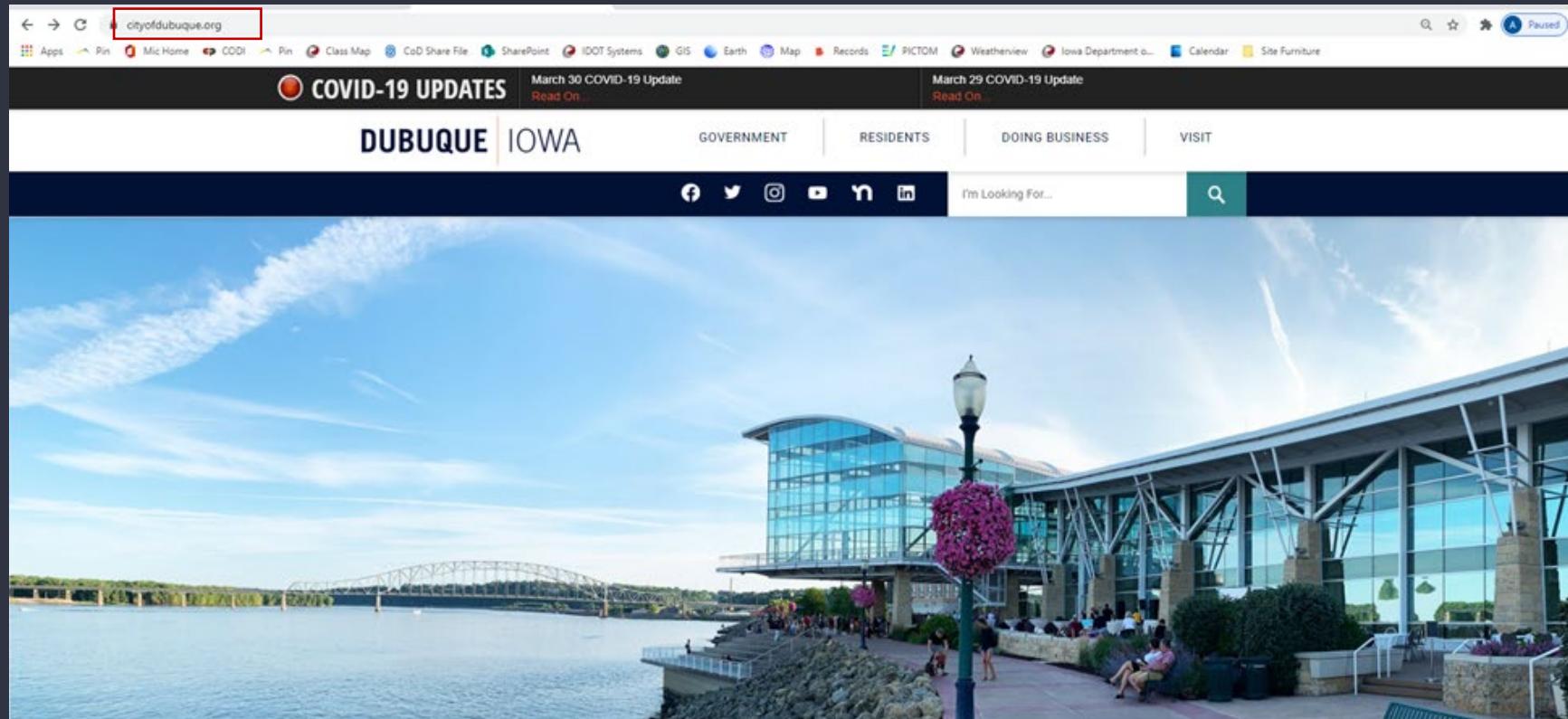


ROWAYS

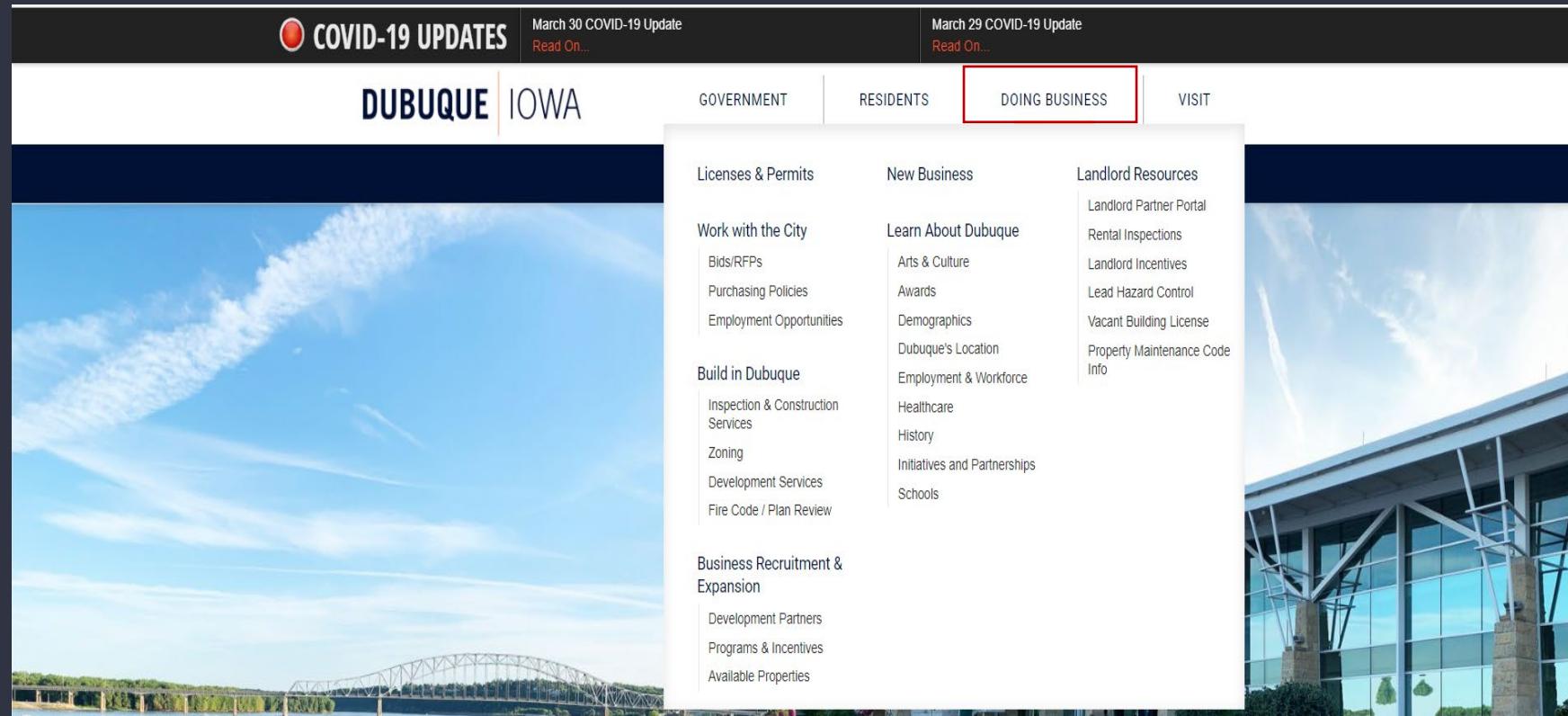
The City of Dubuque's online
Right-of-Way Permitting Process

