



# 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

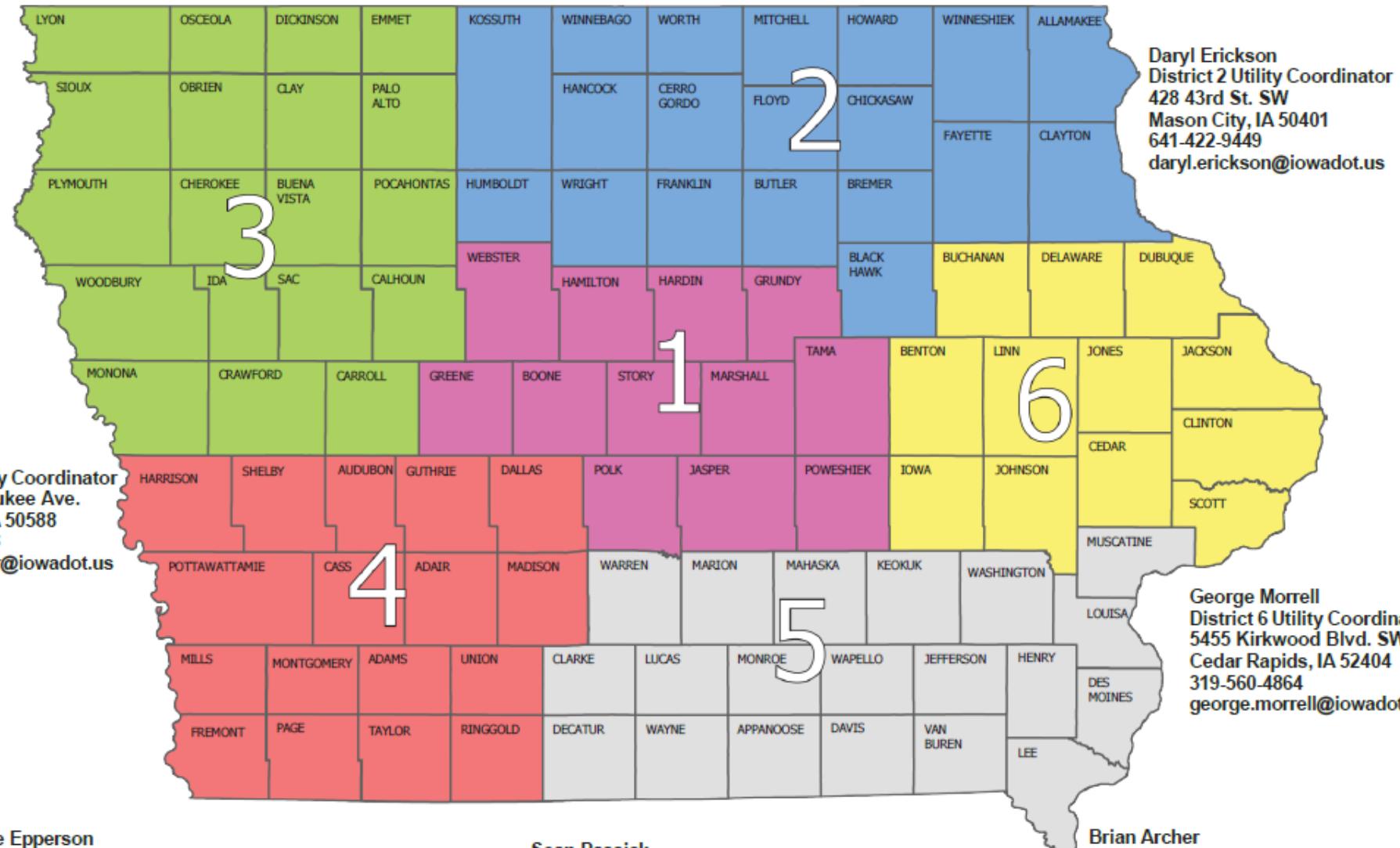
- Permit review, approval & issuance
- Access, utility accommodation, work on right of way

## 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  
sean.passick@iowadot.us

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

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

Brian Archer  
District 5 Utility Coordinator  
205 E 227th St.  
Fairfield, IA 52556  
641-469-4025  
brian.archer@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

