



Public Works Online Permit Help Guide

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1. To apply for a Right of Way/Easement Permit for construction in the City of Greeley's Right of Way and/or Easements go to: (URL)

Recommended internet browsers is Google Chrome and Mozilla Firefox.

This is the same application process as the permit below:

		City of Greeley Permit Application		App Date: _____ Issue Date: _____
CONSTRUCTION IN PUBLIC RIGHT OF WAY/EASEMENTS				
Permit Type: _____ <small>(Choose One - New Development, Infrastructure Imprvt., Repairs, Utility)</small>		Permit No. _____		
Applicant's Company Name: _____ <small>(Contractor, Developer, Company or Homeowner)</small>		Applicant's Name: _____		
Applicant's Address: _____		Project No: _____		Lic. No: _____
Applicant's City/St/Zip: _____		Contractor: _____		
Contact's Name: _____		Contractor's Contact: _____		
Applicant's Phone: _____		Contractor's Phone: _____		
Applicant's Cell: _____		Contractor's Cell: _____		
Applicant's Email Address: _____		Contractor's Email Address: _____		
Existing Surface: _____ <small>(Choose One - Asphalt, Concrete, Dirt, Gravel, Landscaped)</small>		Work Site Contact: _____		
Traffic Control Plan Required: (circle one) Yes No		Work Site Cell: _____		
Dates of Construction: _____ <small>(From - To)</small>		Work Site Address: _____		
Streets Affected: _____		Subdivision/Project: _____		
St. Cut Sizes: _____	Length: _____	Depth: _____	Width: _____	
Description of Work: <u>Circle</u> one or more of the following: Leak Repair, Repairs, New Subdivision, New Commercial, Pot Hole, Underground Conduit, UG Bore, Storm Water Imprvts., Concrete Imprvts., Street Construction, Utility Construction)				
Detailed Description: _____				

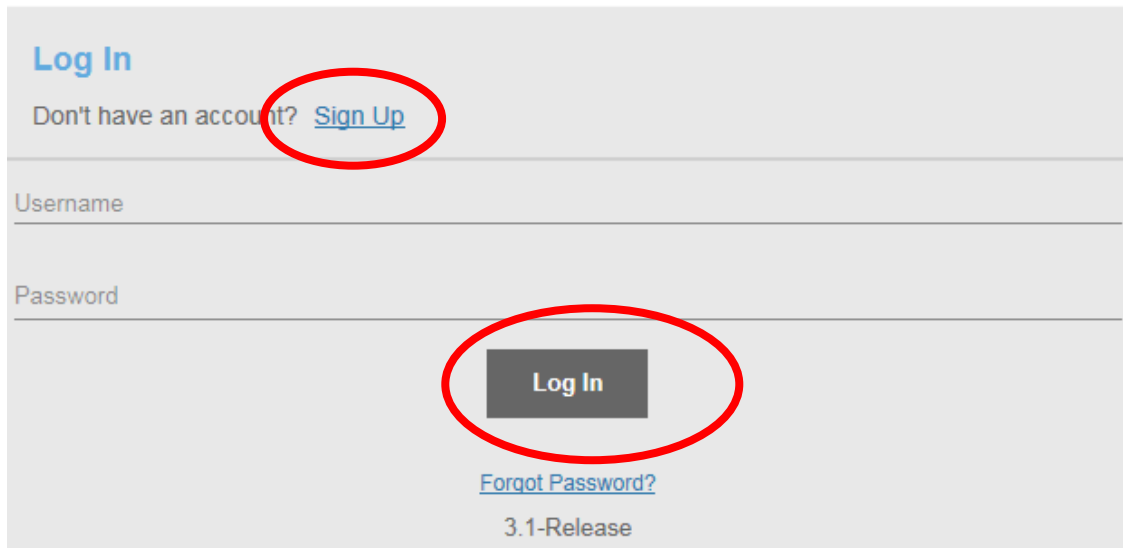
<p>Permit application and review fees are due upon application. Application fees are non-refundable. If permit cannot be issued within 30 days of application, due to incompleteness, application will be voided.</p> <p>I (we), hereby, agree to be bound by the provisions of the City of Greeley Construction Specifications, the Greeley Municipal Code, the Manual on Uniform Traffic Control devices, and to such special conditions, restrictions, and regulations, as well as all applicable sales taxes as may be reasonably imposed by the City of Greeley. It is agreed that the undersigned will save the City harmless from all suits and damage resulting from the performance of the work.</p> <p>In the event work is completed without inspection and approval, the applicant may be required to remove the work and undertake any corrective action at the applicant's expense, and an additional fee <u>(20% of permit total)</u> will be charged.</p>				
<div style="background-color: yellow; padding: 5px;"> For Public Works Inspections (concrete, asphalt, potholes, street cut), call 48-hours in advance of construction start 970-350-9358 For Water/Sewer Inspections (improvements, repair, bore after pothole & profile approval), call 48-hours in advance 970-350-9320 For Land Grading Inspections (sediment & erosion control), call 24-hours in advance 970-336-4074 or 970-336-4073 For Building Inspection (erection, construction, alteration, repair, moving, demolition) 24-hour request line 970-350-9840 The "One-Call System" for all utility locates is 1-800-922-1987 or 811. </div>				
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Validation Stamp </div>				
Applicant's Printed Name: _____		Date: _____		
Applicant's Signature: _____				
<div style="background-color: yellow; padding: 2px;"> Rev 7/2016 </div>				