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

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



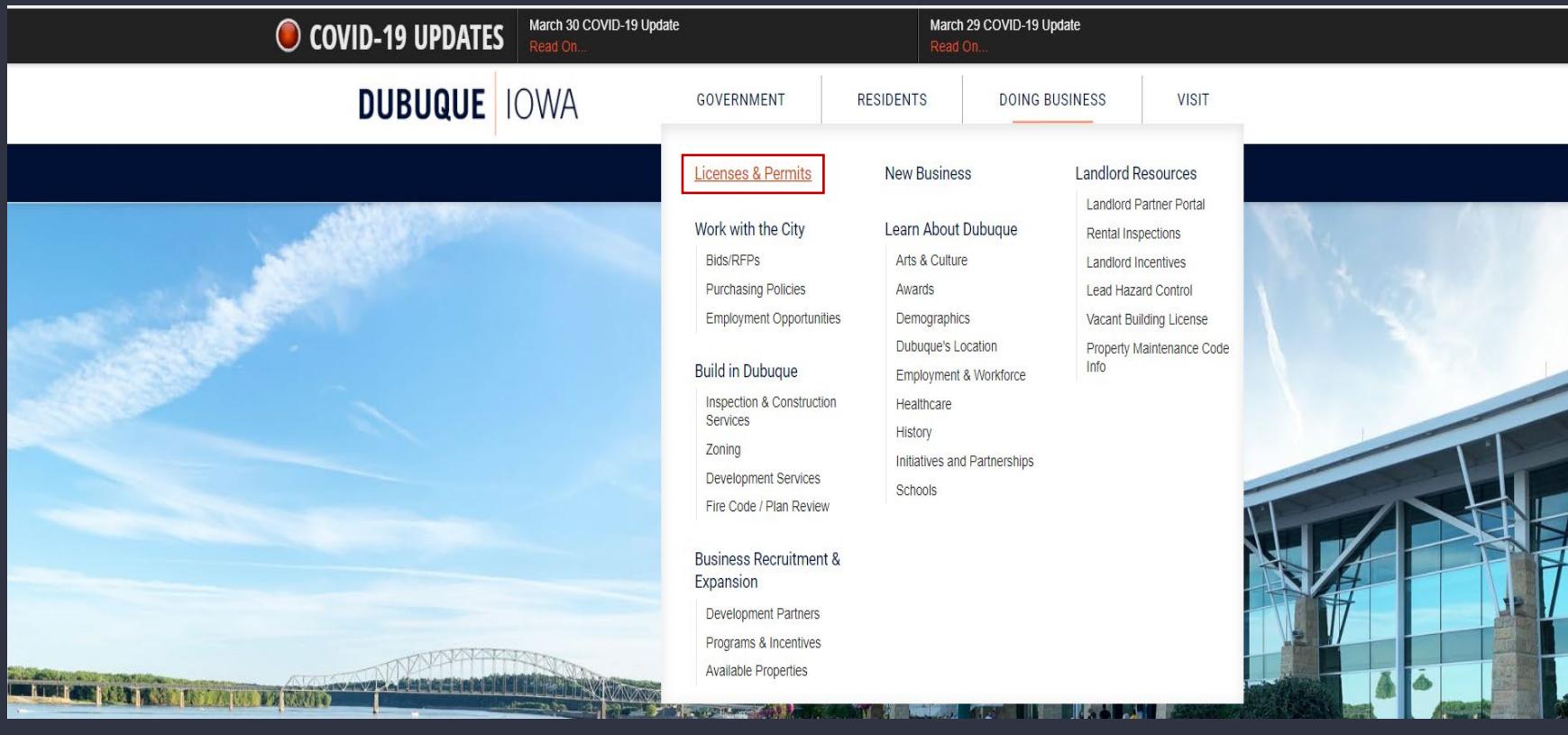
2. Click on the header “**DOING BUSINESS**”



