How to apply for a Right-Of-Way (ROW) Permit

Updated 10/30/26

Contents

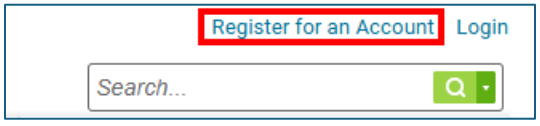
- Apply
- Permit Review and Issuance
- Renew

See associated process flowchart.

Apply

Follow the instructions below to apply for a **Right-Of-Way Permit**.

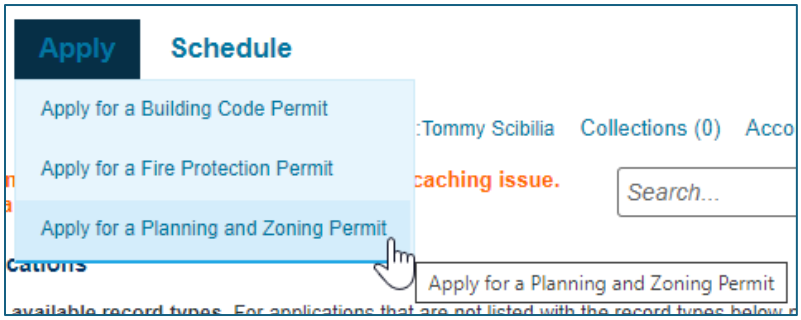
1) If the person applying does not already have a free account in our Permit Portal, create one by clicking the Register Now link on the portal home screen.



2) Log into the Permit Portal.

Note: Be sure to "Allow Pop-ups" on this website for it to function properly.

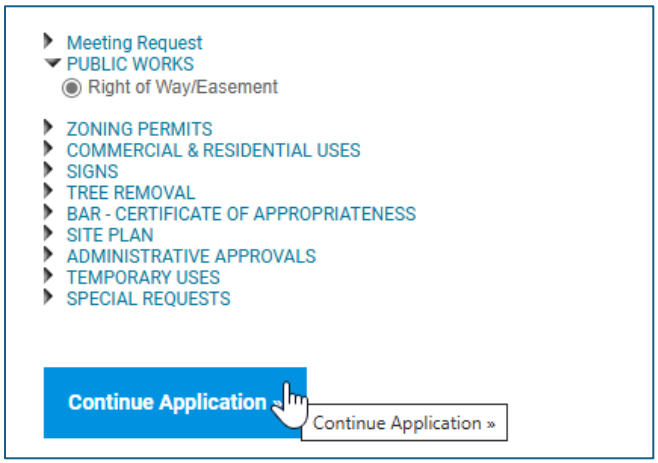
3) Hover over "Apply" and select "Apply for a Planning and Zoning Permit".



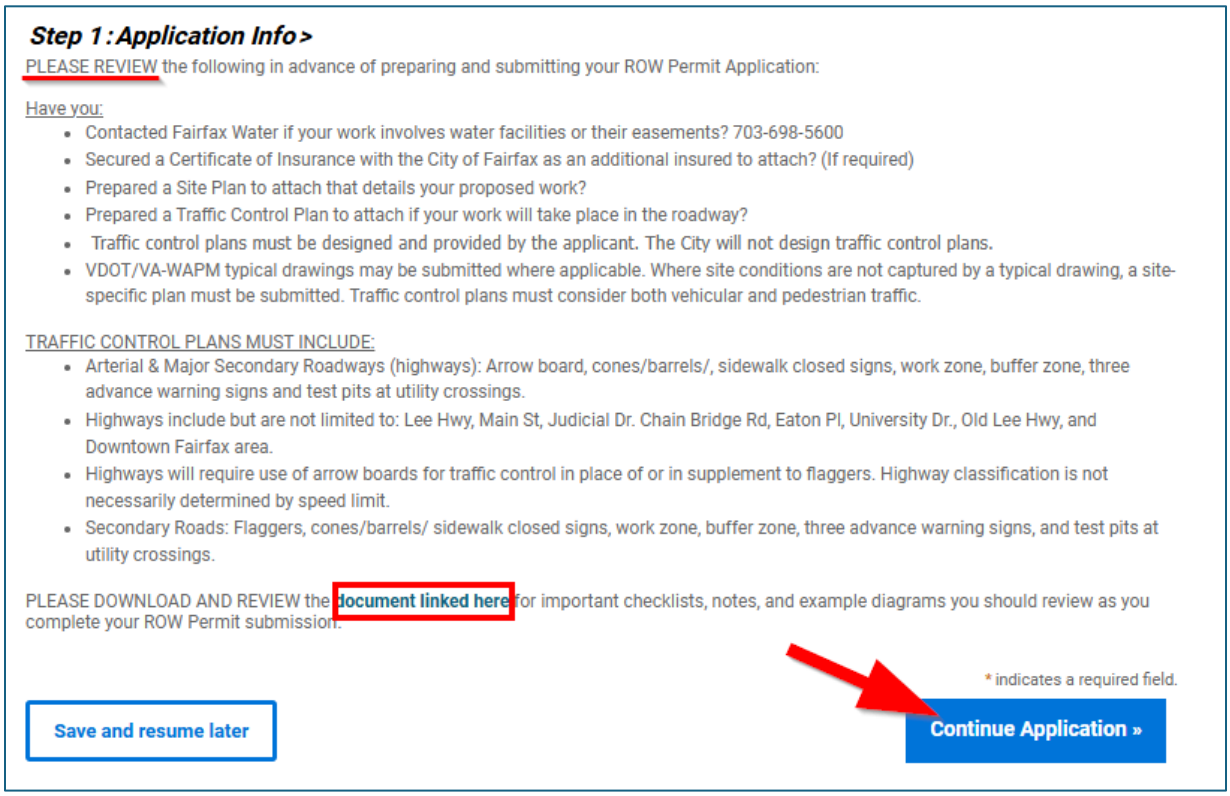
4) Read and accept the terms of the disclaimer.