2. Log in or sign up for an account. When registering a new account it will send a confirmation email. The link in the email will expire in 2 days.

Password must meet the following criteria and is case sensitive:

Must contain 8 characters- an Uppercase letter, Lowercase letter, and a number.

Password cannot match email, first name or last name.



The image shows a login form with a light gray background. At the top left, the text "Log In" is in blue. Below it, the text "Don't have an account?" is followed by a blue link "Sign Up" which is circled in red. Below this are two input fields labeled "Username" and "Password". A dark gray button with the text "Log In" is circled in red. Below the button is a blue link "Forgot Password?". At the bottom, the text "3.1-Release" is displayed.

Apply for a login

All fields are required

CREDENTIALS:

Email Address

Password

Confirm Password

CONTACT INFORMATION:

First Name

Last Name

Address

City

State



Zip

Register

Cancel

3. This is your dashboard, you can access help documentation as well as start a new application, review incomplete, and submitted applications. This is the screen you will see when you first log in.

[View the documentation for help on using Public Access 3.1](#)

+ New Application

Incomplete ☐ Submitted ☒

Submitted Applications

search

Sort ▼

ROW Permit ROW19-0048	--No Location Specified-- test	ISSUED Actions...	Created 03/8/2019
ROW Permit ROW19-0047	1001 78TH AVENUE --No Application Name--	OPEN Actions...	Created 03/7/2019
ROW Permit ROW19-0046	1001 9TH AVE test	CANCELLED Actions...	Created 03/5/2019
ROW Permit ROW19-0045	5202 20TH ST B GOODELL * ABANDON AND INSTALL SERVICES	CANCELLED Actions...	Created 02/15/2019

4. To start an application click “New Application”

[View the documentation for help on using Public Access 3.1](#)

+ New Application

Incomplete ☐ Submitted ☒

Submitted Applications

search

Sort ▼

ROW Permit ROW19-0048	--No Location Specified-- test	ISSUED Actions...	Created 03/8/2019
ROW Permit ROW19-0047	1001 78TH AVENUE --No Application Name--	OPEN Actions...	Created 03/7/2019
ROW Permit ROW19-0046	1001 9TH AVE test	CANCELLED Actions...	Created 03/5/2019
ROW Permit ROW19-0045	5202 20TH ST B GOODELL * ABANDON AND INSTALL SERVICES	CANCELLED Actions...	Created 02/15/2019

5. Select ROW permit and click begin application.

Select an Application

search...

● ROW Permit

Begin Application

6. Fill in permit details

- a. **Description:** Please use the following standard “CONTRACTOR/APPLICANT * BRIEF DESCRIPTION OF WORK”

For example: “ATMOS * REPAIR GAS MAIN” OR “COG STREETS * REPAIR/REPLACE INLET”

- b. Address:** Addresses can be entered in as a valid Greeley address or a cross section of streets. This is your Work Site Address.

Application: ROW Permit

Step 1 of 6

1 Main

Description

Address

2 Contractor

3 People

4 DataGroup

5 Rel Docs

6 Payment

Cancel

Clear

Next

For example: “1001 9th Ave” or “10th St & 9th Ave”. The system will give suggestions on local addresses.

Address

1001|

Suggestions...

1001 78TH AVENUE

1001 50TH AVE

1001 47TH AVE

1001 LUCCA DR

1001 39TH AVE

7. Contractor selection. Select Contractor(s)...

Find the correct contractor- only contractors that have a valid Right of Way Contractor's license will appear.

If your contractor does not appear please contact PublicWorksPermits@greeleygov.com with the contractor information.

Application: ROW Permit

1 Main

2 Contractor

Select Contractor(s)...

State License Search



Business Name	Type	License	Expiration
<input type="checkbox"/> 4X INDUSTRIAL/WELLS TRUCKING	ROW	107091	01/19/2019
<input type="checkbox"/> 6G WELL HEAD LLC BDA PUMP MASTERS	NOLICENSE	1075	
<input type="checkbox"/> A & K REPAIRS	ROW	107768	10/12/2017
<input type="checkbox"/> A CONCRETE	NOLICENSE	1120	
<input type="checkbox"/> A-CONCRETE	ROW	106036	09/11/2017

Cancel

Submit

8. **Applicant and Work Site Contact.** The “Use My Info” button will pull the information from your registration to auto fill in information in either of these sections. Please provide all possible information.

