

# IOWA | DOT

## 2026 Annual Utility Meeting

An information exchange and networking event





# Agenda

**Welcome & Introductions**

**Utility Coordination & Permitting**

**Upcoming Construction Projects**

**Roundtable | Q & A**





# Utility Program

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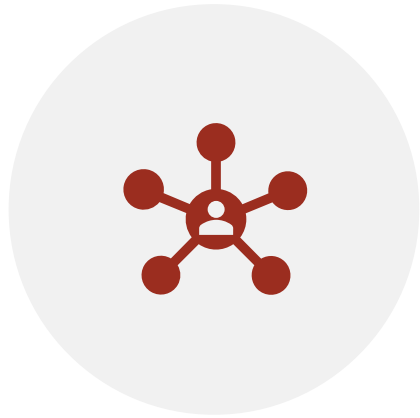
Accommodation  
Permitting  
Relocations  
Agreements  
Management of ROW





# Utility Program Team

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Central Office



District Offices



Field Offices

# Central Office Leadership

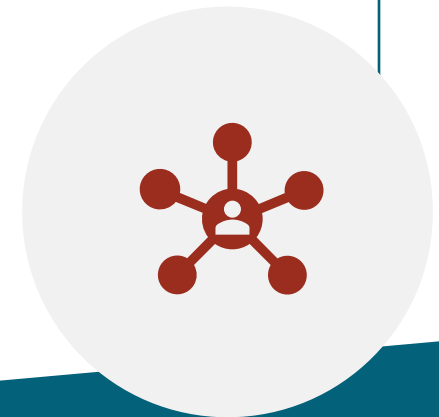
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## Transportation Development Division – Deanne Popp

- Program director
- Rules & policy administration
- Stakeholder liaison
- Approval of utility relocation payments

## Right of Way Bureau Director – Brad Hofer

- Directs all sections in the bureau
- Approval of budget items including utility relocations
- Approval of utility agreements
- GIS champion for ROW parcels & utility locations



# Utilities Section

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## Utilities Section Supervisor – Eric Wright

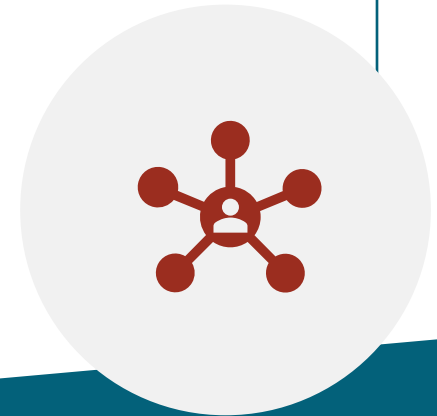
- Supervises Design & Utilities Sections
- Process & procedure implementation for utility program
- Project coordination & production champion for these sections

## Statewide Utility Program Coordinators

- Project coordination & agreement monitoring

## Regional Utility Program Coordinators

- Project notifications & utility milestone submittals
- Utility reimbursement agreements
- Payments & release of easement rights



# District Staff

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## District Utility Coordinators

- Utility coordination for projects
- Utility work plan review & approval
- Utility coordination & collaboration meetings with companies
- Permit review/assistance

## Engineering Operations Technicians

- Permit review, approval & issuance
- Access, utility accommodation, work on right of way

