How to Submit a Right of Way (ROW) Application

permits.cityofgolden.net

- *Register for an account* (top right)
- Login to your account
- Select *Public Works*
- Select *Apply for a ROW Permit*
- Under Contact List - *Select from Account* – your account should come up
- Under Licensed Professional List – *Look Up* – your company should come up
- *Continue Application*
- Under *Description* indicate reason for closure
- *Continue Application*
- *Address* – enter street number – do not add street name – then select *Search – Select*
- Scroll to bottom and select *Continue Application*
- Under *Attachment* –
- Select *ROW Permit Application (in blue)* – complete, save to your computer
- At the bottom select *Add*
- Select *Add* – find your application you just filled out and select
- Select *Add* again and attached a Traffic Control Plan (map, TCP, etc. showing closure – depending on your ROW)
- Select **Continue**
- Under *Type* for the first attachment select *ROW Permit Application*
- Under *Type* for the second attachment select *Traffic Control Plans*
- Select *Save*
- *Continue Application*
- Check the box to *agree*
- *Continue Application*
- Once your application has been submitted, it will be reviewed and you will receive an email indicating fees are due. When fees are paid you will receive your permit.