

Planning and Public Works

Submitting an Annual Right of Way Application

- Start at https://pals.cityoflakewood.us/palsonline/#/dashboard and click on Login at the top of the page and enter your email address and password.
 - o If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



Once logged in click on "Apply Online" along the top of the site.



Select "Create an Application Online (Not Parcel/Address Specific)



Select "Right of Way"

• The proceeding screens will just ask you to confirm your information and the Site Information.



- Type of Project Right-Of-Way-Annual
 - Short Description of Project – Include a brief description of the scope of work to be performed.
 - Click "Next"

Pre-Screening Applicat	ion - Right of Way	8
Contact Info > Projec	> Attachments > Summary	
Project Information		Next →
Type of Project:	-	
Short Description of Project:	Oversized load Parade Permit Right of Way	
	Right=Of-Way-Annual Street vacation	

- The next screen is where you'll be able to upload the necessary documents
 - If you've already completed the required applications and saved it/them to your computer, all you'll need to do is click "Browse" and select the correct file.
 - If you have not completed the actual application, you're able to select the document and complete it from there. You will be required to print out the document, complete it, and scan it to your computer before moving forward.
 - \circ A COI is required for a successful application.
- Once all the necessary documents have been uploaded you will be able to select "Next".

 Once you click "Next" the system will ask that you confirm the information and uploads included. Once confirmed you can click "Submit".

ttachm	nents	Next
		u are submitting there may be a list of suggested documents below. <u>A completed application form is require</u> u have additional material please attach them in the Additional Documents section.
Application: Permit	Right-of-Way Bro	wse
Certificate o Insurance E		wse
Site Plan Ex	ample Bro	wse
Street Excav Obstruction		wse
Traffic Contr Example	ol Plan (TCP) Bro	wse
		tion - Right of Way
Pre-Scre	eening Applica	
Pre-Scre Contact	eening Applica Info > Projec	tion - Right of Way
Pre-Scre Contact Gumma Please valio Keep in min	eening Applica Info > Projec IY Jate that the below info	tion - Right of Way 3
Pre-Scre Contact Gumma Please valio Keep in min	eening Applica Info > Projec ry Jate that the below info d that items missing fr	tion - Right of Way 3
Contact Summa Please valic Keep in mir Edit if nece	eening Applica Info > Projec FY date that the below info d that items missing fo saary, then dick 'Subm Project Type:	tion - Right of Way (? t > Attachments > Summary mation is correct. on the application/submittal may result in a delay before we can begin project review. t'. Right of Way, Oversized Load, Street Vacation & Parade