

What does ACCOMMODATION mean?

Main Entry: ac-com-mo-date Function: verb:

- 1: to make fit, suitable, or congruous
- 2: to bring into agreement or concord, reconcile
- 3: to provide with something desired, needed or suited
- 4: to make room for
- 5: to hold without crowding or inconvenience**
- 6: to give consideration to
- 7: to allow for

THE PERMIT

WHO?

- Who applies for a Utilities Accommodation Permit?
 - The applicant is to be the company that is permanently responsible for the utility once it is installed.
 - Installers of the utility would be considered that utility's subcontractor and their conduct in ROW is the applicant's responsibility
 - Applicant signature must be an authorized employee of the utility company listed on the permit.
 - Private contractors or contract designers are not allowed as a company representative.
- **ALL PERMITS COMPLETED BY DESIGN CONTRACTORS ARE TO BE REVIEWED AND SIGNED BY UTILITY COMPANY PRIOR TO SENDING IN FOR DOT EVALUATION**

What installations must have applications submitted?

- Any new installation or upgrade within DOT ROW must have an application submitted.
- Upgrade of any sort or changes of status such as an overhead install changed to an underground install requires a new permit
- Maintenance that will be of exact same size, location and install methods is covered under the Maintenance agreement of the original permit.
 - Maintenance Pole replacement is covered under the maintenance agreement as long as the facility is not being upgraded and the pole is placed within 1' of the original location.

Multiple Permits or Single Permits (What? continued)

- Each non-continuous installation must be submitted on a separate permit
- Any transverse crossings that are not connected with a new longitudinal line between must be submitted on separate permits
- Any install that starts on one highway and then continues onto another highway must be split into separate permits
- Single permits can be submitted if it crosses city limits or minor encroachments across county lines without crossing county additional county roads
- A single permit is allowed even if it crosses EOT or District jurisdiction (with exceptions)
- Two different utilities (i.e. fiber optic & telephone) although installed in same location at the same time require separate permits

When?

- Anytime a new install is anticipated, but not less than 30 days prior to the need of the permit
 - Per policy, the DOT has 30 days to return the permit once it has all information supplied in correct and accurate format with all attachments and required prior approvals
 - FHWA approvals are acquired after the permit is submitted to the DOT and are allowed to exceed the 30 day limit
- The more lead time allowed for a larger or complicated install is best policy for all.

When does a 30 day time limit not apply?

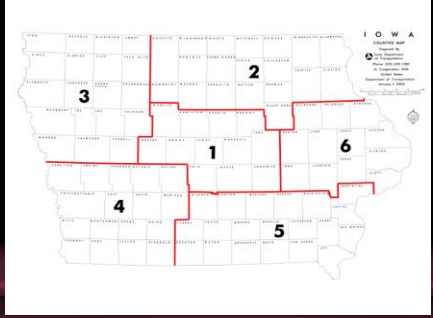
- EXCESSIVE LENGTH PERMITS
- FHWA APPROVALS
- PERMITS ON CONSTRUCTION JOBS WHERE CONSTRUCTION DESIGN IS NOT COMPLETE
- PERMITS ON CONSTRUCTION JOBS WHERE ROW HAS NOT YET BEEN ACQUIRED