3 People

APPLICANT more....	Use My Info	WORK SITE CONTACT more....	Use My Info
Name		Name	
Address Line1		Address Line1	
City Name	State	City Name	State
Zip Code		Zip Code	
Phone (Home)	Phone (Moblie)	Phone (Home)	Phone (Moblie)
Email		Email	
Comment		Comment	

9. **The data group is the information pertaining to the specific project. To open and close each section click the arrow in the top right corner.**

4 DataGroup

Existing Surface	▼
ROW Storm Water System Fees	▼
ROW Concrete Improvements Fees	▼
ROW Street Construction Fees	▼
ROW Dry Utilities Irrigation Fees	▼
ROW Water and Sewer Fees	▼
Pavement Less Than 5 Years Old	▼
Pavement PQI<3.5 OR Non-Paved	▼
Pavement PQI>3.5 & Over 5 Years Old	▼
ROW Other Fees	▼
General Permit Information	▼
Work Description	▼
Work Order Number	▲

Work Order Number

Comment

10. Existing surface- please select the existing surface(s) at your project location.

Existing Surface
Asphalt <input type="checkbox"/>
Concrete <input type="checkbox"/>
Dirt <input type="checkbox"/>
Gravel <input type="checkbox"/>
Landscaped <input type="checkbox"/>
Grass <input type="checkbox"/>

11. Storm Water System Fees- review each section and enter in quantities used for construction as necessary. If '0' it can be left blank. Quantities will be used to calculate fees by the program.

ROW Storm Water System Fees	
Storm Water Tap Fee	
Quantity	
Number of Inlets	
Quantity	
Linear Feet of Storm Main Line Construction ?	
Quantity	
Detention Ponds (Public or HOA)	
Quantity	
Detention Ponds (Private)	
Quantity	
Concrete Drainage Channels & Pans	
Quantity	
Earth Channels	
Quantity	
Manholes	
Quantity	
Rip Rap Pads	
Quantity	
Concrete Drainage Structures	
Quantity	

12. ROW Concrete Improvement fees- review each section and enter in quantities used for construction as necessary. If '0' it can be left blank. Quantities will be used to calculate fees by the program.

ROW Concrete Improvements Fees
Sidewalk, Trail, Bikepath, Drive Approach
<input type="text" value="Quantity"/>
Concrete Channels & Pans ?
<input type="text" value="Quantity"/>
Curb and Gutter ?
<input type="text" value="Quantity"/>
Combination Curb, Gutter, Sidewalk ?
<input type="text" value="Quantity"/>
Sidewalk Chase Drains ?
<input type="text" value="Quantity"/>
Radii which includes ADA Access Ramps ?
<input type="text" value="Quantity"/>
ADA Access Ramps ?
<input type="text" value="Quantity"/>
Cross Pans ?
<input type="text" value="Quantity"/>
Concrete Structures ?
<input type="text" value="Quantity"/>

13. ROW Street Construction Fees- review each section and enter in quantities used for construction as necessary. If '0' it can be left blank. Quantities will be used to calculate fees by the program.

Any street cuts on public streets will be charged a "Street Cut-Patch Inspection" fee.

ROW Street Construction Fees	
Subgrade ?	Quantity _____
Base ?	Quantity _____
Asphalt Paving ?	Quantity _____
Street Cut-Patch Inspection ?	Quantity _____
Street Signs ?	Quantity _____

14. ROW Dry Utilities Irrigation Fees- review each section and enter in quantities used for construction as necessary. If '0' it can be left blank. Quantities will be used to calculate fees by the program.

All potholes in the Right of Way whether they are in the Street or Landscaping needs to be listed in the Test Holes/ Potholes section.

ROW Dry Utilities Irrigation Fees	
Main Line Gas (Compacted Trench) ?	Irrigation Line > 18" (Flowable Fill) ?
Quantity	Quantity
Main Line Gas (Flowable Fill) ?	Irrigation Line Bore ?
Quantity	Quantity
Main Line Gas Bore ?	Other Lines (Compacted Trench) ?
Quantity	Quantity
Main Line Electric (Compacted Trench) ?	Other Lines (Flowable Fill) ?
Quantity	Quantity
Main Line Electric (Flowable Fill) ?	Other Lines Bore ?
Quantity	Quantity
Main Line Electric Bore ?	Test Holes/Potholes ?
Quantity	Quantity
Communication Line (Compacted Trench) ?	
Quantity	
Communication Line (Flowable Fill) ?	
Quantity	
Communication Line Bore ?	
Quantity	
Irrigation Line > 18" (Compacted Trench) ?	
Quantity	

15. ROW Water and Sewer Fees- review each section and enter in quantities used for construction as necessary. If '0' it can be left blank. Quantities will be used to calculate fees by the program.