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5) Under "PUBLIC WORKS" select "Right of Way/Easement" and click "Continue Application".

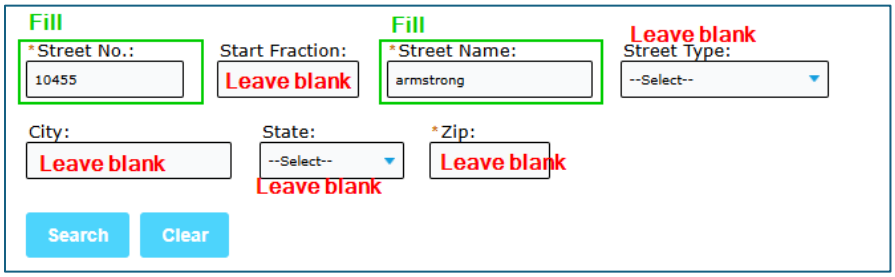


6) On the first screen, please review all of the information to make sure you are prepared to apply for this permit. Also click on the link and review the information contained therein relevant to your submission. Once all are reviewed carefully, click "Continue Application".

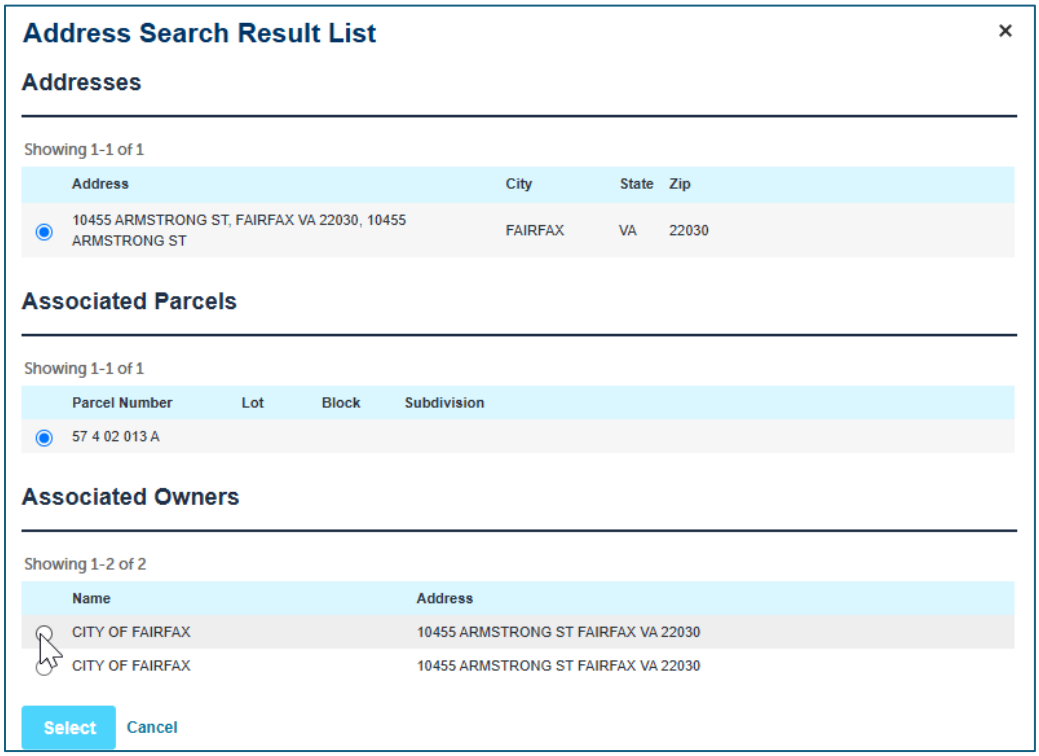


7) On the next screen, to enter an address of the **closest property to the work being proposed**, enter the street number and the street name, and click "Search". Leave the additional fields blank.

