

ROW & FOP PERMIT REQUEST

PROJECTDOX PLAN SUBMITTAL

2023

I. ROLES OF STAKEHOLDERS

Applicants – *Engineer/Designer Uploading Review Documents*

The engineer/designer uploading the review documents into the ProjectDox software will be known as the Applicant for all ROW and FOP projects.

Project Administrator – *City ROW Personnel that Manages Review Stages*

Manages and controls the flow of various steps of the review process. Project Administrators manage users, groups, permissions, roles, folders, files, reports and notifications of a project.

II. FOP AND ROW APPLICATION PROCESSES

FOP and ROW Permit Request Process

[Procedure Manual Link](#)

lincoln.ne.gov/ROW/Construction

When applicant has completed Fiber Optic, or Right-of-Way permit request, ProjectDox will send an email requesting applicant to upload of plan sets and documents (*Figure 1*)

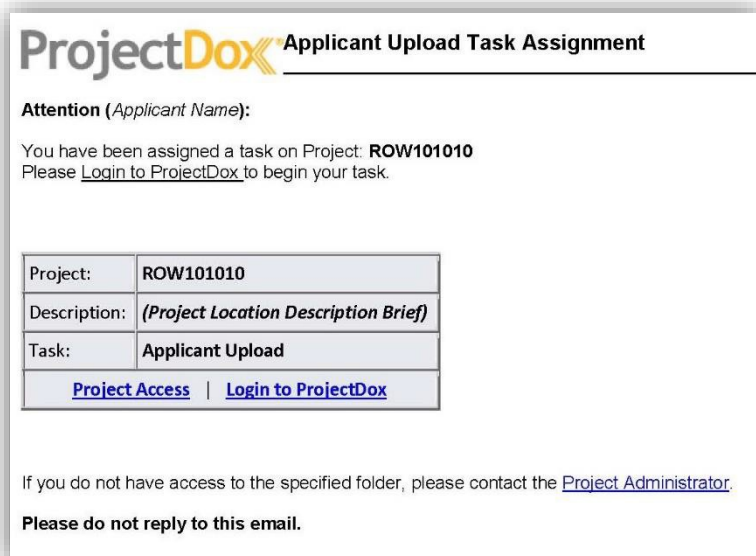


Figure 1 Example of Email to Applicant

Plan Set Naming Convention



All submitted files for review must contain the six-digit Project Number as assigned by the Business Department and the development's Final Plat Name

Use Alphanumeric Symbols Only. Non-alphabetical and non-numerical characters, including but not limited to, the below cannot be used:

- ! @ # \$ % ^ & * () { [] \ | = + : ; " ' < , > ? / ~ `
- File names MUST NOT EXCEED 70 characters in length.
- Resubmitted drawings must always be re-submitted with the exact SAME FILE NAME as the original submissions.

Submittal

Drawings (ROW or FOP #) _ (Type of Submittal) - (Applicants General Description)

- Plan Set - Original
 1. **ROW101010_TIG 1063 Perry Ct Connection.pdf** (example)
- Plan Set - Resubmittal (Name is to be the same as 'Plan Set - Original')
 1. **ROW101010_TIG 1063 Perry Ct Connection.pdf V2** (the program will add a 'V2' once resubmitted)
- Revision (After plans were already approved)
 1. **ROW101010_TIG 1063 Perry Ct Connection R1.pdf** (example)
- As Built
 1. **ROW101010_TIG 1063 Perry Ct Connection AB.pdf** (example)

Documents (ROW or FOP #) _ (Document Name)

- Misc (include Description; i.e. Design Memo)
 1. **ROW101010_Flood permit.pdf** (example)

III. IMPLEMENTATION OF PLAN REVIEW

1. Applicant Upload Task



The applicant must complete a workflow task after files are uploaded for a new application verifying that you uploaded all necessary documents.

File Type Standards

- Plan sets will be delivered in a single PDF file or Zip folder for review(s).
- Cross Sections will be submitted in separate, singular PDF file.
- By changing the background to grayscale prior to saving as a vector PDF file.
- Files must be monochrome with white background (*print-ready*).
- All PDF files submitted must be vector file, produced by acceptable software.