ROW Water and Sewer Fees
Disconnect / Abandonment Fee ? Quantity <input type="text"/>
Water Line Construction ? Quantity <input type="text"/>
Sanitary Sewer Line Construction ? Quantity <input type="text"/>
Non-Potable Water Line Construction ? Quantity <input type="text"/>
Non-Potable Service Line Construction ? Quantity <input type="text"/>
Fire Line Construction ? Quantity <input type="text"/>
Service Line Construction to Existing Water Main Lines ? Quantity <input type="text"/>
Service Line Construction to Existing Sewer Main Lines ? Quantity <input type="text"/>
Sanitary Sewer Manholes ? Quantity <input type="text"/>

Public Underdrain ? Quantity <input type="text"/>
Underdrain Manholes ? Quantity <input type="text"/>
Concrete Structures - Water ? Quantity <input type="text"/>
Concrete Structures - Sewer ? Quantity <input type="text"/>
Water Bores ? Quantity <input type="text"/>
Sewer Bores ? Quantity <input type="text"/>

- 16. Pavement Impact Fees- Pavement Less than 5 years old; Pavement PQI <3.5 or Non-paved; Pavement PQI >3.5 & Over 5 Years old- review each section and enter in quantities used for construction as necessary. If '0' it can be left blank. Quantities will be used to calculate fees by the program. Any test holes/potholes and street cuts that are in the street/alleyways will be listed in this section. If unsure about the PQI in the construction area enter information in >3.5 & Over 5 years old- if it is different Public Works will adjust during processing.**

Roads with pavement that is less than 5 years old including new roads or over-layed in the last 5 years

Pavement Less Than 5 Years Old
Pavement Trench Cut : Pavement Less Than 5 Years Old ?
Quantity
High Impact Transverse Trench Cut <5 Feet : Pavement Less Than 5 Years Old ?
Quantity
Test Hole/Pot Hole : Pavement Less Than 5 Years Old ?
Quantity

Roads with poor pavement and or non- paved areas- typically alleys, etc.

Pavement PQI<3.5 OR Non-Paved
Pavement Trench Cut 2 : PQI < 3.5 OR Non-Paved Surface ?
Quantity
High Impact Transverse Trench Cut : PQI < 3.5 OR Non-Paved Surfaces ?
Quantity
Test Hole/Pot Hole : PQI < 3.5 OR Non-Paved Surfaces ?
Quantity

Our most common road type.

Pavement PQI>3.5 & Over 5 Years Old
Pavement Trench Cut 1 : PQI > 3.5 Over 5 Years Old ?
Quantity
High Impact Transverse Trench Cut <5 Feet : PQI > 3.5 Over 5 Years Old ?
Quantity
Test Hole/Pot Hole : PQI > 3.5 Over 5 Years Old ?
Quantity

17. ROW Other Fees- review each section and enter in quantities used for construction as necessary. If '0' it can be left blank. Quantities will be used to calculate fees by the program.

ROW Other Fees
Inspection Outside of Normal Working Hours
<div>Quantity</div> <div></div>
Re-Inspection Fee (Called Out More Than Twice w/o Being Ready)
<div>Quantity</div> <div></div>

- 18. General Permit Information-** review each section and enter in quantities used for construction as necessary. If '0' it can be left blank. Quantities will be used to calculate fees by the program. (Screenshot of General Permit Information is located on next page)
- a. Permit type: Please select the best matching type for the work to be completed.

The screenshot shows a web form titled "General Permit Information". Under the "PERMIT TYPE" section, there is a dropdown menu with the text "Select a value". The dropdown is open, showing a list of options: "New Development", "Infrastructure Improvement", "Owner", "Repairs", "Utility", "Utility - Atmos", "Utility - Century Link", "Utility - Comcast", "Utility - Water Dept", "Utility - Xcel Energy", and "Utility - Zayo".

- b. Traffic control Plan required? Are you impacting any type of traffic- pedestrian(sidewalk) or vehicles (roadway)?
- c. Traffic control plan submitted? Traffic control plan and review form submitted through related documents?
- d. Number of traffic control plans submitted- fill in how many MHTs/traffic controls are being submitted for this project.
- e. Construction start date and finish date- please enter the proposed start and finish dates. (Dates may need to be changed if application process has not been completed prior to these dates).
- f. Date extended from and to- office use only. Streets affected- please enter in any streets that will be affected by construction.
- g. Detailed description- please give a detailed description of the work that will be completed in the Right of Way.
- h. Street cut length/depth/width- please note that street cut sizes. If multiple street cuts please separate each cut with a ';' for multiple sizes. If all the same size, please note the number of cuts.