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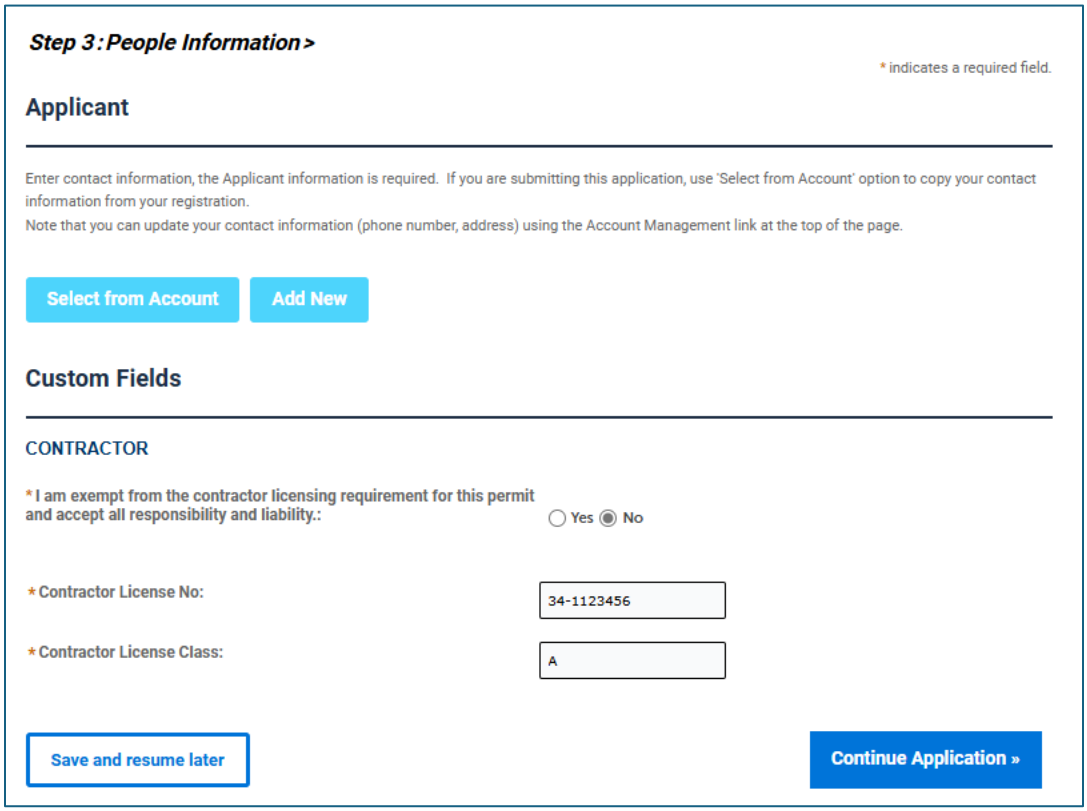
8) The pop-up window will display the street address and parcel number, which should already be selected. At the bottom of the window, select a property owner, and click "Select" to continue. The rest of the fields on this page will populate automatically. Click "Continue Application". **Note** that even though the proposed work will not be taking place on private property by virtue of this permit type, an owner must be selected to continue in our permit system.



9) On step 3, you will need to identify an Applicant. You can either select from the account you are using or add a new contact as applicant. Fill in all required information in the pop-up window. Below, you will need to identify whether you are exempt from needing a