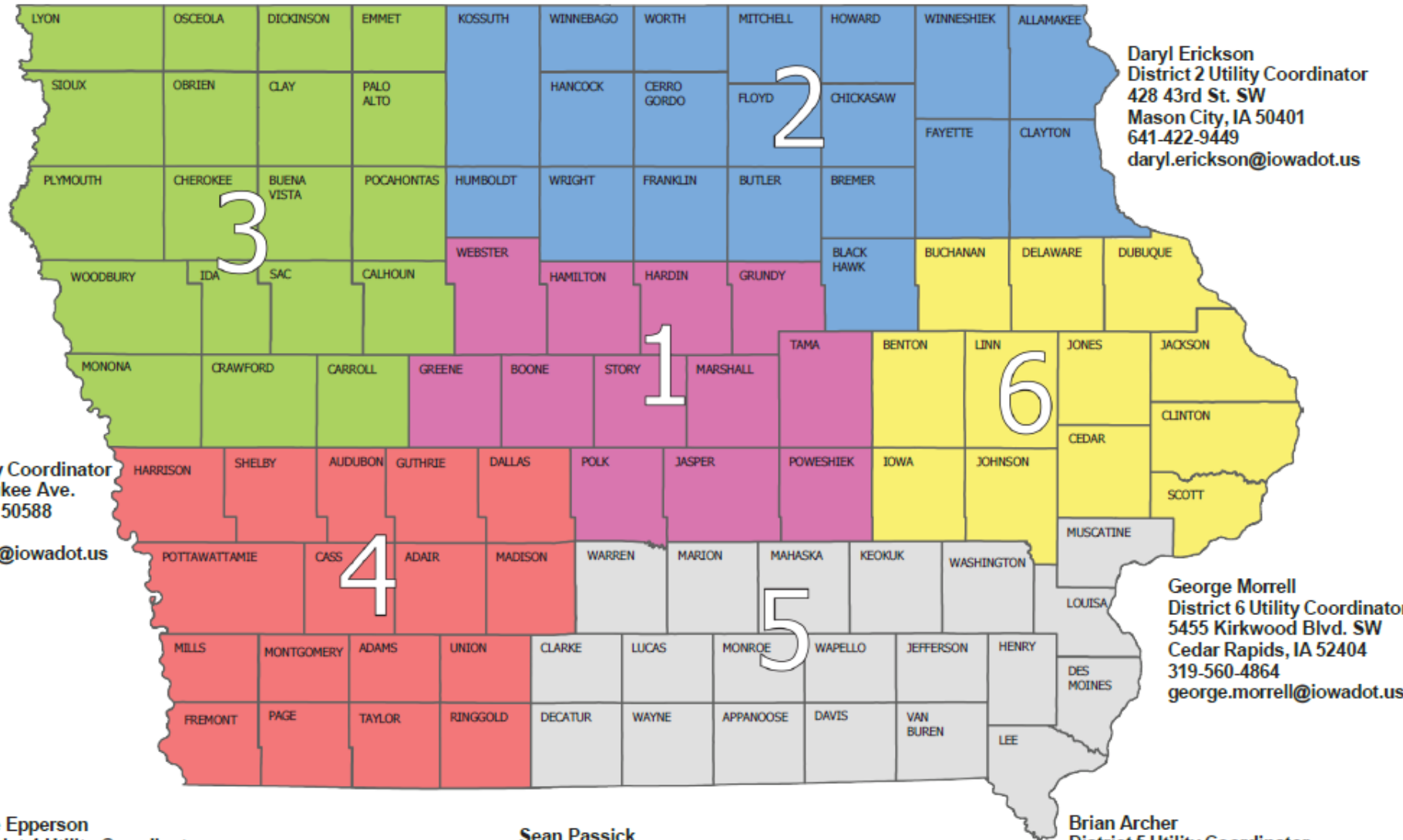
## Resident Construction Engineer

- Preconstruction meeting – invite utility companies
- Coordination with contractor





# Iowa DOT District Utility Coordinators



**Mike Thayer**  
District 3 Utility Coordinator  
1303 W Milwaukee Ave.  
Storm Lake, IA 50588  
(712) 539-1268  
michael.thayer@iowadot.us

**Nate Epperson**  
District 4 Utility Coordinator  
300 West Broadway, Suite 12  
Council Bluffs, IA 51503  
712-250-0537  
nathaniel.epperson@iowadot.us

**Sean Passick**  
District 1 Utility Coordinator  
2300 SE 17th  
Grimes, IA 50111  
515-986-5476  
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**Brian Archer**  
District 5 Utility Coordinator  
205 E 227th St.  
Fairfield, IA 52556  
641-469-4025  
brian.archer@iowadot.us

**George Morrell**  
District 6 Utility Coordinator  
5455 Kirkwood Blvd. SW  
Cedar Rapids, IA 52404  
319-560-4864  
george.morrell@iowadot.us

**Daryl Erickson**  
District 2 Utility Coordinator  
428 43rd St. SW  
Mason City, IA 50401  
641-422-9449  
daryl.erickson@iowadot.us

# Other key players

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## Survey

- Includes survey of utility locates in project design

## Design

- Key to facilitating successful utility conflict management
- Performs engineering decisions related to highway design to avoid and minimize utility facility impacts in communication with Project Manager

## Project Manager

- Key to facilitating successful utility conflict management
- Reviews project needs throughout development to determine utility investigation needs

## Right-of-Way Staff

- Designs and acquires necessary parcels to facilitate relocations
- Process payments & release of easement documents



# Utility Coordination

## Chapter 115 UTILITY ACCOMMODATION

- IAC 761--115
  - Iowa Administrative Code
  - Transportation [761]
  - Chapter 115 – UTILITY ACCOMMODATION
- Adopted June 18, 2025
- <https://www.legis.iowa.gov/docs/iac/chapter/761.115.pdf>

IAC 5/14/25

Transportation[761]

Ch 115, p.1

### CHAPTER 115

#### UTILITY ACCOMMODATION

[Prior to 6/3/87, Transportation Department[820]—(06,D) Ch 1]

Chapter rescission date pursuant to Iowa Code section 17A.7: 6/18/30

#### **761—115.1(306A,314,320) General.**

**115.1(1) Purpose.** This chapter covers the requirements needed for placement, adjustment and maintenance of utility facilities in, on, above or below the rights-of-way of primary roads to ensure the safety of the road user and the integrity of the road.