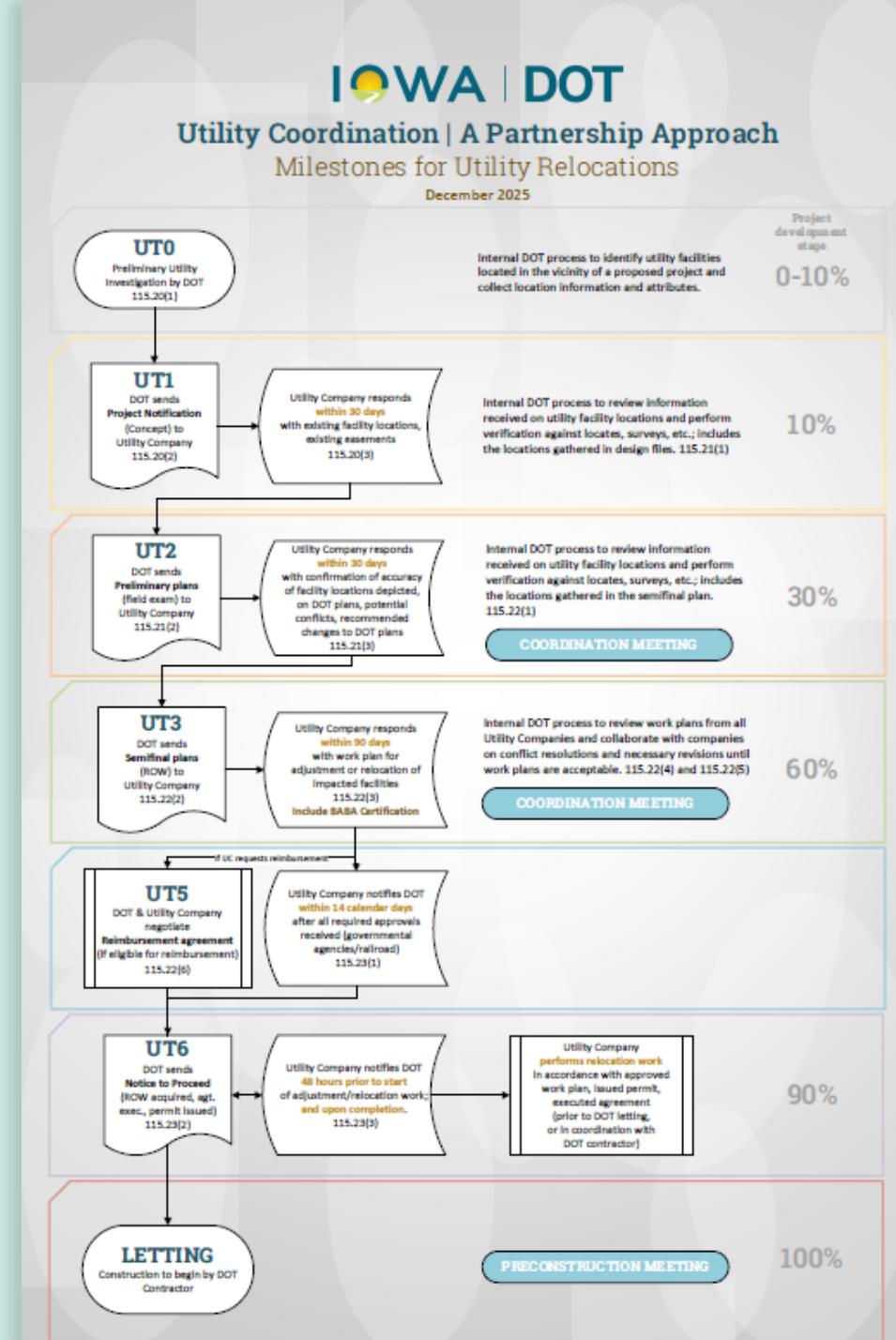
- Send **project notification earlier** of utilities (10% design/concept)
- Improved **investigation to identify utilities** in the project limits
- Utilities required **to provide location information** of their facilities within the project limits to help with **conflict avoidance and mitigation**
- 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