The screenshot shows the City of Dubuque's website homepage. At the top, there is a dark banner with the text "COVID-19 UPDATES" and two links: "March 30 COVID-19 Update Read On..." and "March 29 COVID-19 Update Read On...". Below the banner, the city's name "DUBUQUE | IOWA" is displayed. The main navigation menu includes "GOVERNMENT", "RESIDENTS", "DOING BUSINESS" (which is highlighted with a red box), and "VISIT". A large image of a bridge over a river is on the left, and a building with a glass facade is on the right. A white sidebar on the left contains links for "Licenses & Permits", "Work with the City", "Build in Dubuque", and "Business Recruitment & Expansion". The "DOING BUSINESS" menu is expanded, showing sub-links for "New Business", "Landlord Resources", and "Business Recruitment & Expansion".

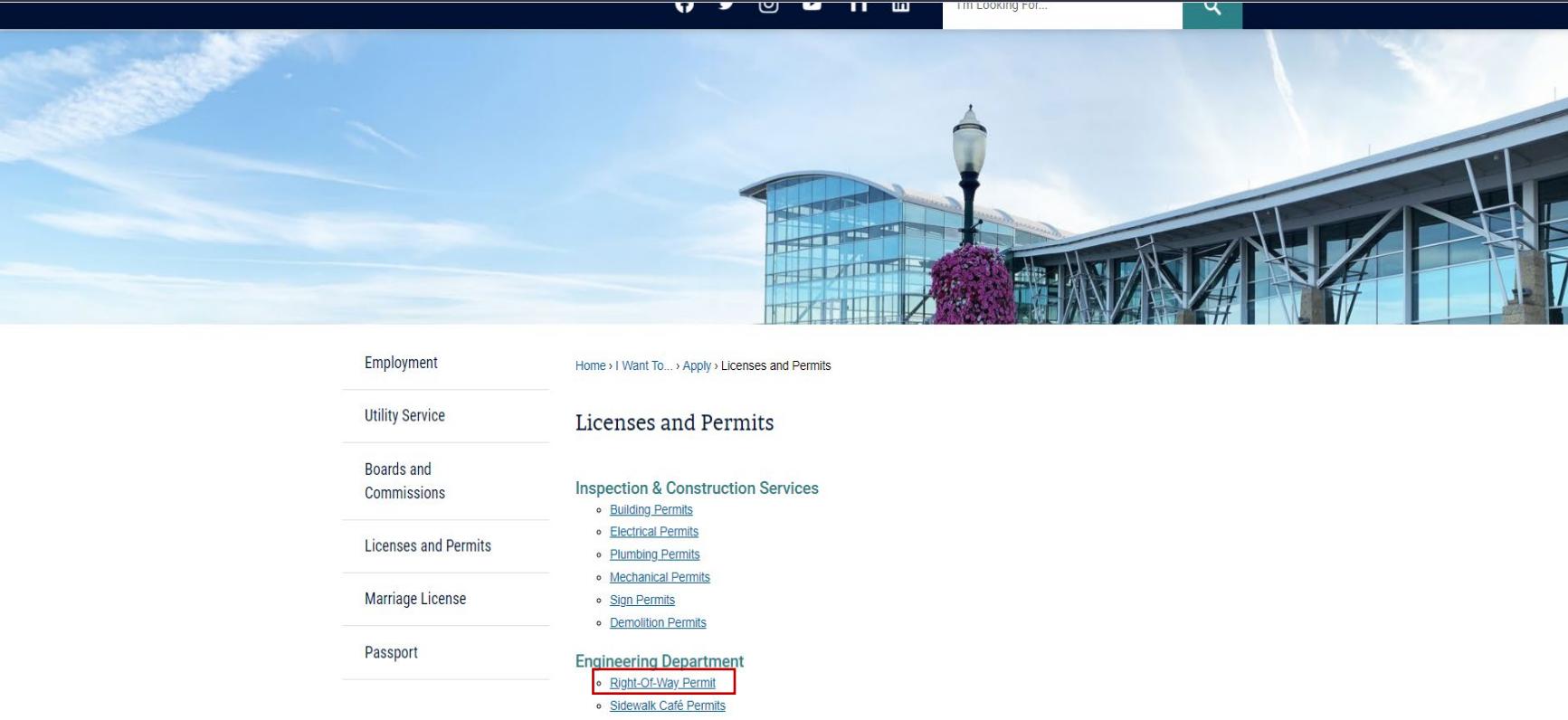
- Licenses & Permits
- Work with the City
- Build in Dubuque
- Business Recruitment & Expansion
- New Business
- Landlord Resources
- Landlord Partner Portal
- Rental Inspections
- Landlord Incentives
- Lead Hazard Control
- Vacant Building License
- Property Maintenance Code Info
- Learn About Dubuque
- Arts & Culture
- Awards
- Demographics
- Dubuque's Location
- Employment & Workforce
- Healthcare
- History
- Initiatives and Partnerships
- Schools
- Inspection & Construction Services
- Zoning
- Development Services
- Fire Code / Plan Review
- Development Partners
- Programs & Incentives
- Available Properties

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



The screenshot shows the City of Dubuque's website. At the top, there are COVID-19 update links for March 30 and March 29. Below that is the city's logo, "DUBUQUE | IOWA". The main navigation menu includes "GOVERNMENT", "RESIDENTS", "DOING BUSINESS" (which is underlined and highlighted with a red box), and "VISIT". A dropdown menu for "DOING BUSINESS" is open, showing categories: "New Business", "Landlord Resources", "Work with the City", "Learn About Dubuque", "Build in Dubuque", and "Business Recruitment & Expansion". The "Licenses & Permits" link is located under the "Work with the City" category. The background of the page features a large image of a bridge over a river under a blue sky with wispy clouds.

