



Cowley County Courthouse  
311 E 9<sup>th</sup> Ave, Suite 104  
Winfield, KS 67156

Office of Public Works

Phone: (620) 221-5425  
Cowleycountyks.gov

Jon Jordan, Public Works Superintendent

**PERMIT MUST BE APPROVED BY PUBLIC WORKS SUPERINTENDENT,  
INSURANCE PROVIDED AND FEE PAID BEFORE WORK CAN BEGIN**

The undersigned hereby makes application to conduct utility construction described below

Utility Company/ Owner

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

City \_\_\_\_\_

Contact email \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Type of Utility to be installed \_\_\_\_\_

**GENERAL LOCATION OF OPERATIONS**

County road(s)

\_\_\_\_\_

From

\_\_\_\_\_

To

\_\_\_\_\_

For the transmission of \_\_\_\_\_ upon \_\_\_\_\_ along \_\_\_\_\_ across \_\_\_\_\_ said  
Road(s)

(Attach maps, utility work orders, sketch or construction drawings)

**The Applicant hereby acknowledges and agrees to the following terms and conditions:**

1. The utility will be installed and maintained in such safe and proper condition that it will not interfere with or endanger travel upon said roadways. During installation the Applicant agrees to the standard for traffic control as outlined in the latest edition of the Manual on Uniform Traffic Control Devices. The Applicant must cease all operations if the traffic controls standards are not met.



Cowley County Courthouse  
311 E 9<sup>th</sup> Ave, Suite 104  
Winfield, KS 67156

Office of Public Works

Phone: (620) 221-5425  
Cowleycountyks.gov

Jon Jordan, Public Works Superintendent

### **Section GC.11 Flagger Method of One-Lane, Two-Way Traffic Control**

Guidance:

*01 Except as provided in Paragraph 2, traffic should be controlled by a flagger at each end of a constricted section of roadway. One of the flaggers should be designated as the coordinator. To provide coordination of the control of the traffic, the flaggers should be able to communicate with each other orally, electronically, or with manual signals. These manual signals should not be mistaken for flagging signals.*

Option:

*02 When a one-lane, two-way TTC zone is short enough to allow a flagger to see from one end of the zone to the other, traffic may be controlled by either a single flagger or by a flagger at each end of the section.*

Guidance:

*03 When a single flagger is used, the flagger should be stationed on the shoulder opposite the constriction or workspace, or in a position where good visibility and traffic control can be maintained at all times. When visibility and traffic control cannot be maintained by one flagger station, traffic should be controlled by a flagger at each end of the section.*

2. All overhead installations shall conform to clearance standards of the KDOT utility policy and/or National Electric Safety Board. All underground installations shall be laid at a minimum depth of thirty-six (36) inches below the pavement and at least forty-two (42) inches below the ditch grade or as otherwise directed by the Public Works Department. All buried electrical lines shall conform to KDOT utility policy and/or National Electric Safety Code standards.

3. Within Seven (7) days or after a new installation or repair to an existing utility is performed all excess dirt or obstructions caused by the installation or repair must be removed. The area shall be restored to good condition by the Applicant so as not to interfere with proper maintenance of the public road right-of-way. Normal mounding and rounding of extra material over trenches or around poles would not be considered an obstruction. Allowances for inclement weather conditions shall be made in completing the repair work. Should these items not be completed, the Applicant agrees to reimburse the Cowley County Public Works Department for any expenditure that may be incurred to correct a problem.

4. In conjunction with a planned public improvement project the County may require the relocation of said utility described by this permit. In order to conform to said requirement the Applicant binds him/ her, successors and assigns, to relocate or alter said utility within a reasonable length of time without cost to the County.



Cowley County Courthouse  
311 E 9<sup>th</sup> Ave, Suite 104  
Winfield, KS 67156

Office of Public Works

Phone: (620) 221-5425  
Cowleycountyks.gov

Jon Jordan, Public Works Superintendent

5. Failure to abide by the conditions in this permit may result in immediate termination of this permit resulting in immediate stoppage of all construction work until issues are corrected.
6. The purpose of this permit is to manage the use of public road right-of-way by public or private utility companies. However private utility companies shall need to obtain authorization from the appropriate property owner for the establishment of the utilities. Public utility companies have been granted authority by law to place their utilities within public road right-of-way as long as it does not interfere with or endanger travel on said roadway. By this permit Cowley County reserves the right to impose current County requirements when applicable to this project, but no such requirement may be in conflict with any federal or state law, code, or regulation.
7. The Applicant, him/her or their successors or assignees, shall assume all risk and liability for accidents and damages that may occur to persons or property if arising from the work performed by the Applicant and attributed to the direct and sole negligence of the Applicant and shall hold Cowley County therefore harmless.
8. A permit fee of \$25.00 for each road boring shall be collected when a permit is issued.
9. **PERMIT REVOCATION:** In lieu of bond, County may revoke the permit and remove any work performed. The Petitioner shall reimburse the County for any cost incurred by County to restore the right-of-way. The County will not authorize any other highway permits until Petitioner has either reimbursed County or restored the right-of-way.
10. Transverse open trenching shall not be permitted across the wearing surface or shoulders of gravel or hard surfaced roads. Utility installations under all roads shall be by boring. Open trenching or installations are approved by the Public Works Superintendent.
11. The Petitioner is to place readily identifiable and suitable markers at the right-of-way line where it crosses the highway except in those cases where a vent serves as a marker, or any type of value is installed in the right-of-way.
12. The applicant shall save and hold Cowley County harmless from any liability, and from any and all damages resulting from the performance of the project for which this permit is granted. A copy of a Certificate of Insurance naming the County as an additional insured for the permitted work shall be provided to the County prior to beginning of work. The minimum limits of liability under the insurance policy shall be \$1,000,000.00.
13. The petitioner shall notify the Public Works Department at least 24 hours prior to actual work beginning on project and again no later than 48 hours after project completion.



Cowley County Courthouse  
311 E 9<sup>th</sup> Ave, Suite 104  
Winfield, KS 67156

Office of Public Works

Phone: (620) 221-5425  
Cowleycountyks.gov

Jon Jordan, Public Works Superintendent

SPECIAL PROVISIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT

In consideration of the benefits accruing to the Applicant by reason of the foregoing permit agreement, this said agreement is hereby accepted by the Applicant. The Applicant hereby agrees to comply with all of the terms, provision, stipulations and conditions herein contained in this permit. ***The Applicant shall notify Cowley County Public Works upon completion of work for final inspection at 620-221-5425 or [engineer@cowleycountyks.gov](mailto:engineer@cowleycountyks.gov).***

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Signature Title

Anticipated Starting Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_



Cowley County Courthouse  
311 E 9<sup>th</sup> Ave, Suite 104  
Winfield, KS 67156

Office of Public Works

Phone: (620) 221-5425  
Cowleycountyks.gov

Jon Jordan, Public Works Superintendent

INSURANCE PROVISIONS:

Work shall not commence under this permit until the Applicant, or his contractor has furnished proof of adequate liability Insurance to the Cowley County Public Works Department.

Company Insured: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_ YES \_\_\_\_\_ NO      Date Permit Fee Paid: \_\_\_\_\_

COWLEY COUNTY PUBLIC WORKS DEPARTMENT PERMIT APPROVAL

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Notes:

---

---

---

---

---

COWLEY COUNTY PUBLIC WORKS DEPARTMENT FINAL INSPECTION

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

Approved By: \_\_\_\_\_  
Signature Title