

City of Windsor Heights Right of Way Application for Work

Date of Application: _____

**WORK SHALL NOT COMMENCE UNTIL A SIGNED COPY HAS BEEN RETURNED TO YOU
ALLOW MINIMUM OF 5 WORKING DAYS FOR REVIEW AND APPROVAL**

APPLICANT INFORMATION

Applicant Name: _____ Applicant Phone: _____

Applicant Address: _____ Applicant Email: _____

FACILITY OWNER INFORMATION

Facility Owner Name: _____ Facility Owner Phone: _____

Facility Owner Address: _____ Facility Owner Email: _____

CONTRACTOR INFORMATION

Contractor (Person performing the work): _____

Contractor Address: _____ Contractor Phone: _____

Contractor Email: _____

PROJECT INFORMATION

WORK ORDER# _____

Construction Type: (Please Circle)

Sewer Pavement Gas Water Telecommunications Electric Trees

Other _____

Physical address and Description of work to be performed:

Start Date: _____ Approximate Completion Date: _____

REQUIRED ATTACHMENTS (To be submitted with each application)

- ☐ Bond and Insurance
- ☐ Construction Documents i.e. drawings, traffic control, GIS Plans, etc.
- ☐ Please check the city code for comprehensive list of required attachments
- ☐ Payment \$100.00

INDEMNIFICATION: City Code Chapter 135 & 141

- Private utilities are not located by Windsor Heights or Iowa One Call. Locates for these utilities are the responsibility of the contractor. (Ex. Water, Sanitary, Storm service lines and others) See: <http://www.iowaonecall.com/resources/>
- Work shall comply with current SUDAS. See: <https://www.iowasudas.org/>
- I have read, agreed, and completed the indemnification requirements. 24 HR Notification required before starting work-please call: Public Works at 515-645-6825
- For inspection, call Public Works at 515-279-3662. Minimum 48 hour notice is required, Monday-Friday.

Contractor Signature: _____ Date: _____

Facility Owner Signature: _____ Date: _____

CITY USE ONLY:

updated 8/20/2025

Date approved: _____

Permit #: _____

Approval Granted By: _____

Received By: _____

Form of Payment Cash Check CC

Permit Valid Until _____

Remarks:

