

RIGHT OF WAY MANAGEMENT

Below are instructions for submitting a Right of Way (ROW) permit application in [Accela](#):  
 (Account require to create a permit application)

The screenshot shows the City of Tampa Accela web portal. The 'New' dropdown menu is open, showing options: Building Permit, Planning Application, Utility Application, and Code Enforcement / Re... The 'Planning Application' option is selected. Below the menu, a list of planning applications is displayed under the heading 'PLANNING APPLICATIONS'. An orange arrow points from the 'PLANNING APPLICATIONS' link in the left sidebar to the list. Another orange arrow points from the 'Right of Way Permit Standard' item in the list to a callout box. The callout box contains the following list:

- (1) Banner Permit
- (2) Temp Street Closure Permit
- (3) Non-Motorist Vehicle Permit
- (4) Valet Permit
- (5) Temporary Structure on ROW



### Banner Permit Application Process

1. Login to your [Accela](#) account
2. Select NEW + / Planning Application
3. Select Right of Way Permit Standard
4. Complete Work Activity Detail table by selecting “Add a Row” – Type of Work: Banner
5. Under “Detail Description” please include banner quantities, date and time banner is to be installed and removed.

**Right of Way Permit Standard**

1 Required Information    2 Review    3 Pay Fees    4 Submission Complete

**Step 1 : Required Information**    > **Application Detail**

You must add a row to the Table below, for each road segment where work will be performed. Click “Add Row” for each road segment to be worked in/on and fill in ALL specific information in that Row. If “Yes” to Digging/Excavation, then you MUST complete the Width/Length/Depth fields below. \* indicates a required field.

**Work Location and Schedule**

**WORK ACTIVITY DETAIL**

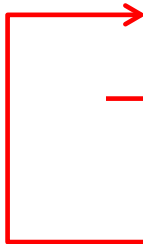
Showing 0-0 of 0

Type of Work	Quantity of Work Type	Does this permit involve any digging/excavating?	Work performed on (Street Name)	Nearest Intersecting Street (Name)	And Other Nearest Intersecting Street (Street Name)	Streets(s) or Lane Closure(s) Required?	Sidewalk Closure?	Continuous or Daily MOT Setup?	Requested Start Date	Requested Start Time	Start AM/PM	Requested End Date
No records found.												

**Detail Information**

\*Detailed Description:



**WORK ACTIVITY DETAIL**

\*Type of Work:

Quantity of Work Type:

\*Does this permit involve any digging/excavating?:  Yes  No

\*Work performed on (Street Name):

Nearest Intersecting Street (Name):

And Other Nearest Intersecting Street (Street Name):

\*Street(s) or Lane Closure(s) Required?:  Yes  No

Sidewalk Closure?:  Yes  No

Continuous or Daily MOT Setup?:

\*Requested Start Date:

\*Requested Start Time:

\*Start AM/PM:

\*Requested End Date:

\*Requested End Time:

\*End AM/PM:

Excavation Widest Width:

Excavation Longest Length:

Excavation Deepest Depth:

Widest Width Unit of Measurement:

Longest Length Unit of Measurement:

Deepest Depth Unit of Measurement:

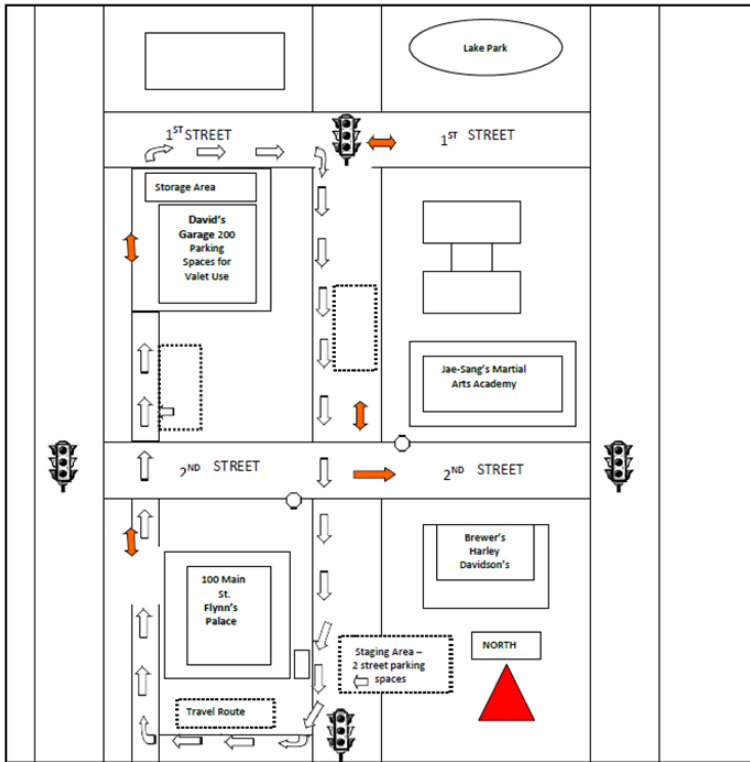
Distance from Curb/Edge of Pavement:

Distance Unit of Measurement:



Sample ROW Plans:

EXAMPLE OF VALET PARKING PLAN SHOWING STAGING AREA, STORAGE AREA AND TRAVEL ROUTE



Maintenance of Traffic (MOT) Plan sample

