

[My Information](#)

[Map](#)

Search:  [Go](#)

THE CITY OF  
**DUBUQUE**  
*Masterpiece on the Mississippi*

Contact Information:  
Phil Grommet  
[563-589-1721](tel:563-589-1721)  
[Email](#)

14. Read through the Terms and Conditions.  
Once you have read through and understand  
the Terms and Conditions,

click “I Agree”

The screenshot displays the 'City of Dubuque, IA' Right-of-Way Permitting System interface. The page is titled 'Step 2 of 3 - Terms and Conditions' and shows a user is logged in as 'Adam Decker'. A sidebar on the left contains navigation links: 'My Permits', 'Apply for a Permit', 'My Information', and 'Map'. Below these is a search bar and the City of Dubuque logo with the tagline 'Masterpiece on the Mississippi'. Contact information for Phil Grommet is also listed. The main content area contains the following text:

**ALL WORK MUST CONFORM STRICTLY TO ALL STANDARDS & SPECIFICATIONS ON FILE IN THE OFFICE OF CITY ENGINEERING.**

I HEREBY AGREE TO PERFORM THE WORK EXPEDITIOUSLY, INCLUDING ALL DIGGING, TUNNELING, BACKFILLING AND RESTORATION OF THE SURFACE IN A GOOD AND WORKMAN-LIKE MANNER, IN A FASHION AS TO CAUSE THE LEAST POSSIBLE INTERFERENCE WITH THE MOVEMENT OF TRAFFIC AND PEDESTRIANS. ALL BARRICADES AND WARNING SIGNS SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND IN ACCORDANCE WITH THE STANDARDS & SPECIFICATIONS ESTABLISHED BY THE CITY ENGINEER AND ON FILE IN THE OFFICE OF CITY ENGINEERING, ALL IN ACCORDANCE WITH TITLE 10. OF THE CODE OF ORDINANCES OF THE CITY OF DUBUQUE, STATEWIDE URBAN DESIGN & SPECIFICATIONS (SUDAS) AND SUPPLEMENTAL SPECIFICATIONS.

I FURTHER AGREE TO PAY THE CITY TREASURER OF DUBUQUE, IOWA THE SUM FOR THE PERMIT, RESTORATION OF THE PAVEMENT SURFACE RESPONSIBILITY OF PERMIT HOLDER AND REQUIRED BY THE CITY OF DUBUQUE. IF PERMIT HOLDER FAILS TO COMPLY CITY WILL PERFORM AND ASSESS ALL COSTS. PERMIT HOLDER MAY REQUEST CITY TO PERFORM FINAL SURFACE AND BE CHARGED BY THE CITY FOR SUCH SERVICES.

**NOTE:** PERMITTEE SHALL GIVE AT LEAST 12 HOURS NOTICE PRIOR TO THE START OF EXCAVATION, AT BEGINNING OF EXCAVATING, PRIOR TO BACKFILL AND PRIOR TO PAVEMENT REPLACEMENT TO ALLOW FOR INSPECTIONS AND COMPLIANCE FAILURE TO OBTAIN APPROVAL AND PERMIT PRIOR TO WORK COMMENCING WILL RESULT IN ISSUANCE OF CIVIL CITATION.

**IT IS THE RESPONSIBILITY OF THE PERMITTEE TO CONTACT IOWA ONE CALL FOR CLEARANCE PRIOR TO COMMENCING WORK. ANY STREET CLOSURE MUST BE PRE-APPROVED BY THE OFFICE OF CITY ENGINEERING. PERMITTEE IS RESPONSIBLE FOR CONTACTING Dubuque Law Enforcement Center DISPATCH.**

THE UNDERSIGNED AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF DUBUQUE, ITS AGENTS, OFFICERS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS FOR INJURY OR DAMAGES TO PERSONS OR PROPERTY ARISING OUT OF OR CAUSED BY THE USE OF SUCH PROPERTY. THE UNDERSIGNED FURTHER AGGRESS THAT UPON RECEIPT OF NOTICE FROM THE CITY OF DUBUQUE TO DEFEND AT ITS OWN EXPENSE THE CITY OF DUBUQUE FROM ANY ACTION OR PROCEEDING AGAINST THE CITY OF DUBUQUE ARISING OUT OF OR CAUSED BY THE USE OF SUCH PROPERTY. THE UNDERSIGNED AGREES THAT A JUDGMENT OBTAINED IN ANY SUCH ACTION OR PROCEEDING SHALL BE CONCLUSIVE IN ANY ACTION BY THE CITY AGAINST THE UNDERSIGNED WHEN SO NOTIFIED AS TO THE UNDERSIGNED'S CAUSE OF THE INJURY OR DAMAGE, AS TO THE LIABILITY OF THE CITY TO THE PLAINTIFF IN THE FIRST NAMED ACTION, AND AS TO THE AMOUNT OF THE DAMAGE OR INJURY. THE CITY OF DUBUQUE MAY MAINTAIN AN ACTION AGAINST THE UNDERSIGNED TO RECOVER THE AMOUNT OF THE JUDGMENT TOGETHER WITH ALL THE EXPENSES INCURRED BY THE CITY IN THE ACTION.