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



The screenshot shows a city website's navigation menu. The menu items are:

- Employment
- Utility Service
- Boards and Commissions
- Licenses and Permits**
- Marriage License
- Passport

Under the **Licenses and Permits** menu item, there is a sub-section titled **Inspection & Construction Services** with the following links:

- [Building Permits](#)
- [Electrical Permits](#)
- [Plumbing Permits](#)
- [Mechanical Permits](#)
- [Sign Permits](#)
- [Demolition Permits](#)

Under the **Engineering Department** menu item, there are two links:

- Right-Of-Way Permit** (highlighted with a red box)
- [Sidewalk Café Permits](#)

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



Resources for Contractors, Engineers, & Developers

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



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, $\frac{3}{4}$ " 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; font



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.

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

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

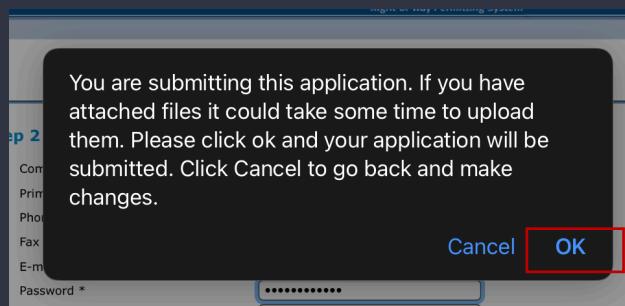
8. Fill out all the information required under the
“Registration Details”

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**”



roway
Right-of-way Permitting System

City of Dubuque, IA

THE CITY OF DUBUQUE
Masterpiece on the Mississippi

Step 2 of 2 - Registration Details

Company <small>i</small>	Boring Bob
Primary Contact *	Bob Builder
Phone *	123-456-7891
Fax	987-654-3219
E-mail (also used for system login) *	BBUILDER@BoringBob.com
Password *	*****
Password (again) *	*****
Street Address 1 *	2021 Tunneling Lane
Street Address 2	
City *	Tunnel City
State *	Wisconsin
Zip *	54662
24 hour emergency contact name* <small>i</small>	George Builder
24 hour emergency contact phone *	654-321-7890

* - required field

File Upload
Because some information cannot be provided through question and answer we have provided the ability to upload files. Please upload the following:

Please upload:

* Certificate of Liability Insurance (Required for registration approval)

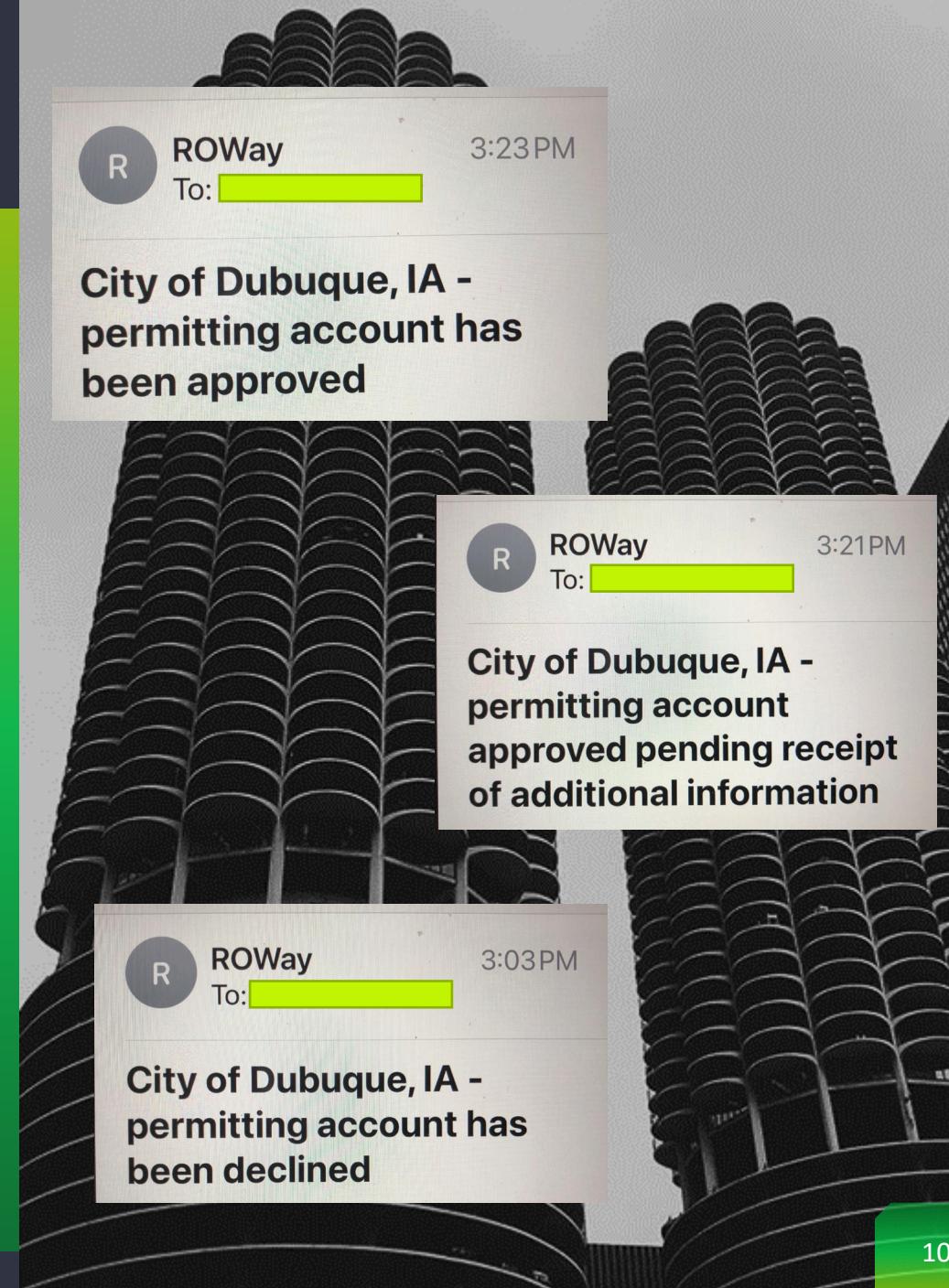
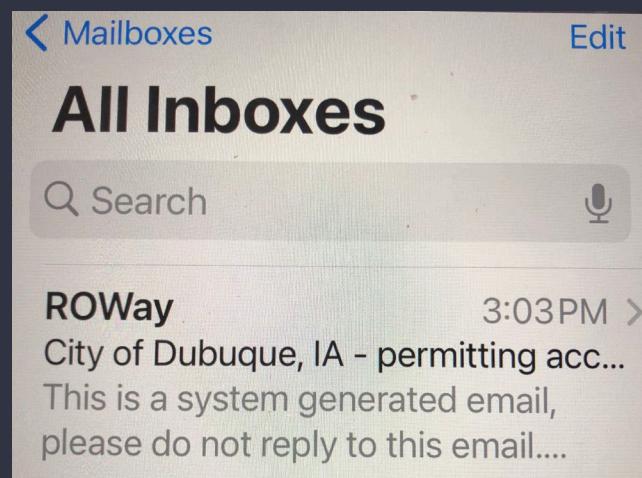
no file selected