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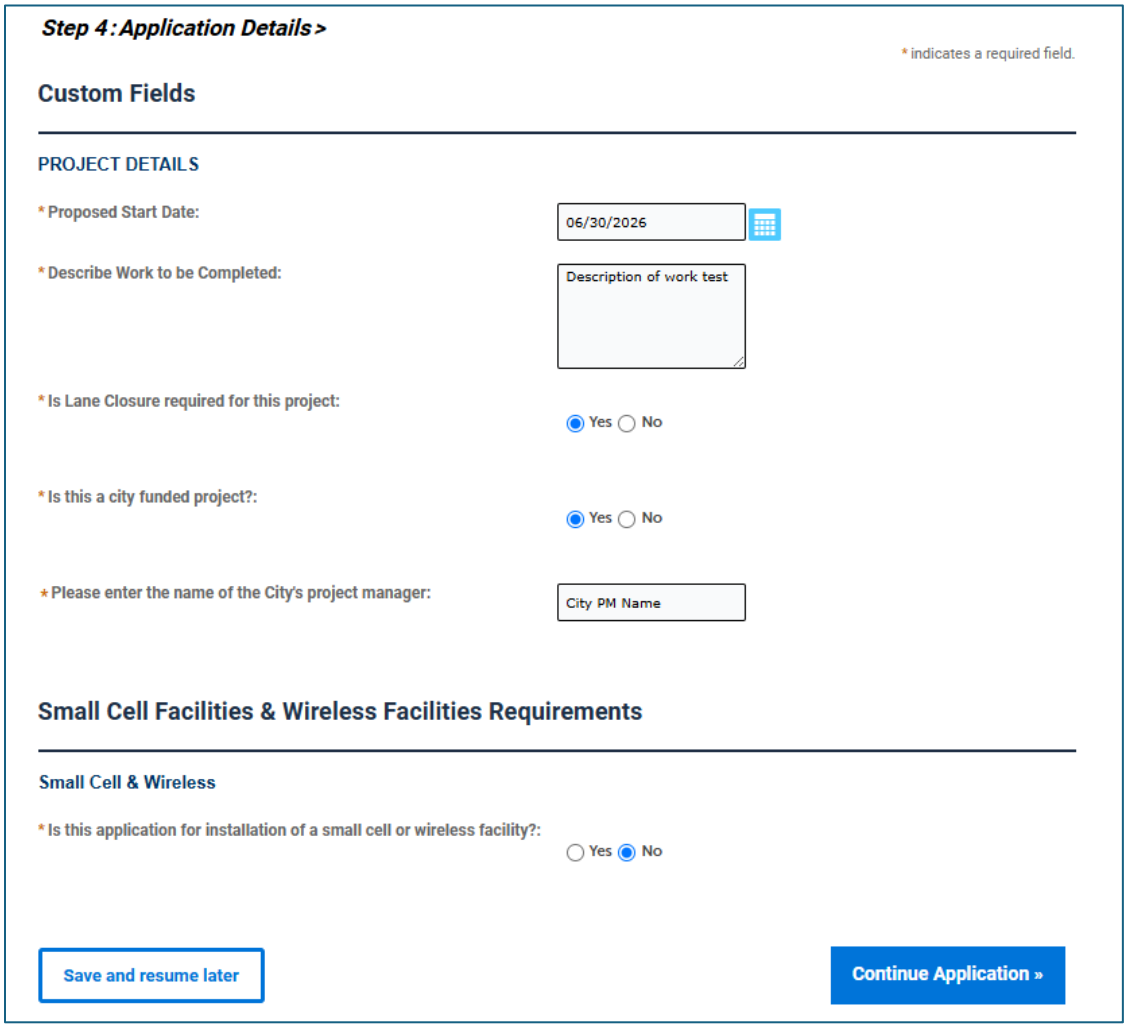
contractor's license to complete the scope of work. If not, you will be required to enter a contractor's license number and license class to proceed. Click "Continue Application" once everything is filled out.



10) On step 4, you will need to select a date for when the work will begin. **Note** that this cannot be sooner than 10 calendar days from the current date and cannot be on a weekend or holiday (the portal will not let you proceed if you pick either of those). You must enter a text description of the work to be performed and indicate whether the work will necessitate a

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lane closure (including sidewalk closure) or will involve work to install or modify telecommunications equipment. You will also be asked to indicate whether the project is a city funded project. If you select "Yes", you will be required to enter the name of the City's project manager. This information will be verified by intake staff. If it is confirmed that this is indeed a city funded project, you will not be charged application or permit fees. Click "Continue Application" to proceed.



