

### **Capital Projects Access Permit Process**

1. Submittal of a complete application with the non-refundable \$150 fee and necessary escrow fee identified in the application.
2. City Engineer or designee will review permit application to determine if requested access can be permitted in the requested location.
3. Capital Project Manager will review permit application to determine if access can be built as part of the Capital Programs Project.
4. Permit Approved:
  1. City Engineer, Capital Program Manager and Capital Project Manager execute the permit application.
  2. Escrow fee deposited into the designated project funding account for the Capital Programs project.
  3. Capital Project Manager coordinated with Design Engineer to draft plans for the approved access.
    1. If final construction plans have not been submitted to City, design engineer will add access to plans
    2. If final construction plans have been submitted to City, Capital Project Manager will coordinate with construction contractor to issue a change order.
  4. Construction contractor will build access only to the edge of the right-of-way. It is the applicant's responsibility to install remaining access on their private property.
5. Permit Denied:
  1. Escrow fee refunded to applicant.