Notice: The max file size is 3MB. Files larger than 3MB will not be uploaded.

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

ROWay



10. Once account is approved go back to the online right-of-way permitting website:
<https://dubuque.ia.roway.net/>

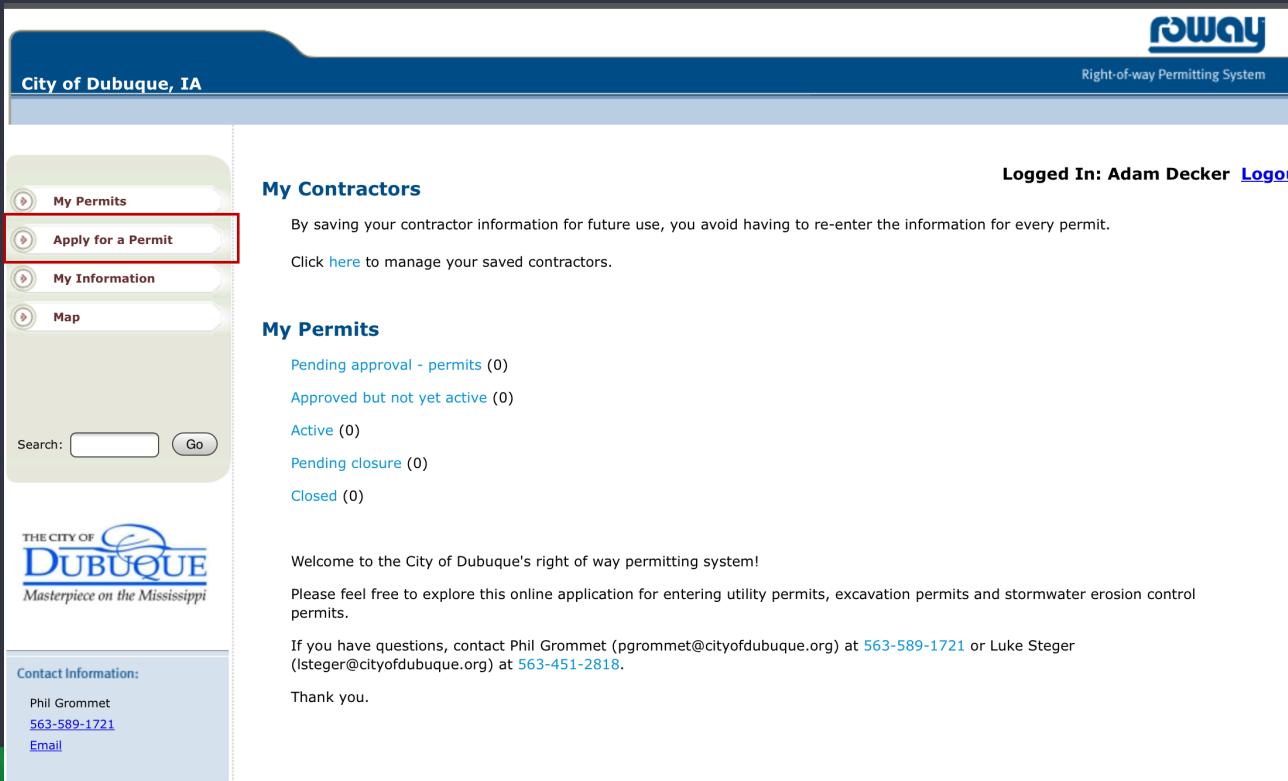
From here please proceed by entering “**Email**” and “**Password**”