# UTO Event | investigation

## UTO

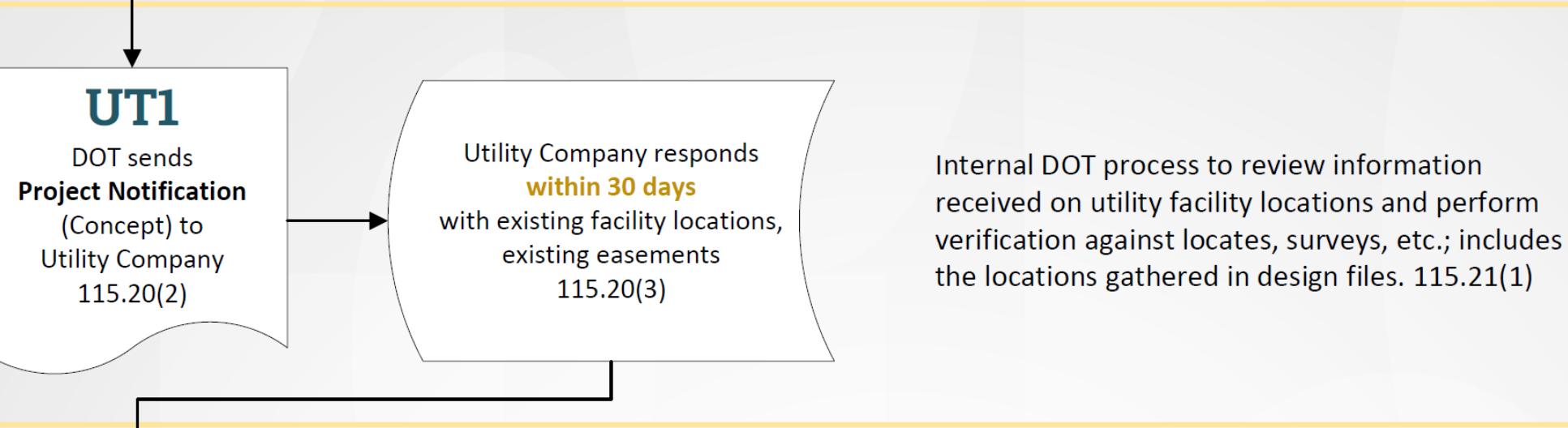
Preliminary Utility  
Investigation by DOT  
115.20(1)