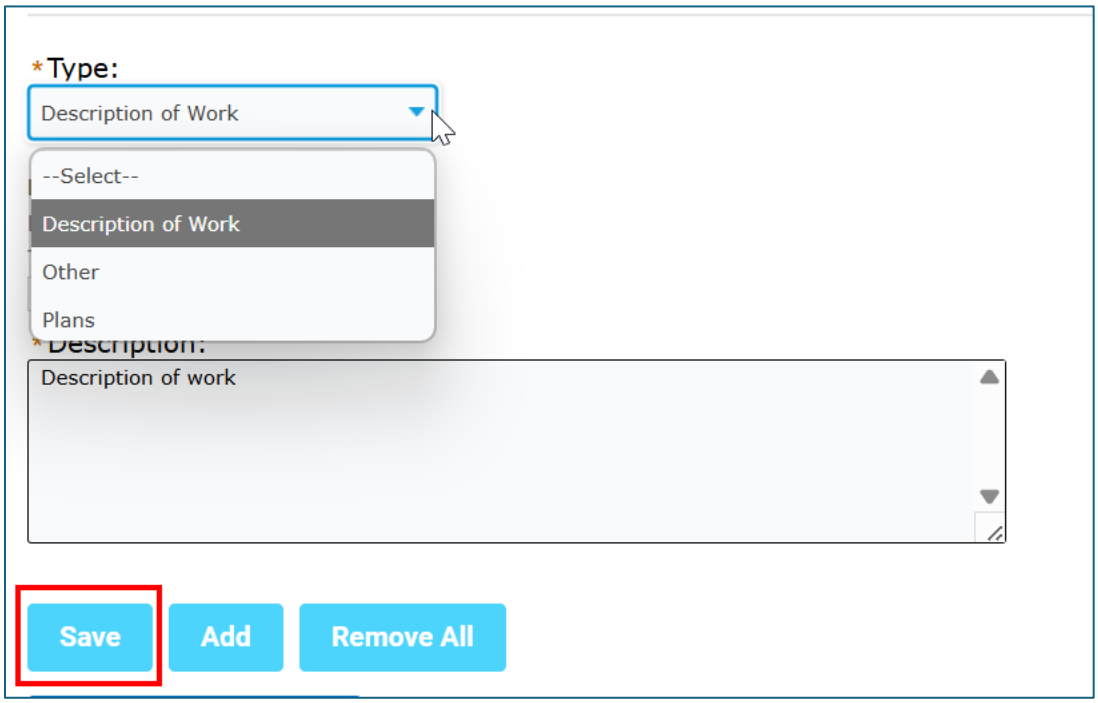
11) Step 5 is where you will upload attachments. All ROW Permit submissions require the upload of at least one PDF document. This should include a description of work, MOT plan, telecommunications equipment specs, and any other documents needed for staff to review the submission. Additional documents can be uploaded optionally.

12) To upload Attachments, click "Add" at the bottom of the screen, select the PDF document for upload, select the attachment type from the drop-down menu, enter a short description, and click "Save". Note that either a "Plan" or a "Description of Work" are required to be attached at a minimum in order to submit the application. Both can be uploaded. Non-

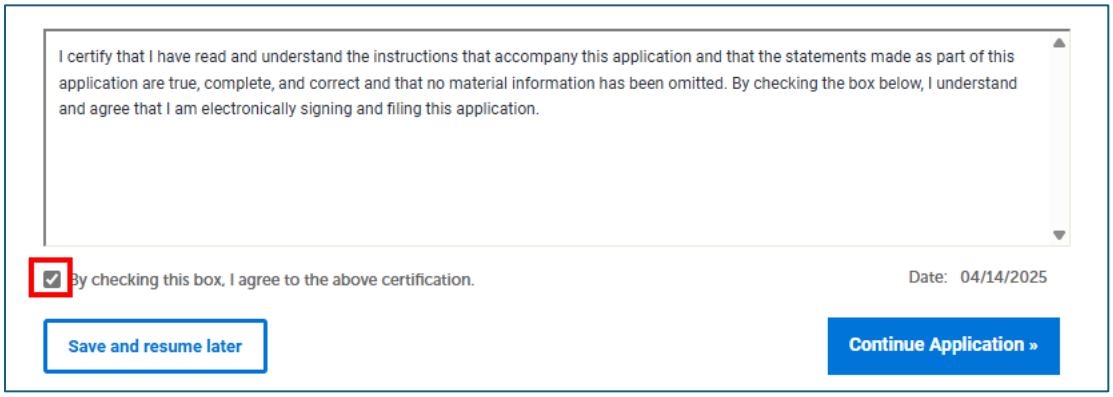
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required attachments can use the "Other" document category. Once all documents are uploaded and saved, click "Continue Application".

- If you have any questions about what information needs to be submitted with this application type, please contact Public Works staff at 703-385-7810.

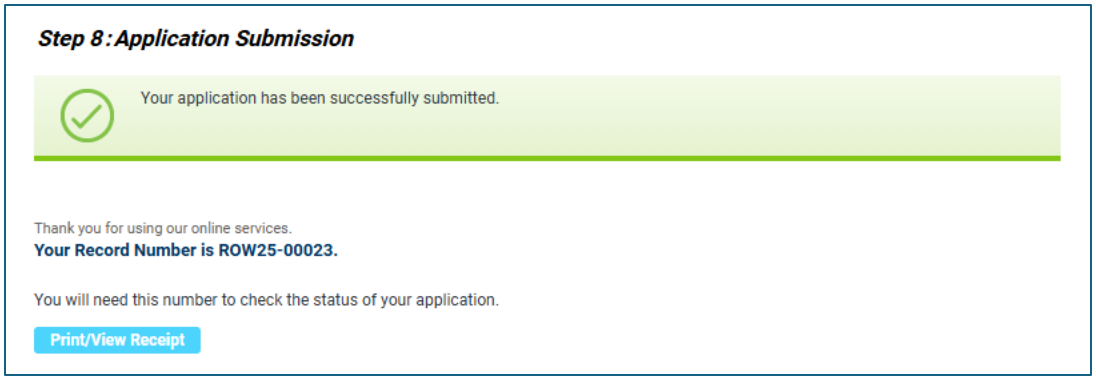


13) Review the summary page, edit any information as needed, agree to the certification, and click "Continue Application" to submit your permit application.