Click “**Submit**”

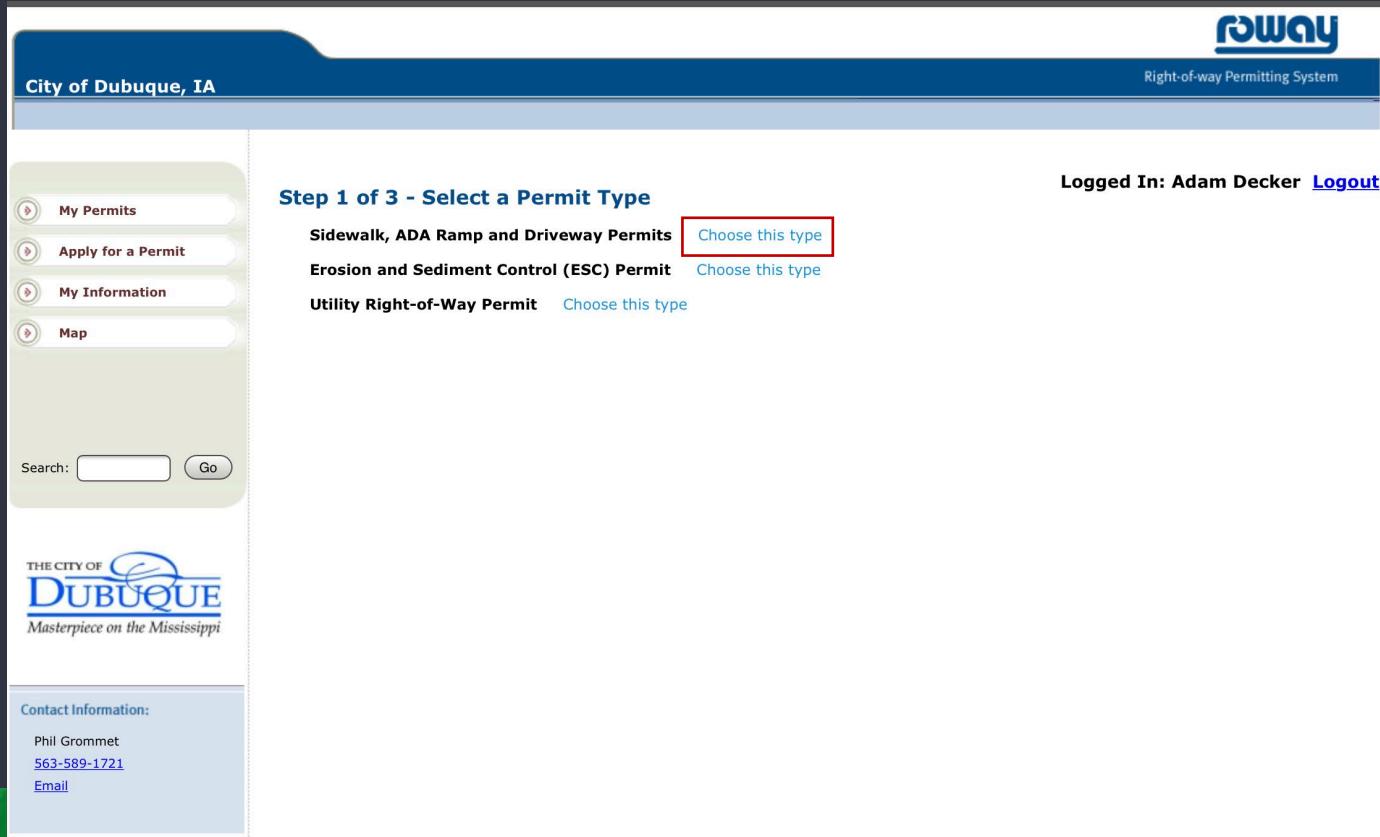


11. This will take you to the permitting homescreen
To apply for a new permit

Click “Apply for a Permit”



12. Select a permit type being applied for
Click “**Choose this type**”



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

click “I Agree”

The screenshot shows a web-based permitting system for the City of Dubuque, IA. The top navigation bar includes the city logo and the text "Right-of-way Permitting System". The main content area is titled "Step 2 of 3 - Terms and Conditions". A sub-section titled "ALL WORK MUST CONFORM STRICTLY TO ALL STANDARDS & SPECIFICATIONS ON FILE IN THE OFFICE OF CITY ENGINEERING." contains detailed terms about work performance, restoration, and payment. Another section, "NOTE: PERMITTEE SHALL GIVE AT LEAST 12 HOURS NOTICE PRIOR TO THE START OF EXCAVATION.", specifies the notice required for excavations. A third section, "IT IS THE RESPONSIBILITY OF THE PERMITTEE TO CONTACT IOWA ONE CALL FOR CLEARANCE PRIOR TO COMMENCING WORK.", outlines responsibilities for street closures. A large block of text at the bottom details liability and indemnification. At the bottom of the page are three buttons: "I AGREE" (highlighted with a red border), "I DO NOT AGREE", and "PRINT PAGE".