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

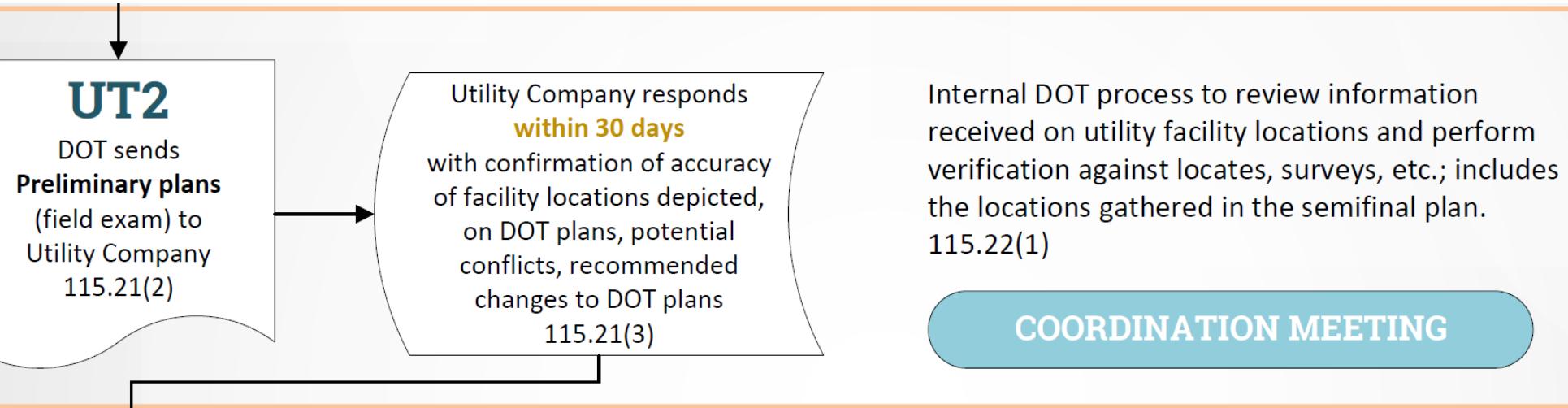
Project  
development  
stage

**0-10%**

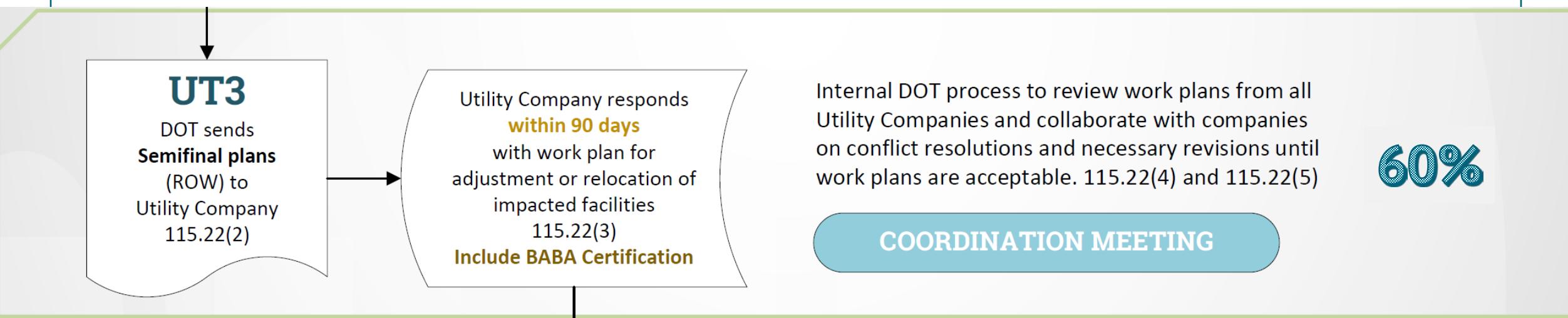
# UT1 Event | notice of project



# UT2 Event | preliminary plans



# UT3 Event | semifinal plans



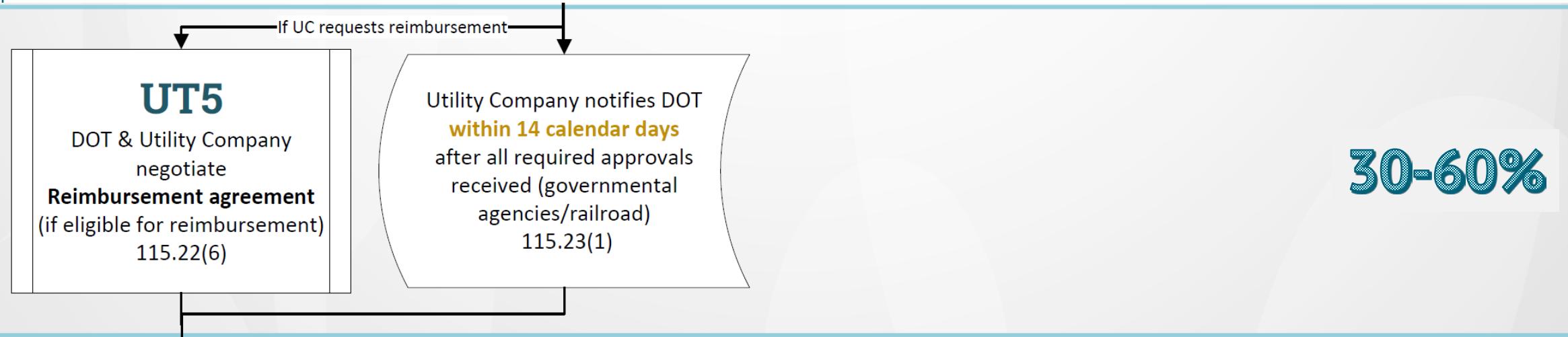
## UT4 Event | revised final plan

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

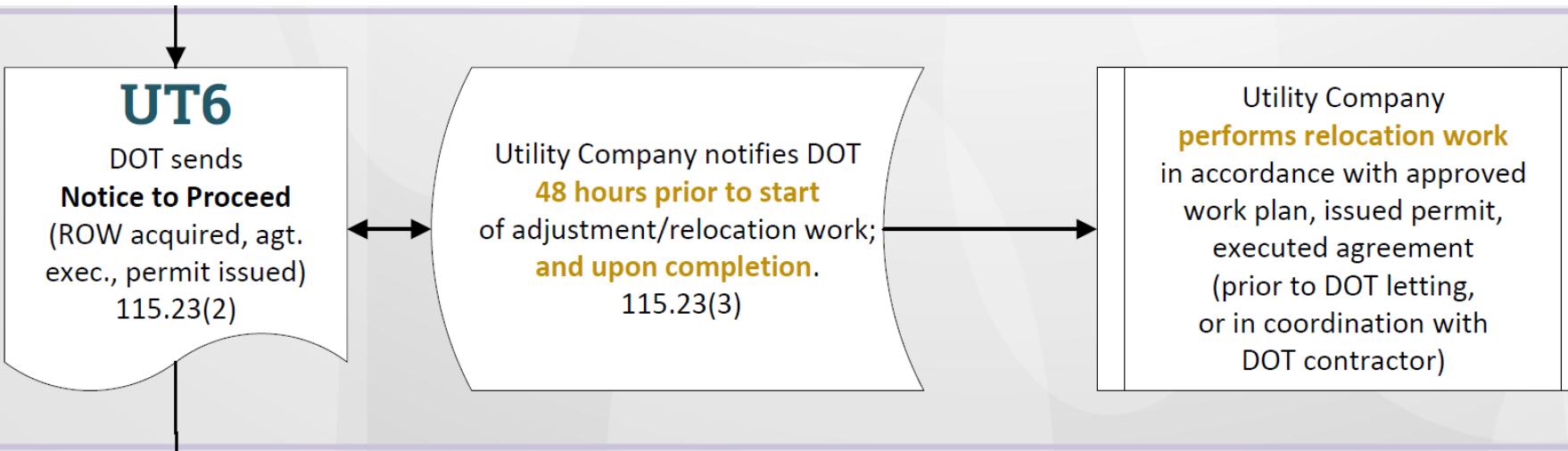
Internal process – not in rule

90%

# UT5 Event | reimbursement agreement



# UT6 Event | notice of work



90%

## 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

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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?**



Was this a legally permitted occupancy?

Yes: Revocation of permit/notice to remove obstruction

No: Notice to remove obstruction

Require a new permit?

- Utility requests new permit
- Utility proceeds with resolution within # days

# 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

# CONFFLICT 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?

Any time a utility company plans to locate facilities within the highway right of way

New installations

Upgrades

- overhead changed to underground

# WORK ON RIGHT OF WAY PERMIT



Any time  
someone wants  
to work within  
the highway right  
of way

Traffic  
impacts;  
lane  
closures

Maintenance

- No upgrade to facility
- Type or size

**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 interstate, 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**

**NOT REGISTERED?**

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

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

**CREATE NEW ACCOUNT**

**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**

**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**

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# 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>

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

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# Electronic Permitting System

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

Iowa Department of TRANSPORTATION

INDEX A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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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

Search

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

Search Results

42 records found

Export to Excel

Results per page: 10

PERMIT TYPE		PERMIT DETAILS		
UTILITY ACCOMMODATIONS	Status: Issued	Date: 9/22/2025	Request #: 15813	Permit Number: U2025-85-2-9
	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	Status: Issued	Date: 9/17/2025	Request #: 15791	Permit Number: U2025-85-2-10
	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	

Display as Map

# Electronic Permitting System

- Permit search
- Set parameters