For example:

2 cuts- one 5'x5'; second 6'x6'

This screenshot shows a form with three sections: "Street Cut Length", "Street Cut Depth", and "Street Cut Width". Each section has a "Text" input field. The "Street Cut Length" field contains "5'; 6'", the "Street Cut Depth" field is empty, and the "Street Cut Width" field contains "5'; 6'".

2 cuts- each 5'x5'

This screenshot shows a form with three sections: "Street Cut Length", "Street Cut Depth", and "Street Cut Width". Each section has a "Text" input field. The "Street Cut Length" field contains "(2) 5'", the "Street Cut Depth" field is empty, and the "Street Cut Width" field contains "(2) 5'".

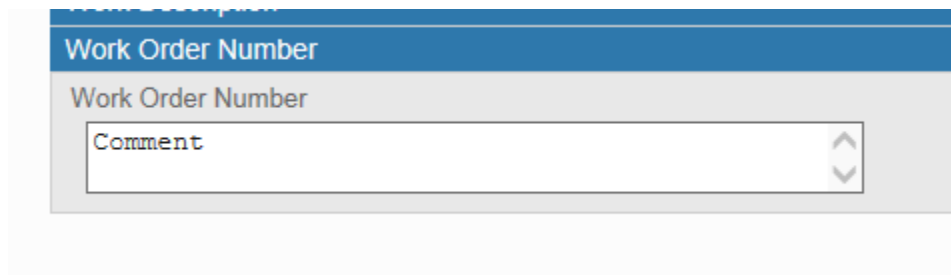
Example for #14 a-h

General Permit Information	
PERMIT TYPE	
<div>Select a value</div>	
Traffic Control Plan Required?	
<input type="checkbox"/>	
Traffic Control Plan Submitted	
<input type="checkbox"/>	
Number of Traffic Control Plans Submitted	
<div>Number</div>	
Construction Start Date	
<div></div>	
Construction Finish Date	
<div></div>	
Date Extended From	
<div></div>	
Date Extended To	
<div></div>	
Streets Affected	
<div>Comment</div>	
Detailed Description	
<div>Comment</div>	
Street Cut Length ?	
<div>Text</div>	
Street Cut Depth ?	
<div>Text</div>	
Street Cut Width ?	
<div>Text</div>	

19. Work Description- please select the type(s) of work that will apply to this permit.

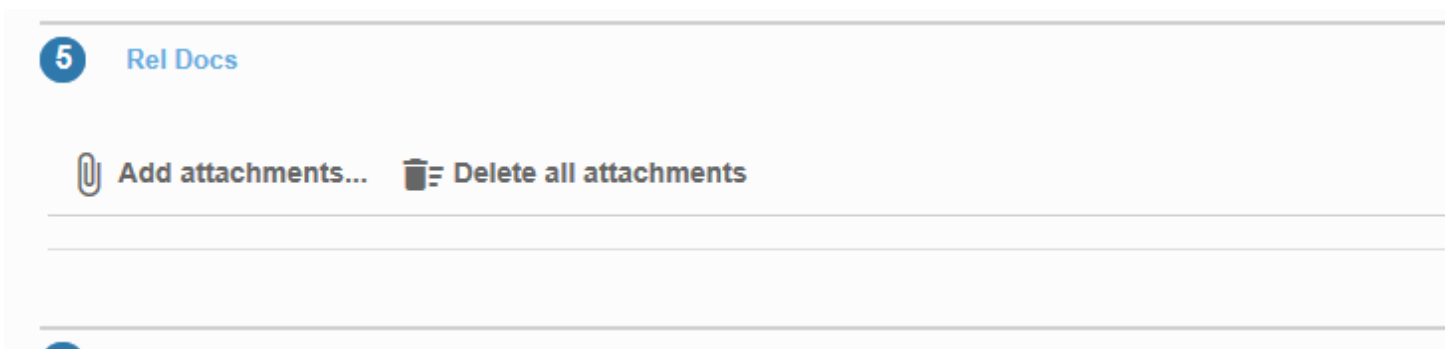
Work Description
Concrete Improvements <input type="checkbox"/>
Water <input type="checkbox"/>
Sewer <input type="checkbox"/>
New sign in right-of-way <input type="checkbox"/>
Leak Repair <input type="checkbox"/>
New Commercial <input type="checkbox"/>
New Subdivision <input type="checkbox"/>
Pot Hole <input type="checkbox"/>
Repairs <input type="checkbox"/>
Storm Water Improvements <input type="checkbox"/>
Street Construction <input type="checkbox"/>
Underground Bore <input type="checkbox"/>
Underground Conduit <input type="checkbox"/>
Utility Construction <input type="checkbox"/>

20. Work Order Number- this is your company's work order number that you would like the permit to be referenced to. This number will not be provided by the City of Greeley.