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

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 *	<input type="text" value="Boring Bob"/>
Primary Contact *	<input type="text" value="Bob Builder"/>
Phone *	<input type="text" value="1234567891"/>
Fax	<input type="text"/>
E-mail *	<input type="text" value="BBuilder@BoringBob.com"/>
Street Address 1 *	<input type="text" value="2021 Tunneling Lane"/>
Street Address 2	<input type="text"/>
City *	<input type="text" value="Tunnel City"/>
State *	<input type="text" value="Wisconsin"/>
Zip *	<input type="text" value="54662"/>

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

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 addition 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:

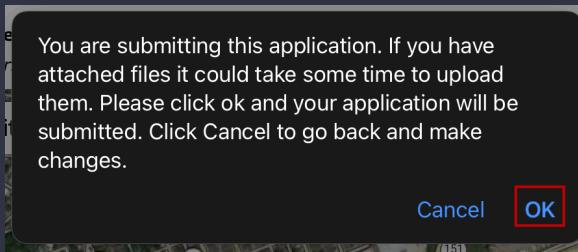
Address Format: Address, City, State, Zip

18. Once you have provided all information required by the permit application,

click “Submit Application”

When you click on "submit application" you will get a pop-up message as seen below,

click “OK”



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

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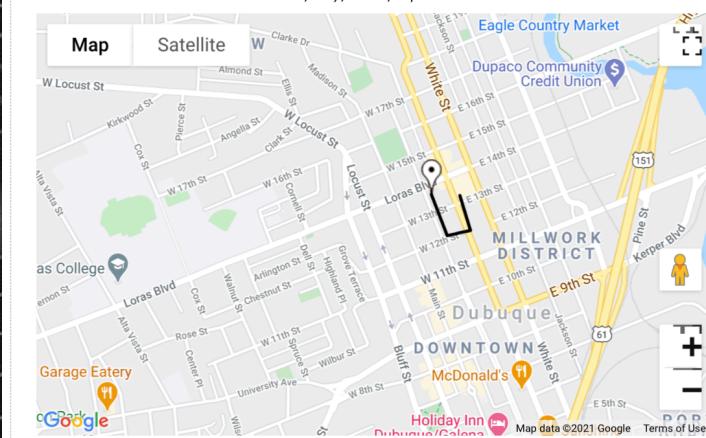
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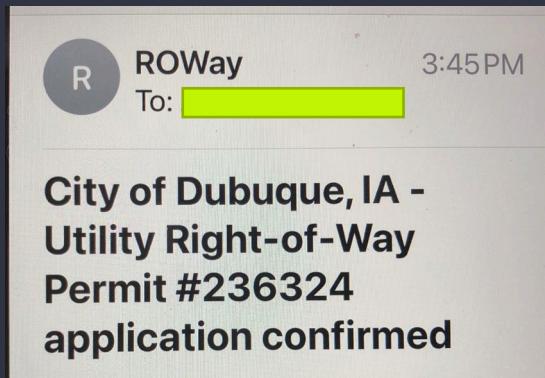
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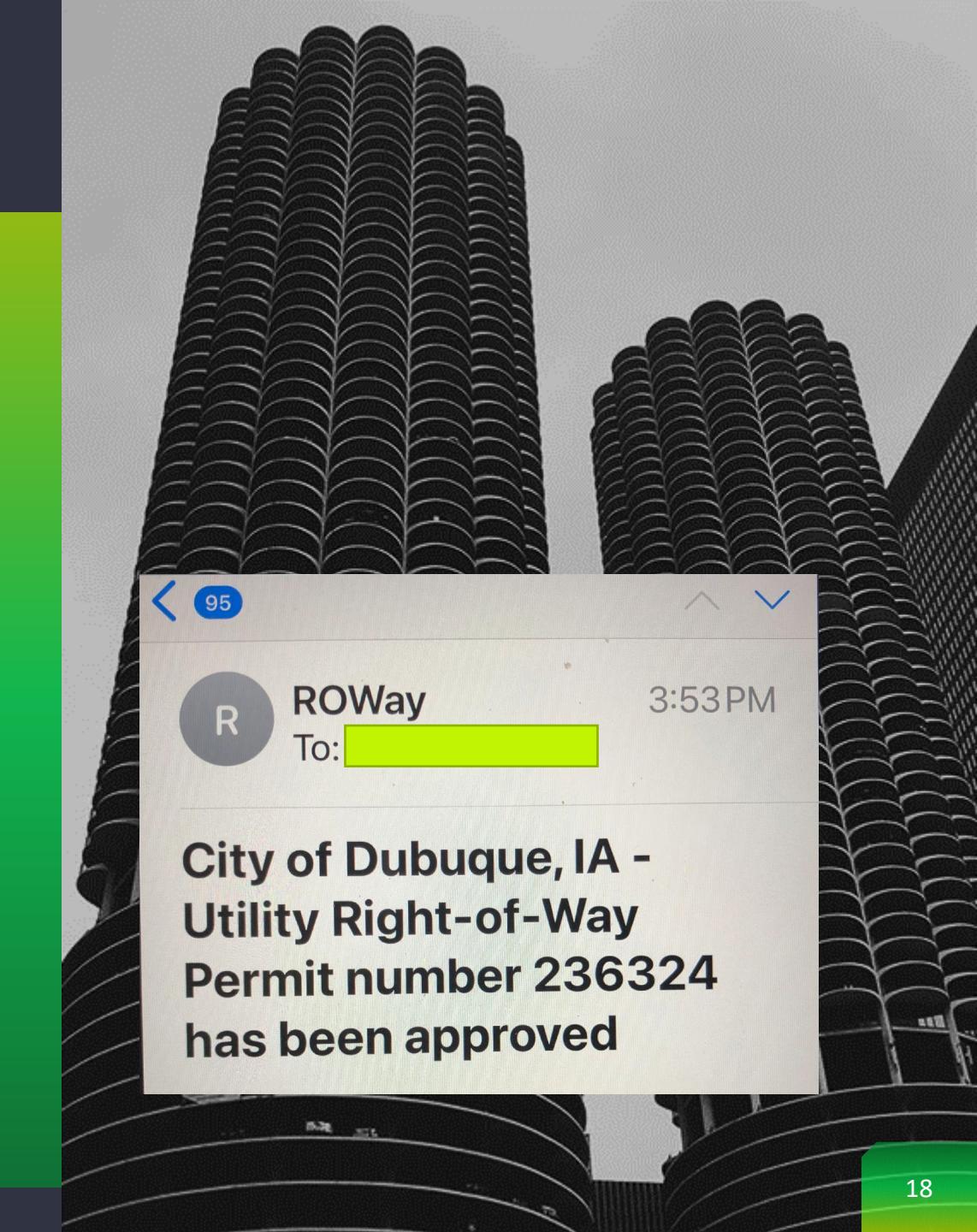
Search for an address:
Address Format: Address, City, State, Zip