Permit Delays

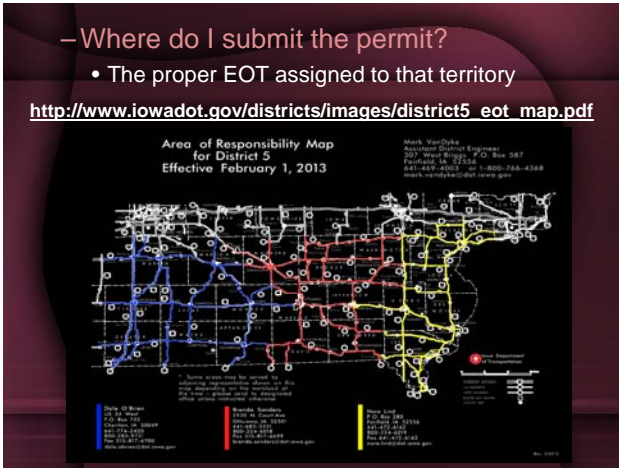
- Permits sent to the wrong office
- Inaccurate, omitted or incorrect information
- Required traffic control or other attachments not included
- Improper "owner" listed or signed on the permit
- Work that is considered not constructible
- Attachments that have not gotten appropriate approvals from primary facility prior to submittal
- Work that DOT has in the ROW takes precedent over utilities relocation (unless the relocation is a direct result of a DOT project)
- **Where insufficient permit performance has resulted in a utility to be restricted from installing in ROW until delinquencies are addressed.**

Where?

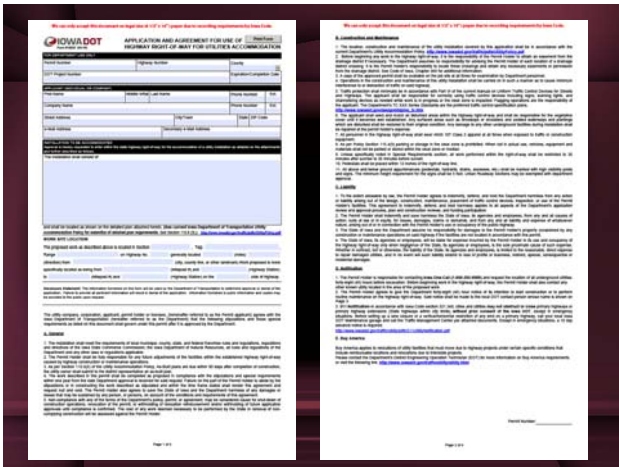
- Where do I submit the permit?
 - The proper EOT assigned to that territory

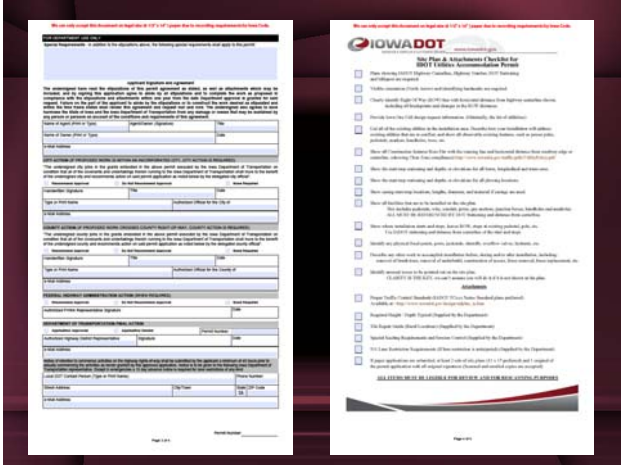


<http://www.iowadot.gov/districts/permits.html>









We can only accept this document on legal size (8 1/2" x 14") paper due to recording requirements by Iowa Code.

[Print Form](#)

APPLICATION AND AGREEMENT FOR USE OF HIGHWAY RIGHT-OF-WAY FOR UTILITIES ACCOMMODATION

FOR DEPARTMENT USE ONLY

Permit Number	Highway Number	County
DOT Project Number	Expiration/Completion Date	

APPLICANT (INDIVIDUAL OR COMPANY)

First Name	Middle Initial	Last Name	Phone Number	Ext.
Company Name			Phone Number	Ext.
Street Address		City/Town	State	ZIP Code
e-Mail Address		Secondary e-Mail Address		

- * Applicant information must be filled out to completion.
- * Please make sure that the phone number listed is to someone that can answer questions that may arise from the permit.
- * Emails included are very beneficial and will result in quicker receipt of an approved permit

Installation to be Accommodated

INSTALLATION TO BE ACCOMMODATED
Approval is hereby requested to enter within the state highway right-of-way for the accommodation of a utility installation as detailed on the attachments and further described as follows:
The installation shall consist of:

and shall be located as shown on the detailed plan attached hereto. (See current Iowa Department of Transportation Utility Accommodation Policy for submittal of detailed plan requirements. See Section 115.8 (31) <http://www.iowadot.gov/trafflight/utilitypolicy.pdf>)

Installation to be Accommodated includes:

- * Method of construction:
- * Boring, Digging, open trenching, pole installation
- * Materials used in installation
- * Encasement materials and specifics on encasement
- * Vaults, pedestals, cabinets, footings, guy anchors, etc.