14) On the next screen, you will receive a permit record number ("ROW…").

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Note: If the initial submission did not contain enough information for staff to assess what permits are needed, you will receive an email stating that the submission is incomplete, prompting you to resubmit with additional information or attachments. See separate guide on **How to Resubmit Applications**.

15) Once the application is deemed complete, you will be sent an email with an invoice attached with the application fee (flat fee). Once that is paid, the application will be routed for review. See separate guide on **How to Pay Fees**.
    - **Note** that if this is a city funded project and you are fee-exempt (see step 10 of this section of the guide), you will not be charged an application fee.

End of section

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Permit Review and Issuance

1) ROW Permit applications are typically issued within 2-3 weeks of application acceptance.

2) If there are comments and the application needs to be resubmitted, you will get an email prompting you to do so with instructions. See separate guide on **How to Resubmit Applications**.

3) Once the application is approved, you will receive an email with an invoice attached with the permit fee (generated based on the scope of work). Once paid, you will immediately receive an email with your permit attached. See separate guides on **How to Pay Fees** and **How to Download a Permit**.
    - **Note** that if this is a city funded project and you are fee-exempt (see step 10 of the Apply section of this guide), you will not be charged a permit fee.
    - **Note** any conditions of approval on the second page of the permit where the signatures are located.

4) ROW Permits expire 90 calendar days from the date of issuance. They can be renewed. See instructions for renewals later in this guide.

End of section

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Renew

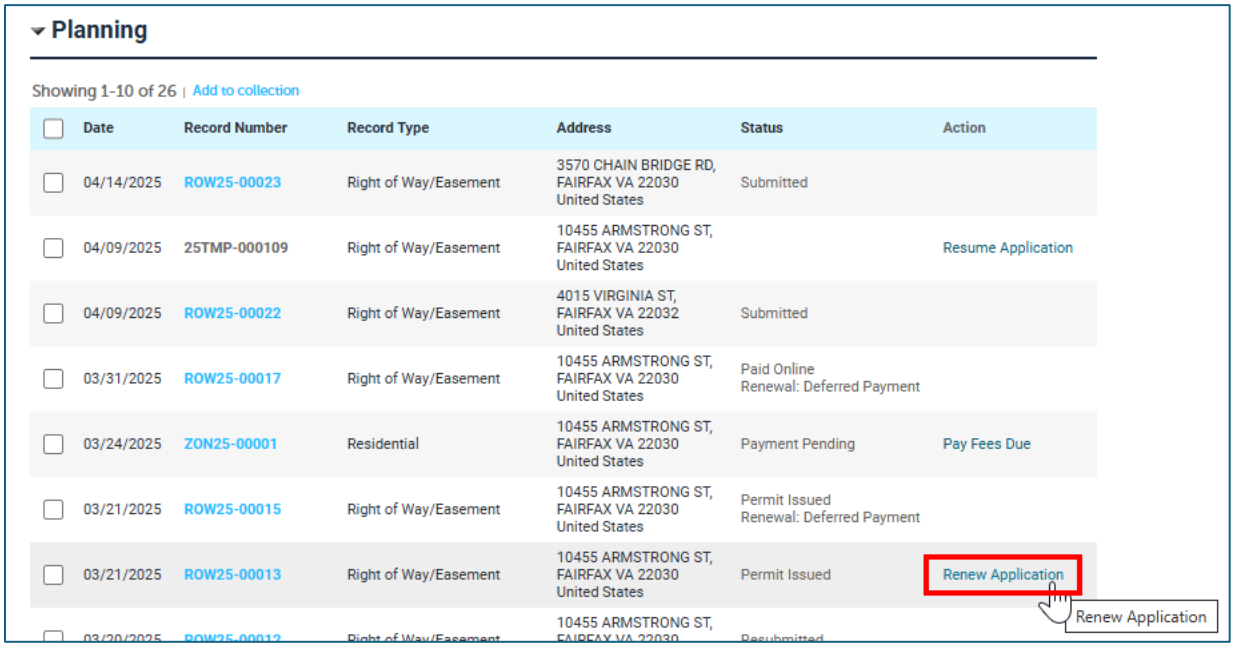
When your ROW Permit is within 15 calendar days of expiration (75 calendar days from issuance), you will have the option to renew the permit. You will receive an email notification letting you know. If you have completed your work, you can disregard this email. If your work will not be completed by the expiration date, you can schedule a renewal, which will extend the expiration date 90 days from the renewal approval date.