** LTU will reject any "scanned" PDF files submitted.*

Project Folder Structure

Drawings *refer to engineered design plan sheet submittals.*

- All plan set documents must be uploaded to the Drawings folder for ROW and FOP projects

Documents *refer to engineered documents that accompany the plan set.*

- All documentation (any non-drawing files like Plats and Approvals) must be uploaded into the supporting Documents folder for ROW and FOP projects.

Approved

Once the PDF plan set has reached final approval, Project Manager will APPROVE the document. The Batch Stamp will be applied and all the individual PDF files will be compiled into one complete PDF file. This file will be automatically placed into the APPROVED folder.

2. Pre-Screen Review



Selective review of plans and general criteria.

General Items Looked for: *(few examples)*

- Proper Plan Sheets
- Sheet Sizes
 - Plans Sheets 11x17
 - Documents 8 ½ x 11
- Vicinity Map of Project Location
- General Notes
- Right-of-Way Notes *(required for Fiber Optic and Right-of-Way requests)*

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NOTE: *If the Project Administrator finds that the application materials are not complete, your application will not be routed until you submit the requested missing information and complete the Applicant Upload Task again*

3. Departmental Review

i Project Administrator will manage reviewers, groups, permissions, roles, folders, files, reports and notifications of a project.

Additional Reviews - Before requesting a new review, be sure you have submitted all necessary documents

IMPORTANT!!!

Applicants will be restricted from uploading files during this stage of the review process

4. Applicant Review of Comments and Update

i Applicants will be granted permission at the end of a review cycle to view them directly and submit updates within the “Application Plans” and “Text Documents” folders

5. Final Authorized Plans

i The planner will create the approved plan from the final document versions and electronically stamp them.

Authorized for Construction

Plans will receive a stamp “Authorized for Construction” for ROW and FOP projects. The stamp is transparent, you will be able to see the drawing underneath the stamp.

- The Approval or Authorized for Construction stamp will be added to the plan set once the reviews are complete (Figure 2) and documents (Figure 3) are deemed ready for construction.



Figure 2 Plan Sheet

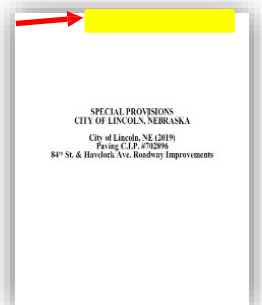


Figure 3 Document

Construction Plans

The construction plans shall be submitted electronically and are required to show the following:

A Professional Engineer registered in the State of Nebraska, is required to stamp and sign all plans associated with any projects where there will be underground boring or multiple excavations within the public right-of-way.

- Plans associated with pulling fiber through existing conduits or overhead work where new lines are either installed on existing poles or where the new lines are over lashed to existing overhead facilities, need not be stamped and signed by an engineer.
- 2) Plan Sheet layout
 - 3) A Cover Sheet that shows the full limits of the proposed work.
 - 4) A plan size of 11" x 17" and minimum scale is 1" = 100', unless otherwise approved.
 - 5) The location of all existing and proposed public facilities, including City water lines, storm drainage facilities and sanitary sewer lines and related appurtenances (hydrants, valves, manholes, etc.) in relation to all proposed utilities. Proposed facilities shall be dimensioned with measurements taken from existing adjacent visible structures (curbs, poles, cabinets, manholes, inlets, fire hydrants, etc.) and showing the spatial relationship between the facilities and adjacent right-of-way or easement line, to clearly identify the location of such facilities. ***Right-of-Way and/or easement lines shall be shown, complete with dimensioning, on all plans.***
 - 6) All streets must be clearly labeled.
 - 7) The elevation of the existing and proposed public facilities should be noted, or a profile shown, in relation to the proposed utility line, if there is a potential for conflict. The plans shall indicate how potential conflicts will be avoided.
 - 8) The location of the City's overhead and underground electric, detector and communication lines and associated pull boxes for streetlights and traffic signals.
 - 9) Detail of proposed facility installation, i.e., pipe size, depth and dimensions of occupied space. If utility structure is proposed, dimensions, type, and location shall be indicated on the plans. ***Any facilities being installed for the City, must be identified on the plans.***
 - 10) A complete Legend of drawings.
 - 11) ["Required Right of Way Construction Plan Sheet Notes"](#)
 - 12) Project Coordination Contact information (Phone number & email address) for both the Facility Owner and City of Lincoln Right-of-Way Construction Section contacts.
 - 13) Clearly show any removal limits for impacted paving, sidewalks, etc. (when allowed) and material used to replace the item(s).
 - 14) The length and depth of all bores.
 - 15) All concrete driveways and streets shall be bored rather than open cut.
 - 16) Detailed drawings of any bores, trenches, hand holes, manholes, vaults, switch gears, transformers, pedestals, valves and regulating stations including height, width and depth. Utility structures need a dimensional drawing and the placement site pre-approved by the City of Lincoln
 - 17) Landscape protection measures.