THIS IS NOT FOR LOCATION DETAILS

Work Site Location

WORK SITE LOCATION

The proposed work as described above is located in Section _____, Twp _____, Range _____ on Highway No. _____ generally located _____ (miles) (direction) from _____ (city, county line, or other landmark). Work proposed is more specifically located as being from _____ (Milepost #) and _____ (Highway Station) to _____ (Milepost #) and _____ (Highway Station) on the _____ side of highway.

Disclosure Statement: The information furnished on this form will be used by the Department of Transportation to determine approval or denial of the application. Failure to provide all pertinent information will result in denial of the application. Information furnished is public information and copies may be provided to the public upon request.

- * Section, Township, Range (Sec 32, T76N, R13W)
- * Highway & general location (identifiable in field)
- * More specific location information
 - * Stations, Mileposts, Side of Highway

YOUR LOCATION SHOULD REFLECT
REQUIRED INFORMATION ON
YOUR SITE PLAN

What's a Station?

A unit of measure for highway construction and other road work it is measure in true horizontal distance regardless of terrain

- * 1 Station = 100 true horizontal feet
- * 1 Metric Station = 100 true horizontal meters (328.08 feet)

Where can I find Stationing for a Highway (Part 1)

as a GENERAL GUIDELINE


Highway Stationing runs:

- * from South to North on N/S Highway
 - generally odd numbered highways
- * from West to East on E/W Highway
 - generally even numbered highways


THERE ARE EXCEPTIONS TO THE RULE!!!!

Where can I find Stationing for a Highway (Part 2)

In PCC Concrete : About 1 foot in from the outside edge of the road every 100 ft (or every 20 meters) stamped in the pavement



In ACC (Asphalt): Every 500 feet (100 meters) post mounted in the foreslope or along the ROW/Fenceline



Where can I find Stationing for a Highway (Part 3)

On 2-Lane Roads:
the right side of the roadway when you are running in the same direction as stationing

On 4-lane Roads:
In similar locations as outlined previously on the outside edges in both directions

DOT Project Plans:
Obtain project plans from DOT Document Services in Ames – Contact Desi Asklof

WHAT HAS STATIONING?

Everything that has been built by the IDOT or for the IDOT has stationing...its just sometimes hard to find.

Anything that has been transferred to the DOT has had stationing assigned to it.

Any road that has been designed even prior to its construction has stationing assigned to it.

BASICALLY...EVERYTHING!!!!

Why did the Station numbers change on me?

EQUATIONS:
A location where one series of stationing ends and a new series begins.

This is signified by a Back Station point = Ahead Station point
(Example: Equation 32+33.7 Back = 3299+65.3 Ahead)

Why do I encounter an Equation?

- * The end of one project to start of another
- * Construction of ramps
- * County or "corporate" separations (often a construction split at that corporation line)
- * A reconstruction project in the middle of a continuous stationing progression
- * Shortening or lengthening of a highway line due to highway realignment.
- * Alignment changes on a 4-Lane facility where one lane is longer than another due to alignment

Other Stationing Anomalies Along the Highway

- * Metric Stationing on one set of lanes and English on another set in a 4-lane facility
- * Equations from English Stationing to Metric and back
- * Station numbers running in the opposite direction to Mileposts
- * Mileposts changing seemingly mid-stream

What if I can't find Stationing?