Disclaimer: This permit is not intended to cover every aspect of the Policy for Excavation in City Right-of-Way, and should not be considered the final or definitive authority on any of the matters it addresses. This information is believed to be reliable, but its accuracy cannot be guaranteed as the information represents the current data from a working file and should only be considered a guide. If you have any questions about the City's Excavation Policy, contact the Engineering Department, 50 W. 13<sup>th</sup>, Dubuque, Iowa 52001-4864 (563) 589-4270; e-mail: [engineering@cityofdubuque.org](mailto:engineering@cityofdubuque.org)

At the bottom, there are two buttons: 'I AGREE' (highlighted with a red box) and 'I DO NOT AGREE', along with a 'PRINT PAGE' link.



14. Fill out all the details for contractor doing work.

If the person applying for permit works for the same company competing work, click the text “[here](#)” and it will auto populate the contractor's information.

**Step 3 of 3 - Application Details** Logged In:

**Registered To:**  
Company: Home Owner  
Contact: Adam Decker

**Contractor**

[Manage Contractors](#)

The party performing the work may be different than the registered (responsible) party. Please provide the contact information of the party performing the work. If you will be performing the work click [here](#)

\* required field

Company \*

Primary Contact \*

Phone \*

Fax

E-mail \*

Street Address 1 \*

Street Address 2

City \*

State \*

Zip \*

15. Fill out all the Application Item

16. Upload any plans or necessary documentation, such as easement required to complete the project.

17. Draw a route or place a marker for the project location on the map.

**Note:** if mapping a route, the line placement on a Desktop or laptop is much more precise than using a cell phone or tablet.

**Application Items**

Project Address

Location \*

Start Date

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

End Date

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

1. Locates ☐

**Documents and plans**

Please upload:

- \* Documentation of proposed work
- \* If working within an easement, please attach documentation of the recorded easement.

\* You may upload multiple files, press "Choose File" again for each file to upload.  
\* The max file size is 100MB. Files larger than 100MB will not be uploaded.

no file selected

**Map Location**

*Why am I asked to do this?*

Marking the proposed location helps us expedite the approval process. It provides you the opportunity to see join-trench and other work consolidation possibilities. If you see an opportunity to consolidate your activity with another registrant, please contact them directly.

*What does the map show me?*

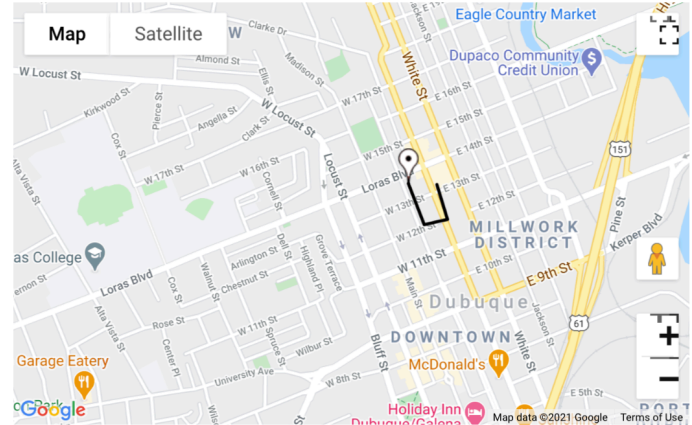
It shows other permits that are approved and active during the proposed time frame. Map coverage is roughly limited to the jurisdiction of the municipality. Clicking on a marker provides additional information about the permit.

*How do I draw?*

1. Find the desired location with the search, pan, and zoom tools.
2. Zoom closely to the desired location.
3. Click the 'start drawing' button.
4. The first click establishes a marker. Subsequent clicks create a line.
5. When finished, click the stop drawing button.
6. To re-draw click the 'clear' button.

Search for an address:

Address Format: Address, City, State, Zip





click “Submit Application”

click “OK”



\* Documentation of proposed work  
\* If working within an easement, please attach documentation of the recorded easement.