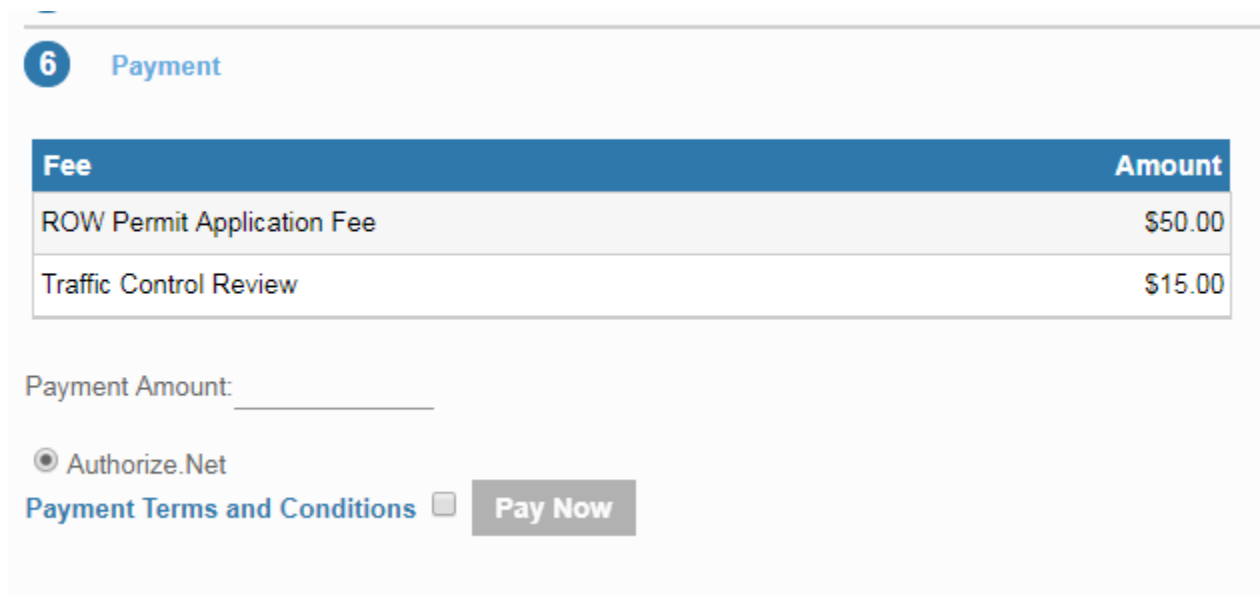
The screenshot shows a form section with a blue header bar labeled "Work Order Number". Below the header is a text input field with the placeholder text "Work Order Number". Underneath the input field is a comment box with the placeholder text "Comment" and a small up/down arrow icon on the right side.

21. Rel. Documents- Please upload site plan, traffic control review form, traffic control plan and any documents that you deem necessary for your permit.



The screenshot shows a section titled "5 Rel Docs". Below the title is a button labeled "Add attachments..." with a paperclip icon. To the right of this button is a button labeled "Delete all attachments" with a trash can icon. Below these buttons is a large empty area for uploading documents.

22. Payment- This is a preliminary break down of your fees (which are based off the quantities entered in the data group of application) including ROW permit application fee and traffic control review fee. The application fee and review fee \$65.00 will be due at the time of application. **Remaining fees may change with review of the application.** Once a payment is made please see section #?



The screenshot shows a section titled "6 Payment". Below the title is a table with two columns: "Fee" and "Amount".

Fee	Amount
ROW Permit Application Fee	\$50.00
Traffic Control Review	\$15.00

Below the table is a label "Payment Amount:" followed by a text input field. Below the input field is a radio button labeled "Authorize.Net". Below the radio button is a link "Payment Terms and Conditions" followed by a checkbox. To the right of the checkbox is a button labeled "Pay Now".

- a. Enter the payment amount you would like to pay at Payment Amount (a).
- b. Read and accept “Payment Terms and Conditions” (b).
- c. Select Pay Now (c).
- d. Enter your payment information and select pay.

Order Summary

Description	Payment for Case: ROW19-0048	Total	\$65.00
Invoice Number	3		

 Card Number *	Exp. Date *	Card Code
---	-------------	-----------

Billing Address

First Name	Last Name
USA ▼	Zip
Street Address	City
State	Phone Number

Pay	Cancel
-----	--------

- e. Your receipt will load on the screen. When you are completed reviewing your receipt select “Continue” and it will submit your permit and take you to the permit summary page.

Continue

Thank-you for your business!