**115.1(2) Contact information.** Information regarding this chapter may be obtained from the department's website at: [www.iowadot.gov/consultants-contractors/right-way/utility-accommodation-coordination](http://www.iowadot.gov/consultants-contractors/right-way/utility-accommodation-coordination); any of the department's six district offices; or the Transportation Development Division, Iowa Department of Transportation, 800 Lincoln Way, Ames, Iowa 50010.

# Summary of new policy changes

- Provide utility **as-builts** required in electronic format – DS 23045
- Submit **10-day notice** required for lane restrictions or closures – 511 Traffic Management Center
- Rework or remove **unacceptable** installations
- Notify district **when utility work is completed** (provide opportunity to inspect and notify if work is non-compliant)



# Summary of new policy changes - coordination

- Send **project notification earlier** of utilities (10% design/concept)
- Improved **investigation to identify utilities** in the project limits
- Utilities required **to provide location information** of their facilities within the project limits to help with **conflict avoidance and mitigation**
- Send **plan submittal earlier** to utility companies (30% design / ROW impact buffer)
- Utilities required to provide **one work plan** (instead of two) but earlier in the process
- Better defined **non-compliance** as failure to: provide an acceptable work plan, adjust its facilities according to the accepted work plan, or otherwise follow the policy

# IAC 761 Chapter 115 – Utility facility adjustments for primary road projects.

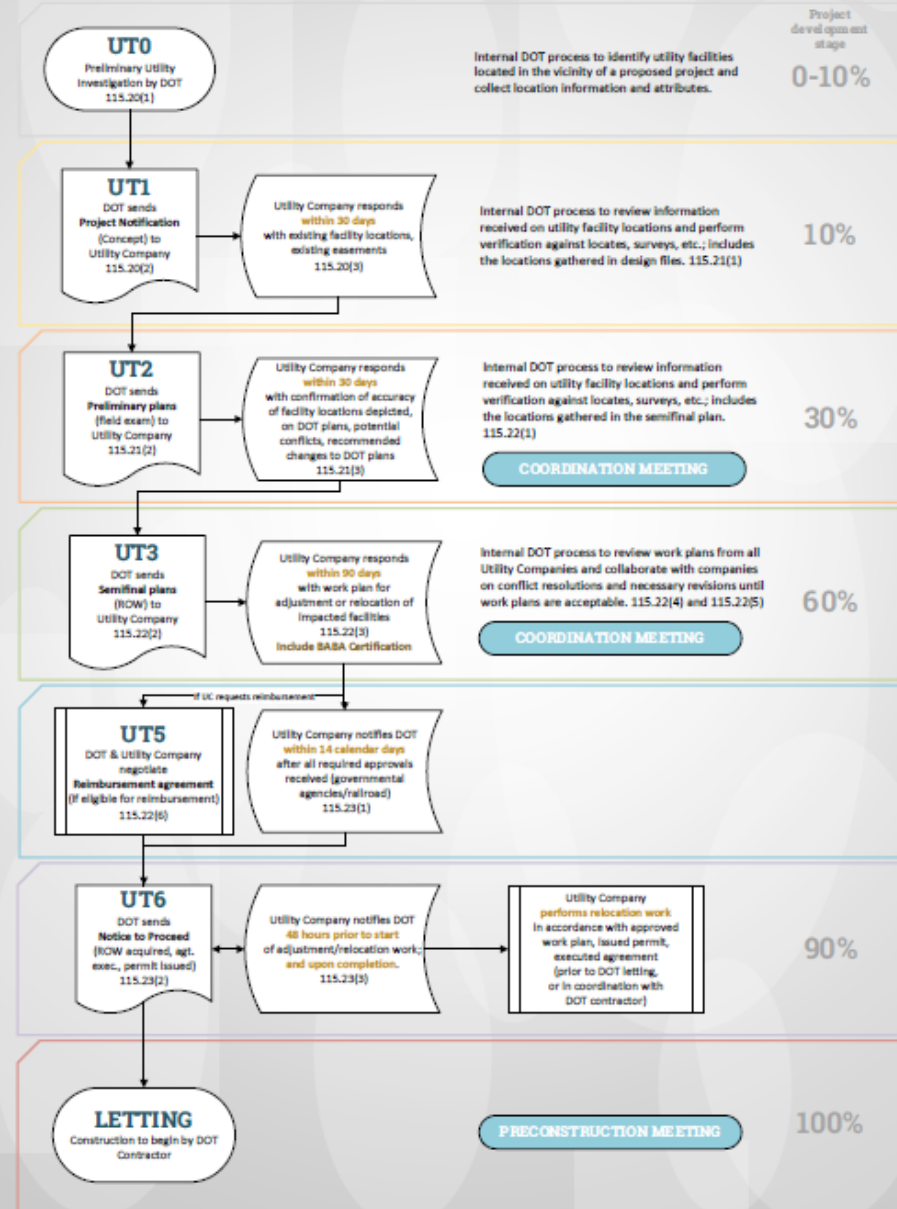
- DOT primary road projects – not city or county projects
- Sets requirements for all parties
- Timing of notifications and required responses
- Milestones for events tracked in Masterworks application
- Non-responsive utility owners can be held liable for project delay claims