- * Flag or lathe out your proposed installation clearly marking the beginning and end with a distinguishing mark or different flag. This must be in the true position of the installation, including proper distance from centerline of roadway.
- * Note the lack of stationing/mileposts on a post-it or in a cover letter and leave those areas blank

**NEVER put N/A on permit
Stationing and Mileposts
ARE ALWAYS NEEDED**

What if I can't find Stationing?

ONLY AS A LAST RESORT:
Measure from a known and identified point to the location(s) you are starting and stopping (1 point for each and as close as possible)
This will be covered in more detail in Site Plan Design

NOTE: THIS METHOD IS NOT INTENDED TO BE USED IN PLACE OF ESTABLISHED STATIONING AND PERMITS WILL BE DENIED IF YOU ARE FOUND REPEATEDLY USING THIS METHOD INSTEAD OF GETTING THE NEEDED INFORMATION

IN SHORT: IT IS DETRIMENTAL TO DESIGN YOUR INSTALLATION FROM BEHIND YOUR DESK. ALWAYS FIELD EVALUATE YOUR LOCATION FOR ANOMOLIES THAT MAY NOT BE APPARENT ON AN AERIAL PHOTO OR SET OF PLANS

Brownie point material: EOT's REALLY LIKE if more than one method is used, such as stationing AND flagged in the field, or flagged AND tied to known points!!!!

MILEPOSTS

Where can I find Mileposts?

as a GENERAL GUIDELINE Highway Mileposts run

- *from South to North on N/S Highway
generally odd numbered highways
- *from West to East on E/W Highway
generally even numbered highways

THERE ARE EXCEPTIONS TO THE RULE!!!!

Milepost Equations are less frequent, but follow the same basic reasoning as the existence of Station Equations

What has Mileposts and what doesn't?

Every open highway has mileposts assigned

Every highway that is constructed and in the final stages prior to opening has mileposts assigned to it

2-lane roads have mileposts along the right side as you are following the mileposts in ascending order

4-lane roads have mileposts on the outside edge in both directions

4-lane roads with delineators every 264 feet (have sub-milepost markers on those delineators. (Example: 60.15)

Why do we need both Mileposts & Stations?

*Mileposts follow the hills and dales of the surrounding terrain.

*Stations are in horizontal distance as measured by survey equipment. This distance stays constant regardless of terrain. **This is also how your installation should be proposed on your site plan!**

Therefore 1 mile (5280 feet) does not always equal 52+80 stations.

*Equations may have redundant stationing in a very short distance, so location by milepost is important in aiding specific location of an installation

*Mileposts to the second decimal (i.e. 62.51) are only accurate to 26 feet at best.

*Installations should be measured within 5 feet, and ideally to the nearest foot.

BUT, I HAVE GPS COORDINATES CAN I USE THEM?

- Currently – the DOT permit personnel do not have access to GPS equipment that is correlated to our as-built plan designs.
- Consumer GPS units are only accurate to 30ft.
- GPS operational criteria policies have not been established
- Many of our older plans (still dating to the early 1900's) will not be compliant with GPS coordination and with demands we don't anticipate those will ever be correlated.
- GPS can be included for future references, but permits still need to have required information supplied on permit and paper sets of plans.
- As we receive proper equipment to update to use GPS coordinates, we will update you in future DOT Annual Utility Meetings

Signatures

Applicant Signature and Agreement

The undersigned have read the stipulations of this permit agreement as stated, as well as attachments which may be included, and by signing this application agree to abide by all stipulations and to complete the work as proposed in compliance with the stipulations and attachments within one year from the date Department approval is granted for said request. Failure on the part of the applicant to abide by the stipulations or to construct the work desired as stipulated and within the time frame stated shall render this agreement and request null and void. The undersigned also agrees to serve harmless the State of Iowa and the Iowa Department of Transportation from any damage or losses that may be sustained by any person or persons on account of the conditions and requirements of this agreement.