Traffic Control Plans

Traffic Control Plans are required as part of the permit application process, whenever a project causes any lane of traffic, any alley, any sidewalk or bike trail to be closed or obstructed. The following guidelines should be used to determine the complexity of the Traffic Control Plans:

- 1) All work zone traffic control, including pedestrian control measures, shall be in compliance with “[Part 6](#)” of the MUTCD, [Chapter 15](#) of the Lincoln [City Standard Specifications](#), “[LSP 99](#)” of the [Lincoln City Standard Plans](#) and the [Lincoln Traffic Control Guidelines](#).
- 2) All pedestrian detours and any reconstruction of pedestrian facilities, should meet current ADA standards and specifications.
- 3) A Traffic Control Plan is required for any closure of a traffic lane, alley or sidewalk for a duration of more than one hour.
- 4) There shall be no lane closure setups allowed on arterial streets during AM and PM Peak hours or from noon the day before to noon the day after a University of Nebraska home football game unless approved by City Traffic and Right of Way Construction section(s) staff. Also, no lane closures will be allowed on any streets located directly adjacent to a school, unless authorized by the Transportation & Utilities Department, Right-of-Way Construction or Traffic Operations Sections. The Contractor shall strictly adhere to all time limits and other restrictions as specified.
- 5) There shall be no instance where pedestrian facilities are closed or restricted on both sides of the street, simultaneously, unless authorized by the Transportation & Utilities Department, Right-of-Way Construction Section.
- 6) All lane closures shall be re-opened at the end of each day, unless authorized by the Transportation & Utilities Department, Right-of-Way Construction Section. **(NOTE: All traffic control associated with the lane closure(s), shall be relocated out of the traffic flow and advance signs turned or some way removed from the sight of oncoming traffic.)**
- 7) Except in the case of emergency, the permittee is required to obtain written approval (email is acceptable) to work on a weekend or holiday. A written request must be made to the Transportation & Utilities inspector, no later than end of business the Wednesday prior to the weekend or holiday.
- 8) Except in the case of emergency, no work will be permitted between the hours of 10 pm and 6 am, except for instances when the Transportation & Utilities Department deems it necessary to expedite construction and/or minimize traffic disruption. In these instances, the permittee may be required to obtain a noise permit from the Lincoln/Lancaster County Health Department.
- 9) Dependent upon the individual situation, the requirement for submitting a Traffic Control Plan may be fulfilled by submitting a copy of the appropriate Traffic Control scenario spelled out in either the [Lincoln Standard Plan \(LSP\) 99](#) or the [Lincoln Traffic Control Guidelines](#) booklet.
- 10) The minimum requirements for the placement of Temporary Traffic Control for “Short Duration” work (Less than 60 minutes) on arterial streets are the use of “4- Way Flashers”, a flashing beacon, traffic cones and a lighted arrow panel. “Warning Signs are recommended. Refer to the [Lincoln Traffic Control Guidelines](#) for more guidance.