# Project Development Milestones

- Utility events tracked as UT
- Who does what, when
- Timeline for completion
- Due dates
- Expectations

## Utility Coordination | A Partnership Approach Milestones for Utility Relocations

December 2025



# UTO Event | investigation

## UTO

Preliminary Utility  
Investigation by DOT  
115.20(1)

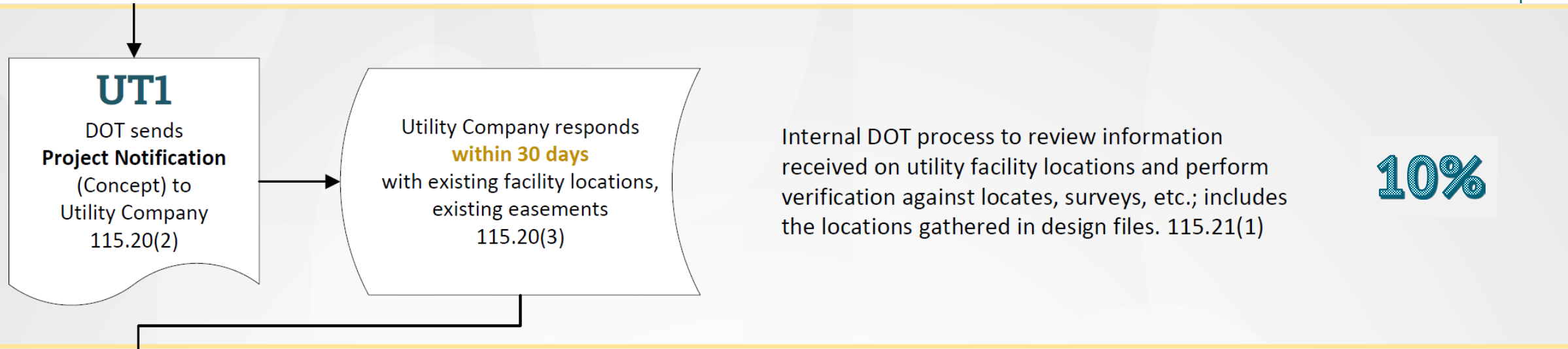
Internal DOT process to identify utility facilities located in the vicinity of a proposed project and collect location information and attributes.

Project  
development  
stage

**0-10%**



# UT1 Event | notice of project



# UT2 Event | preliminary plans

## UT2

DOT sends  
**Preliminary plans**  
(field exam) to  
Utility Company  
115.21(2)

Utility Company responds  
**within 30 days**  
with confirmation of accuracy  
of facility locations depicted,  
on DOT plans, potential  
conflicts, recommended  
changes to DOT plans  
115.21(3)

Internal DOT process to review information  
received on utility facility locations and perform  
verification against locates, surveys, etc.; includes  
the locations gathered in the semifinal plan.  
115.22(1)

30%

COORDINATION MEETING

# UT3 Event | semifinal plans

## UT3

DOT sends  
**Semifinal plans**  
(ROW) to  
Utility Company  
115.22(2)

Utility Company responds  
**within 90 days**  
with work plan for  
adjustment or relocation of  
impacted facilities  
115.22(3)  
**Include BABA Certification**

Internal DOT process to review work plans from all  
Utility Companies and collaborate with companies  
on conflict resolutions and necessary revisions until  
work plans are acceptable. 115.22(4) and 115.22(5)