The only information that can be updated for a renewal is the proposed work start date. If there are changes to the scope of work, a new ROW permit must be applied for. To renew a ROW Permit, follow the instructions below.

1) Log into the Permit Portal.

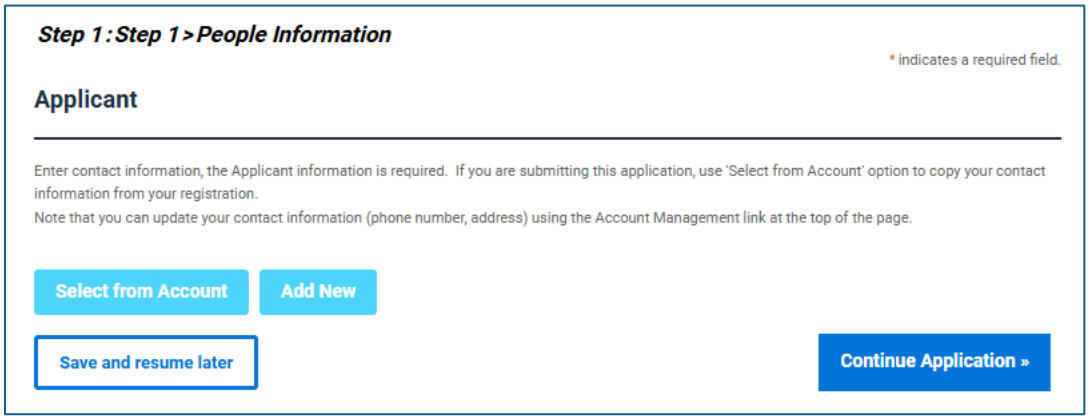
2) Hove over “Home” and select “My Records”.

3) Locate the record number for your ROW Permit under the Planning header (click the arrow to the left to expand this section). If it is within 10 calendar days of the permit’s expiration date, you will see the option to renew it. Click “Renew Application” in the “Action” column to proceed.

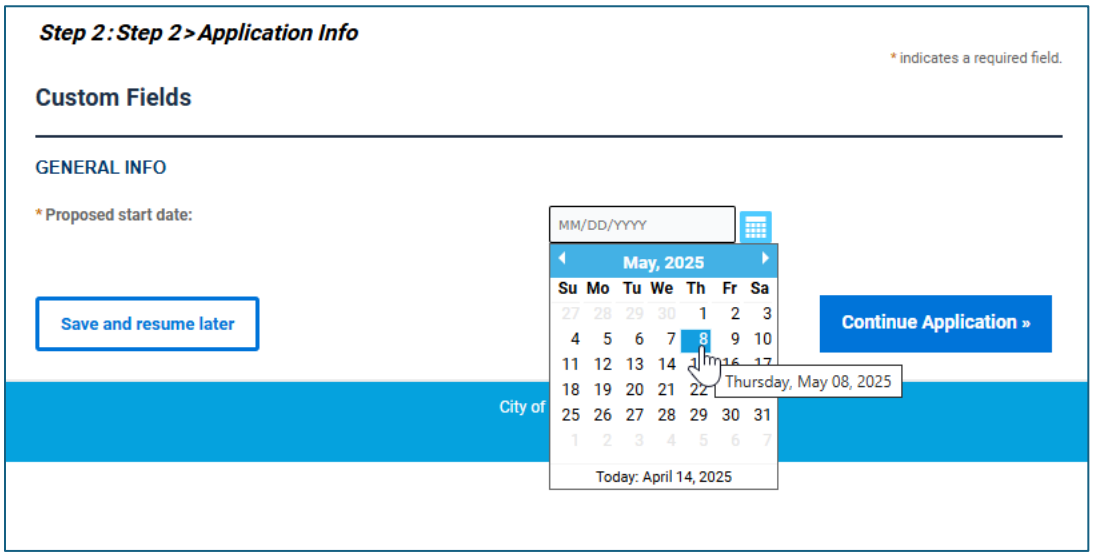


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4) An applicant must be selected on the next screen. You can either select from the account you are using or add a new contact as applicant. Fill in all required information in the pop-up window. Click “Continue Application” to proceed.