Name of Agent (Print or Type)		Agent/Owner (Signature)	Title
Name of Owner (Print or Type)		Date	
e-Mail Address			

CITY ACTION (IF PROPOSED WORK IS WITHIN AN INCORPORATED CITY, CITY ACTION IS REQUIRED)

The undersigned city joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned city and recommends action on said permit application as noted below by the designated city official.

Recommend Approval Do Not Recommend Approval None Required

Handwritten Signature	Title	Date
Type or Print Name	Authorized Official for the City of	
e-Mail Address		

COUNTY ACTION (IF PROPOSED WORK CROSSES COUNTY RIGHT-OF-WAY, COUNTY ACTION IS REQUIRED)

The undersigned county joins in the grants embodied in the above permit executed by the Iowa Department of Transportation on condition that all of the covenants and undertakings therein running to the Iowa Department of Transportation shall inure to the benefit of the undersigned county and recommends action on said permit application as noted below by the designated county official.

Recommend Approval Do Not Recommend Approval None Required

Handwritten Signature	Title	Date
Type or Print Name	Authorized Official for the County of	
e-Mail Address		

Who signs and when?

- **APPLICANT SIGNATURE**
 - Official from the company who will be the “owner” or responsible party of the installation once construction is complete (NOT the contractor or designer)
- **CITY SIGNATURE**
 - Official from the city entity whenever an installation is within the corporate limits of a city. (Joint jurisdiction requirements)
- **COUNTY SIGNATURE**
 - Official from the county entity whenever the installation originates from, exits into or crosses a county road or county-owned property

THESE SIGNATURES MUST BE ACQUIRED BEFORE SENDING TO US

Other Possible Approvals

(in the form of a signed letter approval)

- Army Corps of Engineers
- Other Military Entities
- DNR
- Railroads
- Others?

When to consider needing other approvals?
Anywhere that you will potentially impact

- Major Waterways
- Homeland Security
- Environmental, Historical, Ecological or other “protected” areas

A simple letter of agreement or email from that entity is sufficient

Our Section

We can only accept this document on legal size (8 1/2" x 14") paper due to recording requirements by Iowa Code.

FOR DEPARTMENT USE ONLY

Special Requirements - in addition to the stipulations above, the following special requirements shall apply to this permit:

- Special Requirements - Reserved for restrictions or additional stipulations not outlined in standard permit wording
- Items needing emphasis such as
 - Special construction methods
 - Specific Traffic Control
 - Special notifications of other parties
 - Work restrictions of hours or days
- Other important issues to be emphasized

Approval Signatures

FEDERAL HIGHWAY ADMINISTRATION ACTION (WHEN REQUIRED)		
<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Do Not Recommend Approval	<input type="checkbox"/> None Required
Authorized FHWA Representative Signature	Date	
DEPARTMENT OF TRANSPORTATION FINAL ACTION		
<input type="checkbox"/> Application Approved	<input type="checkbox"/> Application Denied	Permit Number: _____
Authorized Highway District Representative	Signature	Date
e-Mail Address		

- FHWA Action
 - Used for interstate impact (I-35 & IA 218 in District 5)
 - Acquired by the Utilities Administrator after permit is submitted (may exceed 30 day limit)
- DOT Action
 - Generally Signed by the EOT
- Contact Person
 - May be EOT, Garage Supervisor or RCE
 - THESE ARE THE PEOPLE YOU ARE TO CONTACT AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF WORK

AGREEMENTS PAGE 2

(must be included for permit to be valid)

BUILT



BUILT WITHOUT A PERMIT!!!!



- Items on Page 2 not to be overlooked
- Applies to all applications unless Special Stipulations supersede them
- General Construction & Maintenance Requirements are outlined on page 2
- Liability
- Notification of Work Commencement
- Proper safety equipment on site
- CARS 511 Requirements

CARS 511 Utility Notification

- CARS 511 to be notified 10 days prior to work commencement whenever you will encroaching the normal roadway travel (i.e. lane restrictions or closures, temporary road closures or detours)
- THIS is designed to reroute any permitted oversized loads that cannot proceed on route designated due to lane restrictions.