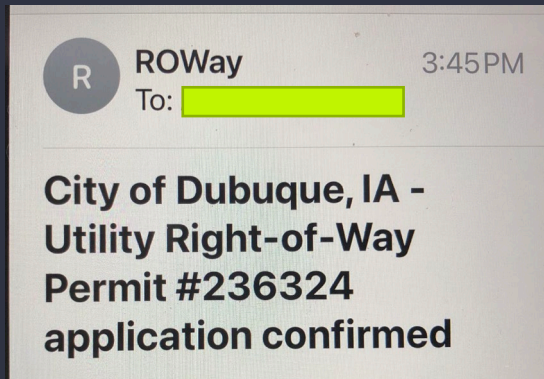
- Choose File no file selected

Show Location

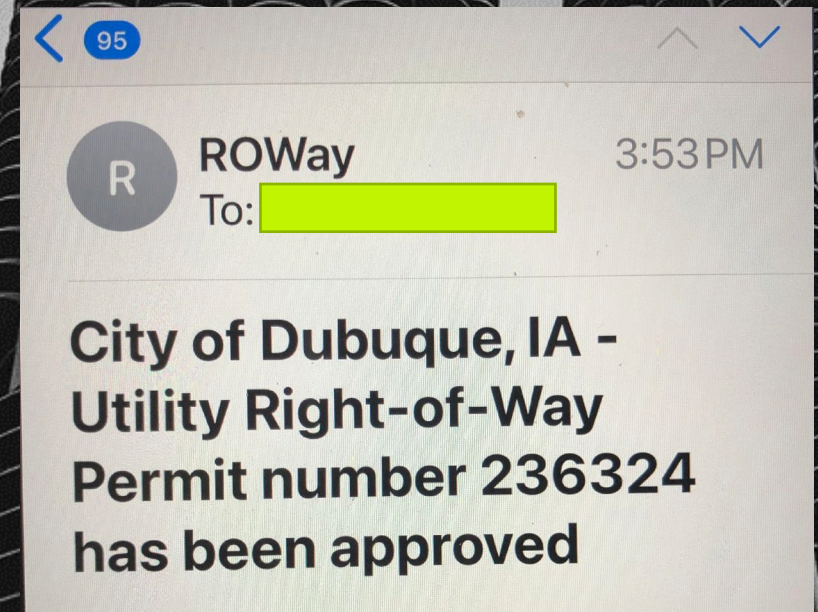
Start Drawing

17

19. You should receive an email upon submitting permit application, letting you know that your permit was received.



You will receive an email once your permit has been approved, approved pending additional information, or declined.





You can always check the status of your permits back at the **ROWay homescreen**

The screenshot displays the ROWay Right-of-way Permitting System interface for the City of Dubuque, IA. The page is titled "City of Dubuque, IA" and "Right-of-way Permitting System". The user is logged in as Adam Decker, with a "Logout" link. The sidebar on the left contains navigation links: "My Permits", "Apply for a Permit", "My Information", and "Map". Below these links is a search bar with a "Go" button. The main content area features a "My Contractors" section and a "My Permits" section, which is highlighted by a red box. The "My Permits" section lists the following permit statuses: "Pending approval - permits (0)", "Approved but not yet active (0)", "Active (0)", "Pending closure (0)", and "Closed (0)". Below the "My Permits" section, there is a welcome message and contact information for Phil Grommet.

**City of Dubuque, IA** Right-of-way Permitting System

**Logged In: Adam Decker** [Logout](#)

**My Contractors**

By saving your contractor information for future use, you avoid having to re-enter the information for every permit.

Click [here](#) to manage your saved contractors.

**My Permits**

- [Pending approval - permits \(0\)](#)
- [Approved but not yet active \(0\)](#)
- [Active \(0\)](#)
- [Pending closure \(0\)](#)
- [Closed \(0\)](#)

Welcome to the City of Dubuque's right of way permitting system!

Please feel free to explore this online application for entering utility permits, excavation permits and stormwater erosion control permits.

If you have questions, contact Phil Grommet ([pgrommet@cityofdubuque.org](mailto:pgrommet@cityofdubuque.org)) at [563-589-1721](tel:563-589-1721) or Luke Steger ([lsteger@cityofdubuque.org](mailto:lsteger@cityofdubuque.org)) at [563-451-2818](tel:563-451-2818).

Thank you.

**THE CITY OF DUBUQUE**  
*Masterpiece on the Mississippi*

**Contact Information:**

Phil Grommet  
[563-589-1721](tel:563-589-1721)  
[Email](#)



# THANK YOU

ALL FOR YOUR HELP AND SURRORT IN  
THIS PROCESS