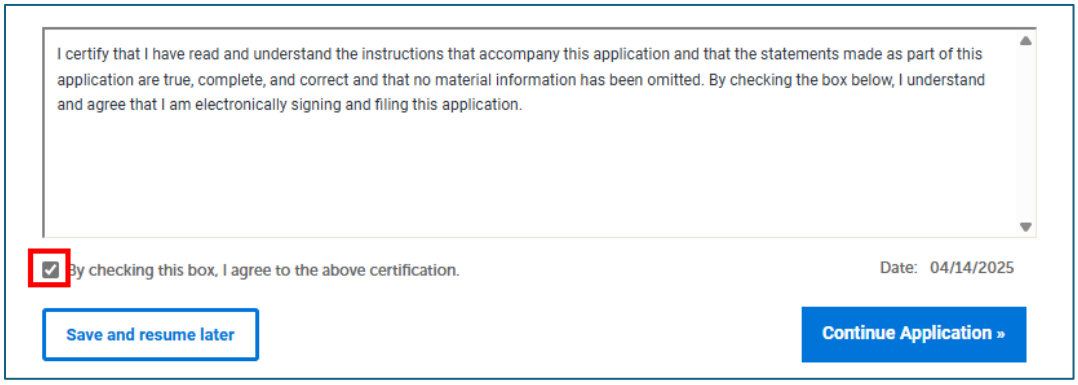


5) On the next screen, select the new work start date. As with the initial application, this date cannot be sooner than 15 calendar days from the current date and cannot be on a weekend or holiday (the portal will not let you proceed if you pick either of those). Click “Continue Application” to proceed.

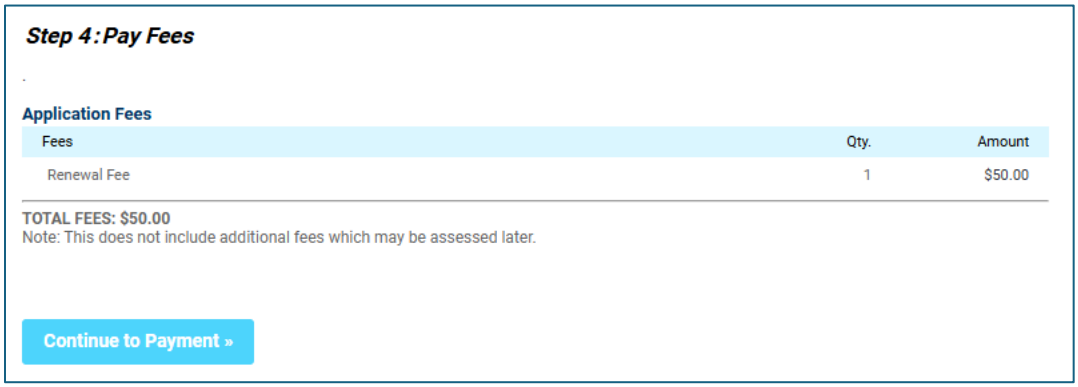


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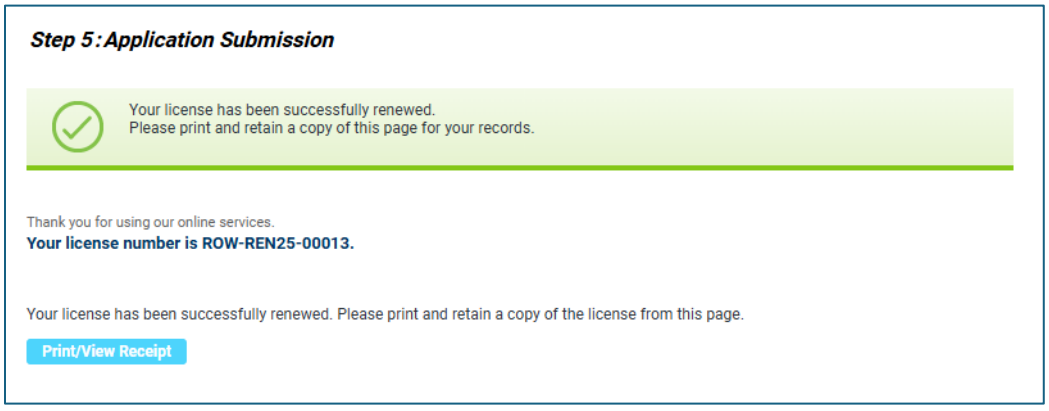
6) Review the summary page, agree to the certification, and click "Continue Application" to proceed.



7) You will be prompted to pay the renewal fee. Click "Continue to Payment" to proceed. Follow the prompts to complete payment.
   - **Note** that if this is a city funded project and you are fee-exempt (see step 10 of the Apply section of this guide), you will not be charged a renewal fee.



8) Once payment is complete (if applicable), a renewal record number will be provided ("ROW-REN…"). **Note** that this will likely not be the same as the original permit record number.



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9) Staff will be notified of the renewal request. Once they review and approve the request, you will receive an email with the renewal permit attached. You can also download the permit from the permit portal. See separate guide on **How to Download Permits**. The renewal permit will contain both the parent record number of the original permit ("ROW…") and the renewal record number ("ROW-REN…").

R-O-W Permit Number ROW25-00008	***Issued Date 3/21/2025***
Renewal Permit Number ROW-REN25-00009	***Expiration Date 3/21/2025***

10) Permits can be renewed more than once by following the same instructions in this section.

End of document

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