511 Information Required

Before setting up a lane closure or a work/restriction notification of any kind on a primary highway, you must call the Iowa DOT maintenance garage to discuss timing and date of the closure/restriction. Once the maintenance garage concurs with the timing and date, call the Iowa DOT Traffic Management Center (TMC) at 515-281-2226. The TMC will give the information to the 511 system, which generates an audio/visual message for Iowa DOT Motor Carrier Services (MCS) and the State's 511 website.

The following information is required to enter a maintenance/restriction event into the Iowa DOT 511 system:

Responsible Contact name _____ Contact number _____

Responsible address _____

Project description _____

Project begin/end dates (include description including cross streets and mile markers) _____

Project and location detailed description including cross streets and mile markers _____

County/Cities _____

Is this project related to _____ Phone _____

Describe the impact on traffic:

<input type="checkbox"/> Closed	<input type="checkbox"/> Right lane closed
<input type="checkbox"/> Closed intermittently	<input type="checkbox"/> Left lane closed
<input type="checkbox"/> Restricted lane closures	<input type="checkbox"/> Center lane closed
<input type="checkbox"/> Restricted lane closures	<input type="checkbox"/> Right shoulder closed
<input type="checkbox"/> Restricted to one lane	<input type="checkbox"/> Left shoulder closed
<input type="checkbox"/> Restricted to two lanes	<input type="checkbox"/> Right ramp closed
<input type="checkbox"/> Restricted to three lanes	<input type="checkbox"/> Shoulder ramp closed

Additional project information (print out, Page# 496.)

Are there any necessary overhead signals (OT) standard height restrictions? Yes No

If yes, please provide the location of the temporary overhead signals in the space provided _____

Are there any other width or height restrictions? Yes No

If yes, please describe _____

Additional public website comments _____

Project beginning date and time _____

Project ending date and time _____

Types of closures:

Construction Breakdown (Maintenance - Planned) Right Night

Types of closures _____

<http://www.iowadot.gov/traffic/utility/pdfs/511UtilityNotification.pdf>


PERMIT PAGE MISCELLANEOUS

- Permit must be on legal length paper
- Permit must be typed or printed in ink – no pencil, crayon, or anything erasable
- All areas of Applicant's responsibility area must be filled out or noted as "see attached" with detailed description written on a separate page
- Signatures of all parties must be originals
- All signatures (except FHWA) must be acquired before sending to DOT for approval


Online resources
 Additional copies of the permits can be printed from PDF format at:
<http://infforms/BrowseForms.aspx>
 Utilities Accommodation Policy:
http://www.dot.state.ia.us/traffic/sections/itsauwz/pdf/utility_policy.pdf
 Traffic Control Standards can be acquired in PDF format at:
http://www.iowadot.gov/design/stdplne_tc.htm
 EOT Territory Maps:
<http://www.iowadot.gov/districts/contacts.html>
AS-BUILT PLAN SET REQUESTS
 Desi Asklof – desi.asklof@dot.iowa.gov or (515)239-1808



PCC Stationing



PCC Metric Stationing



ACC Stationing (500 ft. Marker)



Equations



MILEPOSTS



Milepost Equations



Do you have Multiple Sections, Townships and/or Ranges?

- Long installs sometimes have multiple entries, but only one location on the permit to show it.
- Split the changes by a “/”
 - i.e. Sec. 32 / Sec 1 T76N, T75N / T75N R13W, 14W / 11W, 12W
 - This means that in Sec. 32 the install is in T76N & 75N and in R13W and 14W, but in Sec 1 it is only in T75N and in 11W and 12W
 - This is the same if you have multiple ranges
- Make sure that they are labeled on your site plan!!!

Section 32 / 1, Twp. / ^{T75N, T76N}T75N, Range R13W, R14W / R11W, R12W on
 _____ (miles) _____ (direction) from _____
 and is more specifically located as being from _____ (Milepost#)
