

Notification Requirements when conducting work in City right of way

- 1) Any person, firm, or corporation, other than duly authorized employees of the City, performing work within the City right of way please contact Scott Opfer, Manager of the Public Works Department's "Right of Way Construction Section", a minimum of forty eight (48) hours in advance of proposed work at (402) 441-7711. If at all possible any work in or upon any arterial street system notification further in advance of the 48 hour period would be appreciated.
- 2) Work on or in any street during peak hour periods is restricted unless written authorization has been approved by the Director of Public Works and Utilities Department, or stated within any contract document with the City.
- 3) Provide Right of Way permit number, and any other required permit numbers such as Excavation, Plumbing, Electrical, Gas Piping, Street Use, and etc.
- 4) Provide type of right of way work being performed, (Utility type installation / modification / repairs, street use for private property construction, etc.).
- 5) Provide time duration for work being performed and proposed start date.
- 6) Please provide the following information.
 - a) Person, firm, or corporation Name performing the work.
 - b) Address of person, firm or corporation performing the work.
 - c) Contact person name(s) for individual(s) performing the work.
 - d) His/her/their Phone Number(s).
 - e) Work is being performed for person, firm, or corporation name.
 - f) Address of such person, firm, or corporation.
 - g) Contact information for such person, firm or corporation to include names and phone numbers.
 - h) Description of limits where work will be performed (Example: on Holdrege Street between 25th Street and 28th Street). For individual property (Example: 3333 Holdrege Street.) At an intersection (Example: 27th & Holdrege Street).
 - i) If work area requires roadway lane closures, provide barricading company name, contact person, and phone numbers who will be performing lane closure setouts.
- 7) Any work performed in or upon any street where the work duration would not exceed 60 minutes requires notification to the Public Works and Utilities Department at (402) 441-7711 indicating such, but traffic control requirements would still follow the "Lincoln Traffic Control Guidelines (LTCG) For: Construction, Utility Activities Vehicles and Pedestrians Manual". This work notification will be sent to appropriate Staff and Utilities by e-mail notification, for approval, as part of the street closure list process. If City Staff determines this temporary closure or work would be in conflict with any other street closures, work would not be allowed to proceed, unless it is for emergency situations.