

## Applying for a Right-of-Way Use Permit

A **Right-of-Way Use Permit** – is required for any proposed work which results in a disturbance of city-owned public right-of-way. Examples include excavations and installations relating to conduits, pole lines, wires, mains, pipes, valves, conductors, sewers, drains, driveways, sidewalks or any repair thereof, as well as the movement of any over-dimension and/or overweight vehicles.

For proposed work in public right-of-way not owned by the City of Maryland Heights, such as right-of-way owned by St. Louis County or the Missouri Department of Transportation (MoDOT), a permit must be obtained from those respective agencies.

**Procedure** – Any person planning to make any opening or excavations, or place any object in or under any public street, alley, sidewalk, parkway, or other public place or thoroughfare must first obtain a Right-of-Way Use Permit from the Director of Public Works or their designee. The Director of Public Works has the authority to implement procedures for and issue such permits.

All work must be in accordance with Maryland Heights Municipal Code requirements. Where requirements are not specifically accounted for within the Municipal Code, St. Louis County Department of Highways and Traffic and Metropolitan St. Louis Sewer District (MSD) design criteria and standards are utilized.

Applications for a Right-of-Way Use Permit must be submitted by mail or in person on the form provided by the Department of Public Works. The application must state the location and the nature of the proposed work to be performed, the date of commencement and date of completion. The application shall be accompanied by two (2) sets of plans showing the extent of the proposed work. Applicants will receive one (1) copy of the approved plans with the permit.

**Deposits** – must be accompanied with the application for a Right-of-Way Use Permit with either a cash deposit of not less than \$100 or a surety bond of not less than \$1,000. The type of deposit and amount will be determined by the Director of Public Works or their designee based upon the nature and extent of the proposed work.

Deposits will be available for and used by the City of Maryland Heights to make repairs or replacements to any damage caused by the permitted activity or associated work, including clean-up.

Any portion of the deposit not expended will be refunded when the proposed work is completed to the satisfaction of the City of Maryland Heights.

**Fees** – a Right-of-Way Use Permit fee and must be paid to the City of Maryland Heights before the permit can be issued. Permit fees are as follows:

Right-of-Way Use Permit Fee	\$116.00/unit
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Right-of-Way Use Permit fees will be based on a unit cost system with units applicable to the proposed permit activity. Any difference between the fee deposit and the actual amount will be collected or refunded.

Checks for permit fees should be made payable to the City of Maryland Heights.

For any questions, please contact the Department of Public Works at 314-738-2250.

**PLEASE ALLOW UP TO TEN (10) BUSINESS DAYS FOR PERMIT REVIEW**



# City of MARYLAND HEIGHTS

11911 Dorsett Road  
Maryland Heights, MO 63043  
t: 314.291.6550  
f: 314.291.7457  
www.marylandheights.com

## Right of Way Use Permit

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

1. Name of Applicant: \_\_\_\_\_

2. Address of Applicant: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

3. Type of Development: New  Existing  Industrial  Commercial  Residential

4. Purpose for which application is made: \_\_\_\_\_

\_\_\_\_\_

5. Location: \_\_\_\_\_

\_\_\_\_\_

6. Proposed Starting Date: \_\_\_\_\_

7. Days Required to Complete: \_\_\_\_\_

Applicant hereby agrees to restore and replace such street, avenue, boulevard, road, alley, public easement, or highway disturbed or affected, and to conduct all work in accordance with the conditions of the permit. THE DEPARTMENT SHALL BE NOTIFIED PRIOR TO COMMENCEMENT OF WORK AT (314) 291-6550. For work which must be performed after hours or on Saturdays, Sundays, and holidays this department shall be notified at the beginning of the next work day.

\_\_\_\_\_  
Contractor's Name

By: \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name



### OFFICE USE ONLY

Use Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Fee Collected: \$ \_\_\_\_\_ No. of Units: \_\_\_\_\_ Cash Deposit: \_\_\_\_\_