\$ 65.00

[Hide Details](#)

Total	\$ 65.00
-------	----------

Billing Information

1001 9th Ave Greeley CO 80631 9703509881

Paid By Visa XXXX5370
Authorization Code: 000000
Transaction ID: 0

Invoice Number: 2
Description: Payment for Case: ROW19-0050

23. Your home page- This will show your submitted applications and incomplete applications. The map shows the locations of those applications.

[View the documentation for help on using Public Access 3.1](#)

[+ New Application](#)

Submitted Applications

Search

Sort

ROW Permit	Address	Status	Created
ROW19-0046	1001 9TH AVE test	OPEN Actions...	Created 03/5/2019
ROW19-0045	5202 20TH ST B GOODELL * ABANDON AND INSTALL SERVICES	OPEN Actions...	Created 02/15/2019

24. Options available from permit summary page and user home page on submitted permits.

OPEN

Actions...

Created:03/7/2019

Expires:03/7/2021

Check Case Status

Pay Fees

Get PDF Report

Application Fee

Control Review

Comments

Type Received By

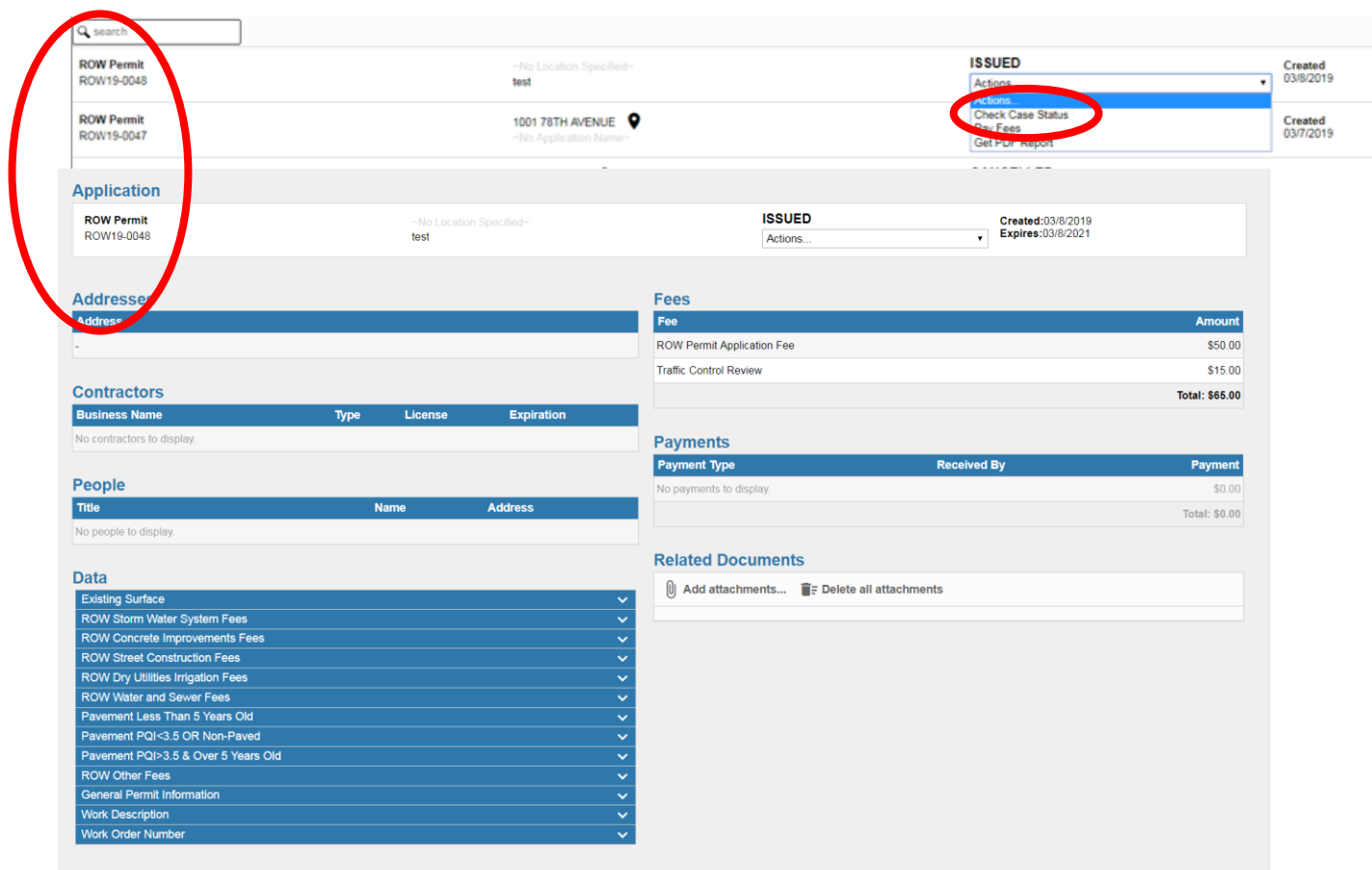
Comments to display

25. Permit application summary page- When you need to review the information regarding to specific permits select the Actions drop down menu on the permit you are interested in and select “Check Case Status”

This screen will show any data entered, by the city or applicant, for this specific permit as well as any documents uploaded.