60%

COORDINATION MEETING

## UT4 Event | revised final plan

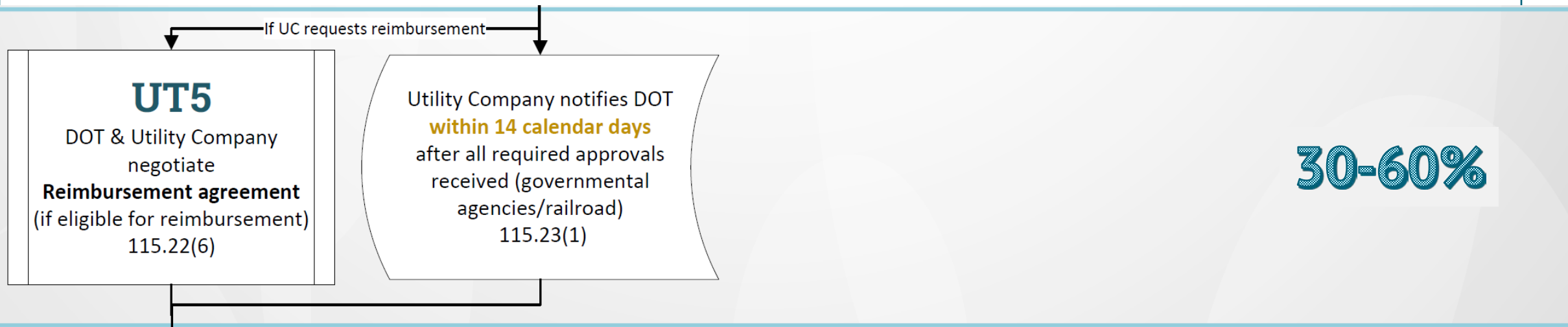
- Significant changes to department's plan
- Send revised final plan to utility owners
- Request revised work plan if needed
- *Utility Coordination Meetings*

Internal process – not in rule

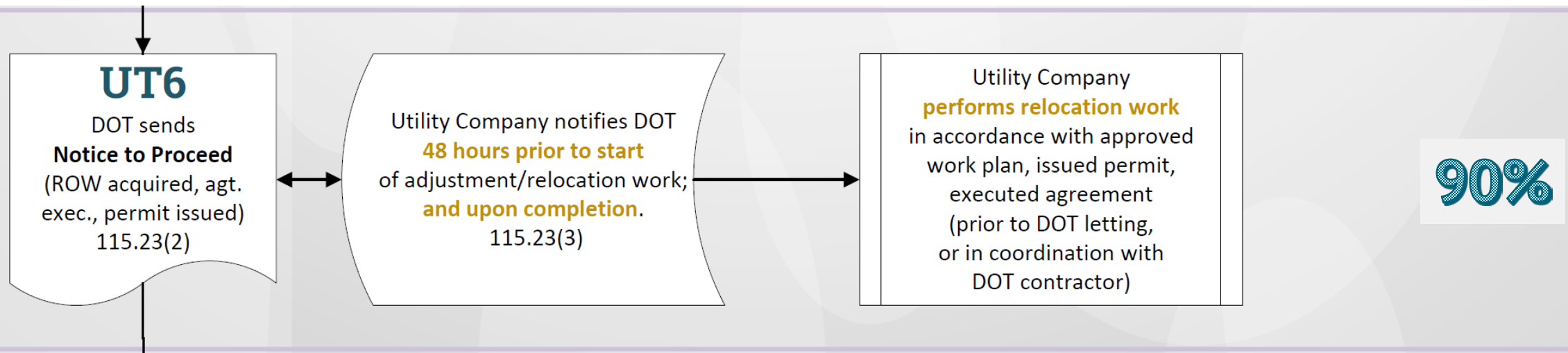
90%



# UT5 Event | reimbursement agreement



# UT6 Event | notice of work



## UT7 Event | utility bid attachment

- Narration on status of utility conflicts
- Completed relocations
- Relocation schedules for remaining work
- Work that remains to be coordinated with contractor or other utility companies
- Anticipated dates & working days needed
- Submitted with final plans to be incorporated into contract documents
- Gives bidding contractors an idea of status and level of coordination remains

Internal process – not in rule

90-100%

# Process flowcharts

Define what, when, how





# PERFORMANCE BONDS

What is a performance bond?



Financial  
assurance

From one  
party to  
another

Guarantee

- Protects project owners
- Completion as agreed

# PERFORMANCE BONDS

When is a performance bonds required?



Permitted work being done as part of a DOT project (relocation or adjustment)

History of performance problems

Installation conditions

- Unusual installation
- Abnormal site
- Freeway

# PERFORMANCE BONDS

How are performance bonds processed?



EOT informs  
utility company  
of bond  
requirements

Utility  
company  
obtains  
bond from  
surety  
company

Utility  
sends bond  
to EOT

- Per installation
- Statewide

# PERFORMANCE BONDS

How are performance bonds processed?



Utility company  
performs work

Utility  
company  
notifies EOT  
when  
complete

DOT

- Inspects as necessary
- Rework?
- Claim/Release

# NON-COMPLIANCE

What is a non-compliance?



Failure to comply  
with rules;  
761 IAC 115

All  
permitting  
requirements

Project  
relocations

- Non-response
- No work plan
- Not following accepted work plan

# NON-COMPLIANCE

When do we use non-compliance process?