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**

City of Dubuque, IA

roway
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.

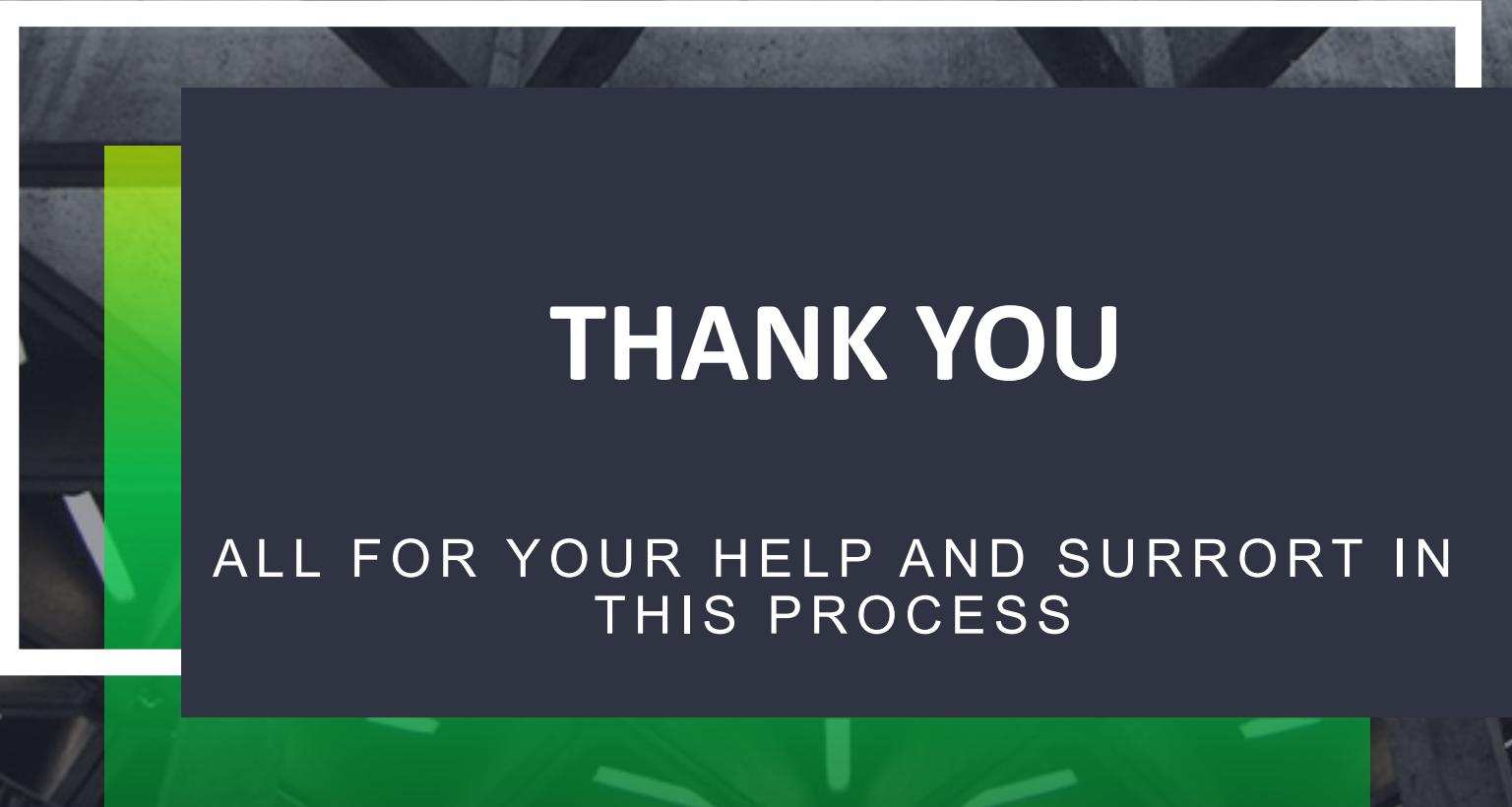
If you have questions, contact Phil Grommet (pgrommet@cityofdubuque.org) at **563-589-1721** or Luke Steger (lseger@cityofdubuque.org) at **563-451-2818**.

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 SUPPORT IN
THIS PROCESS