Once the applicant has submitted the permit changes cannot be made through the Public Portal- if changes are needed please email them to

PublicWorksPermits@greeleygov.com reference to your ROW Permit Number.



The screenshot displays the 'Permit application summary page'. At the top, there is a search bar and a list of permits. The first permit, 'ROW Permit ROW19-0048', is highlighted with a red circle. Below this, the 'Application' section shows details for 'ROW Permit ROW19-0048'. The 'Status' is 'ISSUED', and the 'Created' date is '03/8/2019'. The 'Expires' date is '03/8/2021'. The 'Actions' dropdown menu is open, and 'Check Case Status' is selected, also highlighted with a red circle. Below the 'Application' section, there are sections for 'Address', 'Contractors', 'People', 'Data', 'Fees', 'Payments', and 'Related Documents'. The 'Fees' section shows a total of \$65.00, and the 'Payments' section shows a total of \$0.00. The 'Data' section lists various fees and information, each with a dropdown arrow.

26. Pay Fees- will allow you to pay your permit fees using Credit or Debit Cards through Authorize.Net. See Sections 22-27 on pages 18-19.

27. Get PDF report- will pull up copy of permit and copy of permit fees. Will be digitally signed if issued- will not have digital signature if not issued. You will receive an email when your permit is ready and if there is a balance due.

28. Permits that have not been submitted are considered “Incomplete” will not have a full ROW19-xxxx number issued but will be shown on the dashboard with just a 4 digit number as shown below.

Note: this switch will only show when there is an incomplete permit. If there is not an incomplete permit it will only show “Submitted Applications”

Incomplete ☐ Submitted

Incomplete Applications

ROW Permit

1923

ROW Permit

1922

ROW Permit

1920

29. Options for Incomplete applications are “Continue Application” or “Delete Application”

[View the documentation for help on using Public Access 3.1](#)


+ New Application

Incomplete ☐ Submitted

Incomplete Applications

search

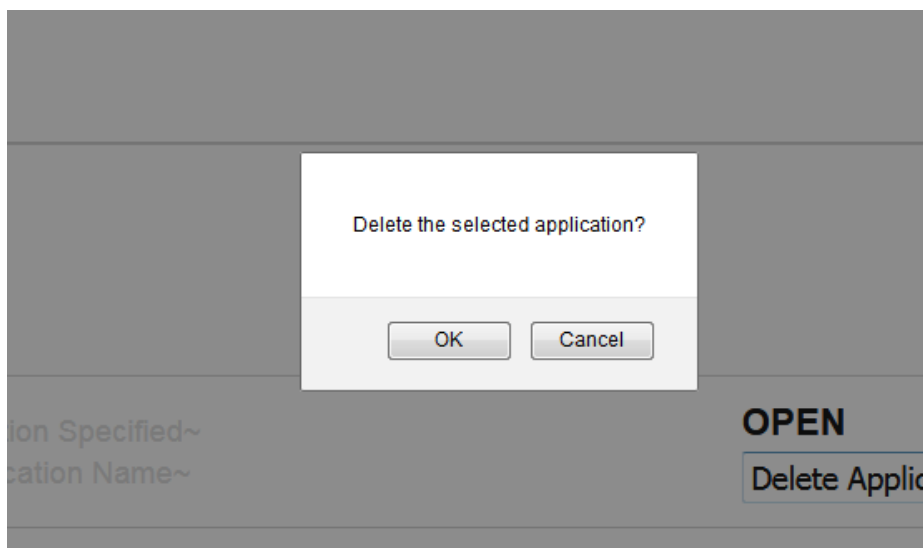
ROW Permit 1923	~No Location Specified~ test	OPEN Actions... Continue Application Delete Application Actions...	Created 03/11/2019
ROW Permit 1922	~No Location Specified~ ~No Application Name~	OPEN Actions...	Created 03/11/2019
ROW Permit 1920	~No Location Specified~ ~No Application Name~	OPEN Actions...	Created 03/8/2019



30. Continue application will open the application where you left off at.

31. Delete Application will delete the application and will not save any information from the application.

Selecting Delete Application will prompt a warning box to prevent any application from being accidentally deleted.



**If you have any questions or concerns regarding the
Right of Way Permit Application or the application
process- please contact Public Works at 970-350-9881 or
PublicWorksPermits@greeleygov.com**