Non-compliance with rules;  
761 IAC 115

Non-responsive  
Improper procedures

If project related

- Has NOT stopped construction

# NON-COMPLIANCE

How is non-compliance handled?



District sends  
Non-compliance  
notice to utility  
company  
(requests  
resolution plan  
within # days)

Utility  
company  
responds  
(with  
resolution  
plan within #  
days)

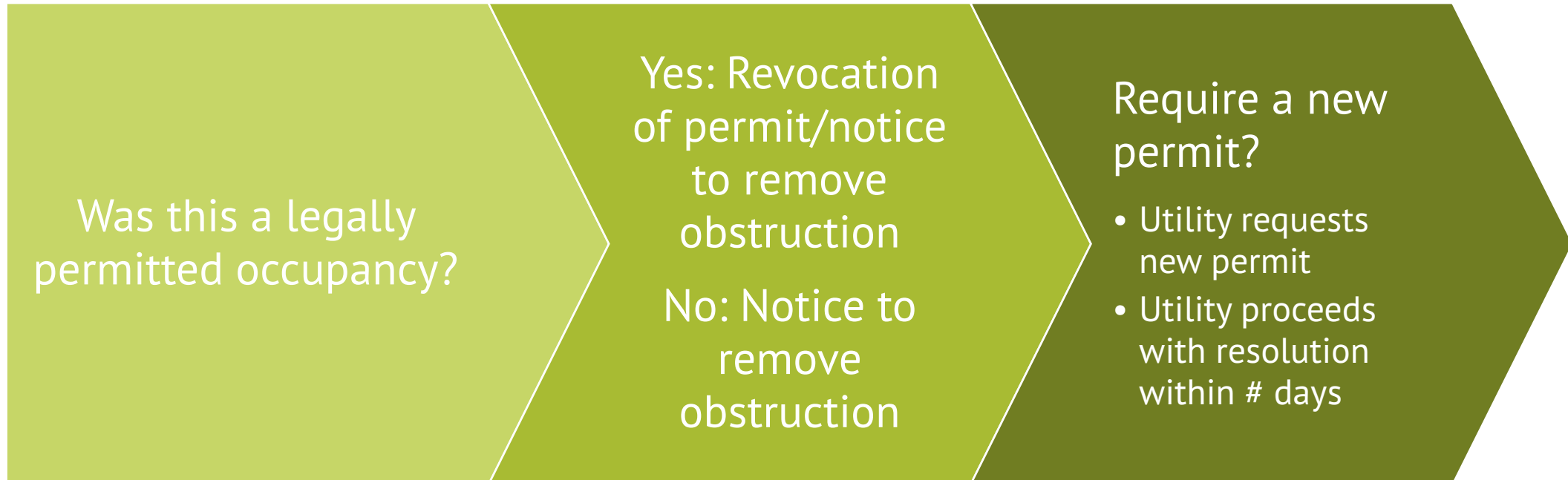
## Resolution

- Acceptable?
- Result in an obstruction in the ROW?



# NON-COMPLIANCE

Does the non-compliance result in an obstruction in the ROW?



# NON-COMPLIANCE

Is escalation needed?



Utility doesn't  
respond with  
resolution  
within # days

Utility  
company  
doesn't  
remove  
obstruction

## STOP ORDER

- DOT halts All permit processing by utility for entire state

# CONFLICT RESOLUTION

What conflicts are we talking about?



Utility facility  
conflicts with  
construction

Identified  
during  
construction

Interferes

- With progress of the DOT contractor
- Stops construction

# CONFLICT RESOLUTION

When conflict stops construction,  
what happens?



RCE notifies  
utility company  
of obstruction  
(1 day to  
provide plan to  
resolve)

Relocation  
to be  
completed  
within 5  
days

DOT review  
plan

- Approve
- 1 day

# CONFLICT RESOLUTION

How to resolve?



DOT approves  
utility company's  
resolution plan

A new permit  
may be  
required

Utility  
company  
performs  
resolution  
work

- Notifies DOT  
when complete

# CONFLICT RESOLUTION

How to resolve?



Utility company  
doesn't resolve

Legally  
permitted?

DOT  
contractor  
willing to  
remove?

- Permitted bills utility
- Not permitted bills DOT

# CONFLICT RESOLUTION

How to resolve?



DOT contractor  
NOT willing to  
remove

Issue STOP  
order until  
utility  
resolves

STOP  
ORDER

- DOT halts All permit processing by utility for entire state



# Permitting

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**Utility Permits  
Work on Right-of-Way**



# WHEN ARE UTILITY PERMITS REQUIRED?



# WORK ON RIGHT OF WAY PERMIT



**HIGHWAY / ROADSIDE / UTILITY / SIGN PERMITS**

**DO YOU HAVE AN ACCOUNT?**

We make it easy for you to request a new permit or check your permit status for highway and roadside access. Once you have registered for an **A&A**, select the permit needed and login to our online electronic permitting system and complete the request.