- Display as map

Iowa DOT EPS System <https://eps.iowadot.gov/Permits/PermitSearch.aspx#>

## Permit Search

**Search Criteria**

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

**Permit locations in Iowa**

Map showing permit locations in Ames, Iowa. Three specific locations are highlighted with red circles and blue diamonds. The map includes street names like 200TH STREET, 220TH STREET, 250TH STREET, and 270TH STREET, and a road labeled AVENS ROAD. The Ames city limits are also visible. The map is powered by Esri.

Home  
Permit Search  
Entrance Request  
Utility Request  
Entrance Admin  
Utility Admin  
Reports  
Person Admin  
Super User Admin  
Contact Us

Advanced Search  
Permit Summary  
Display as Map

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# Electronic Permitting System

- Easily see the location

Iowa DOT EPS System <https://eps.iowadot.gov/Permits/UtilityPermits/UtilityPermit.aspx?rid=15813>

Iowa Department of TRANSPORTATION INDEX A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
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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.

Primary EOT: Whaley, Brian

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

Change EOT Roles  
Proofread Save  
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

Home  
Permit Search  
Entrance Request  
Utility Request  
Entrance Admin  
Utility Admin  
Reports  
Person Admin  
Super User Admin  
Contact Us

# Electronic Permitting System

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

# Outreach

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- UPdate newsletter
- Govdelivery



# UPdate

Utility Program  
News and Information

In compliance with Executive  
Transportation has complete  
Chapter 115, Utility Accommo  
Please see the attached draft  
be published in the *Iowa Adm  
If the Notice is published on  
rulemaking must be received  
January 16, 2025.  
Comments should be directe  
Email: <a href="mailto:tracy.george@io<br/>Tracy George  
Iowa Department of Tran  
DOT Rules Administrato  
800 Lincoln Way  
Ames, Iowa 50010  
Two public hearings will be h  
which persons may present t  
Information concerning the p  
Intended Action.*

**2025 IOWA DOT ANNUAL  
Save the Dates! The Iowa  
Meetings at various locatio  
Registration details comin  
District 1 - February 11, 20  
District 2 - February 13, 20  
District 3 - February 25, 20  
District 4 - February 18, 20  
District 5 - February 4, 20  
District 6 - TBD**

## 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

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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

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- 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](mailto:deanne.popp@iowadot.gov)

[iowadot.gov](http://iowadot.gov)

*Thank you!*