**ADOPT-A-HIGHWAY**

Maintain the appearance of our roadsides throughout Iowa. These highways are inter-state, US and Iowa highways.  
[More details at Adopt-A-Highway website](#)

**REQUEST PERMIT**

**ENTRANCE TO A HIGHWAY**

Access private property to the primary highway can be made using our online electronic permitting system.  
[More details at Access Management website](#)

**REQUEST PERMIT**

**GUEST LOGIN**

**UTILITY ACCOMMODATIONS**

A request to install or modify utility facilities located with the highway right-of-way can be made and tracked using our online permitting system.  
[More details at Utility Accommodations website](#)

**REQUEST PERMIT**

**NOT REGISTERED?**

**CREATE AN A&A ACCOUNT / CHECK STATUS**

Requesting a highway Or roadside permit requires an A&A account.

**CREATE NEW ACCOUNT**

**LOGIN**

**NEED HELP? ???**

**COMMENT OR QUESTION**

For inquiries about our permits, complete our online form and we will contact you as soon as possible.

**CONTACT US**

# Electronic Permitting System [EPS]

- Cloud based app/create account – email address
- Submit – edit – review requests
- DOT reviews – approves – issues permit
- <https://eps.iowadot.gov/Home>



# Electronic Permitting System

- Training module
- Begin request
- 3 steps
  - Preliminary request
  - Official request
  - DOT processing

Utility Permit

https://eps.iowadot.gov/Permits/UtilityPermits/UtilityRequest.aspx

Iowa Department of **TRANSPORTATION**

INDEX ABCDEFGHIJKLMNOPQRSTUVWXYZ

DOT Home | About | Phone Book | Contact

EPS updated to 20240131.2

If you need help please call: 515-239-1527

**Electronic Permitting System**

Deanne.Popp@dot.iowa.gov

SIGN OUT

Home

Permit Search

Entrance Request

Utility Request

Entrance Admin

Utility Admin

Reports

Person Admin

Super User Admin

Contact Us

### Utility Permit Request

Click for Training Video explaining how to fill out this screen.

Contact → Preliminary Info → Location → Summary

**NOTE:** Applying online does not imply that a permit is granted. You must have an Iowa DOT-issued permit before starting your project.

**WARNING:** 20 minutes of inactivity will result in your session timing out. When this happens, you need to log back in.

Are you a Consultant for a Utility Company?

☐ Yes ☐ No

✓Proceed to Preliminary Info

**IOWA DOT**

[Policies and Statements](#) | [Applets and Plug-ins](#) | [Contact Us](#)

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Iowa DOT EPS System

https://eps.iowadot.gov/Permits/PermitSearch.aspx

Iowa Department of **TRANSPORTATION**

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DOT Home | About | Phone Book | Contact

EPS updated to 20251003.1

If you need help please call: 515-239-1075

**Electronic Permitting System**

Deanne.Popp@dot.iowa.gov

SIGN OUT

### Permit Search

**Search Criteria**

Permit Type: Utility Accommodatio District: District 1 Field Staff: All Status: Issued

**Search**

**Search Results**

42 records found

Export to Excel

Results per page: 10

| PERMIT TYPE            | Status:                       | Date:  | Request #:     | Permit Number: |
|------------------------|-------------------------------|--|----------------|----------------|
| UTILITY ACCOMMODATIONS | Issued                        | 9/22/2025  | 15813          | U2025-85-2-9   |
| <b>Open</b>            | Representative: Whaley, Brian | County: 85-Story   | Route: US 30 E | District: 1    |
|                        | Applicant: Blackburn, Joe     | Utility Company: Iowa Communications Network Fiber Distribution                      | Year: 2025     |                |
|                        | Project Number:               |  |                |                |
| UTILITY ACCOMMODATIONS | Issued                        | 9/17/2025  | 15791          | U2025-85-2-10  |
| <b>Open</b>            | Representative: Whaley, Brian | County: 85-Story   | Route: US 69 N | District: 1    |
|                        | Applicant: Frank, Briana      | Utility Company: Interstate Power & Light Co. - Alliant Energy Electric Distribution | Year: 2025     |                |

**Advanced Search**

**Permit Summary**

**Display as Map**

# Electronic Permitting System

- Permit search
- Set parameters
- Display as map

- Easily see the location

- Easily see the location



Iowa DOT EPS System

https://eps.iowadot.gov/Permits/UtilityPermits/UtilityPermit.aspx?rid=15813

Iowa Department of **TRANSPORTATION**

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DOT Home | About | Phone Book | Contact

EPS updated to 20251003.1

If you need help please call: 515-239-1527

**Electronic Permitting System**

Deanne.Popp@dot.iowa.gov

SIGN OUT

**Utility Permit**

Click for Training Video explaining how to fill out this screen.

Change EOT Roles

Primary EOT: Whaley, Brian

Proofread Save

Request Number: 15813 Status: Issued Type of Request: New or upgrade a utility facility Permit Number: U2025-85-2-9

Issue Date: 10/2/2025 Expiration Date: 9/22/2026

Select individual tabs to add, update or review information

Show All Tabs

**Initial Request** Other Attachs Desk Audit Field Audit EOT Summary Issue Review Active Const. Finalize Permit Comments

Who will be responsible for final acceptance of terms for legal documents?

☒ Utility Contact ☐ Requestor ☐ Other


If you would like to add a Consultant to the Utility request, please click on Yes below and proceed to fill out the Consultant information at the bottom of this page. After you are done editing the Consultant information, please click on Save

# Electronic Permitting System


- Steps to complete
- Shown in tabs
- Check boxes & fill-in fields
- Attachments
  - Site plan

# Outreach


- UPdate newsletter
- Govdelivery



UPdate  
Utility Program  
News and Information



IOWA | DOT



UPdate  
Utility Program  
News and Information

In compliance with Executive Order 16963, the Iowa Department of Transportation has completed the rulemaking process for Chapter 115, Utility Accommodation. Please see the attached draft rulemaking notice, which will be published in the Iowa Administrative Bulletin. If the Notice is published on the Iowa Department of Transportation website, the rulemaking must be received by January 16, 2025. Comments should be directed to:

Email: [tracy.george@iowa.gov](mailto:tracy.george@iowa.gov)

Tracy George  
Iowa Department of Transportation  
DOT Rules Administrator  
800 Lincoln Way  
Ames, Iowa 50010

Two public hearings will be held, at which persons may present testimony and information concerning the proposed rulemaking. The dates and locations for the hearings are as follows:

| District   | Date              | Time     | Location         |
|------------|-------------------|----------|------------------|
| District 1 | February 11, 2025 | 10:00 AM | Des Moines, Iowa |
| District 2 | February 13, 2025 | 10:00 AM | Des Moines, Iowa |
| District 3 | February 25, 2025 | 10:00 AM | Des Moines, Iowa |
| District 4 | February 18, 2025 | 10:00 AM | Des Moines, Iowa |
| District 5 | February 4, 2025  | 10:00 AM | Des Moines, Iowa |
| District 6 | TBD               |          |                  |

### 2025 IOWA DOT ANNUAL MEETING

Save the Dates! The Iowa Department of Transportation Annual Meeting will be held on Thursday, February 11, 2025, at the Hyatt Regency Des Moines. Registration details coming soon.

### WELCOME to UPdate!

We're happy to announce a brand new newsletter from the Utility Program at the Iowa Department of Transportation where we plan to share information and updates on what's happening related to utility accommodation and coordination at the department. We're inviting you to join us on this journey.

### FUTURE EDITIONS WILL FEATURE:

- Exclusive content: Behind-the-scenes stories and insider information.
- Expert interviews: Learn from the best in the field on various topics.
- Tips and tricks: Practical knowledge to help you stay ahead.
- Program highlights: Celebrating the achievements and stories of our talented team.

# 2026 Annual Utility Meetings

February | March  
8:30am-Noon  
Each district

- District 1 – March 11
  - Ankeny Kirkendall Public Library, Ankeny, IA
- District 2 – March 2
  - District 2 Conference Room, Mason City, IA
- District 3 – March 12
  - District 3 Conference Room, Sioux City, IA
- District 4 – February 26
  - District 4 Conference Room, Atlantic, IA
- District 5 – February 3
  - District 5 Conference Room, Fairfield, IA
- District 6 – February 20
  - District 6 Conference Room, Cedar Rapids, IA





# Moving forward

- Be aware of and communicate schedules
- Monitor the progress | projects & relocations
- Attend and participate in coordination meetings
- Look for opportunities to partner

- **FTP site for meeting materials**
  - <https://utilities.iowadot.gov/Annual%20Util%20Mtg%202026/>
- **EPS site for permitting**
  - <https://eps.iowadot.gov/Home>
- **Utility Program site**
  - <https://iowadot.gov/rightofway/Utility-Accommodation-and-Coordination>
- **State newsletter subscriptions**
  - <https://www.iowa.gov/subscribe>

## Questions?

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**DEANNE POPP**

515.239.1014

deanne.popp@iowadot.gov

iowadot.gov

*Thank you!*