

**RENO COUNTY PUBLIC WORKS DEPARTMENT  
UTILITY POLES AND WIRELESS SUPPORT STRUCTURES ON ROAD RIGHT-OF-WAY  
PERMIT APPLICATION**

Now, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the undersigned, \_\_\_\_\_ (Utility Company Name) requests permission to install utility poles and/or wireless support structures along, under and/or across the roadway(s) as shown in red on the accompanying \*strip map and as per the applicants attached \*\*detailed engineering drawings and site plan submitted with this application. Applicant agrees and understands that the utility will be constructed as not to interfere with any rights of the general public in the use of said roadways and will be constructed in accordance with all the rules and regulations of Reno County and in the laws of the State of Kansas governing the same and also agrees and understands in full Reno County's Policy for Installation of Utility Poles and Wireless Support Structures on Public Right-of-Way. This order does not apply to any State Highway.

APPLICANT INFORMATION

CONTRACTOR INFORMATION

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

CONTRACTOR COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

CONTRACTOR CONTACT

ADDRESS

CONTRACTOR'S PHONE NUMBER

CITY, STATE, ZIP

PROJECT START DATE

TELEPHONE NUMBER

PROJECT END DATE

EMAIL ADDRESS

**ALL APPLICANT INFORMATION, CONTRACTOR INFORMATION AND REQUIRED PACKET DOCUMENTS MUST BE COMPLETED AND SUBMITTED BEFORE OUR OFFICE WILL PROCESS THIS APPLICATION.**

**NOTES TO APPLICANT & CONTRACTOR:**

**INSPECTION FEE: \$50.00**

To make a secure online credit/debit card payment go to: <https://otc.cdc.nicusa.com/p/Kansas/Reno%20County%20Public%20Works/>

**THE PROVIDER SHALL NOTIFY RENO COUNTY PUBLIC WORKS NO LESS THAN 24 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION AND WITHIN 24 HOURS OF COMPLETED CONSTRUCTION BY CALLING 620-694-2976.**

**CONSTRUCTION SHALL BE COMPLETED WITHIN 2 MONTHS OF THE PERMIT ISSUANCE DATE. IF CONSTRUCTION IS NOT COMPLETED WITHIN THE 2-MONTH DEADLINE, AN EXTENSION OF TIME SHALL BE REQUESTED BY THE UTILITY AND MAY BE APPROVED AT THE DIRECTOR'S DISCRETION BEFORE WORK RESUMES.**

\*Said Strip Map will be on a scale of two inches to the mile, will show the section, township, and range of both sides of the right-of-way involved. North will be at the top of the page. Line lengths will be shown and will be tied to the road centerline at the nearest intersection. Utility company construction notes will not be put on the strip map.

\*\* Detailed engineering drawings and sitemap are required to be attached with this application for approval by Reno County.

Permission is hereby granted from Reno County Public Works Department to above said applicant, its successors, and assigns, to use as much of the roadways as described.

RENO COUNTY PUBLIC WORKS DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICE USE ONLY**

INSPECTION FEE: \$50.00 Payment Rcv'd By: \_\_\_\_\_  
Cash / Check No. \_\_\_\_\_ OR Credit / Debit

PERMIT NO. \_\_\_\_\_

ROUTE TO the following and return to the front office upon completed inspection.

Section(s) \_\_\_\_\_ Twp/Range \_\_\_\_\_

\_\_\_\_\_ PW's Assigned Inspector  
Established Trench Depth from top of pipe material: \_\_\_\_\_

Road No. \_\_\_\_\_ Mile No(s) \_\_\_\_\_ Twp \_\_\_\_\_

\_\_\_\_\_ Logan McCurry, Public Works Superintendent

County Road Name \_\_\_\_\_

INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

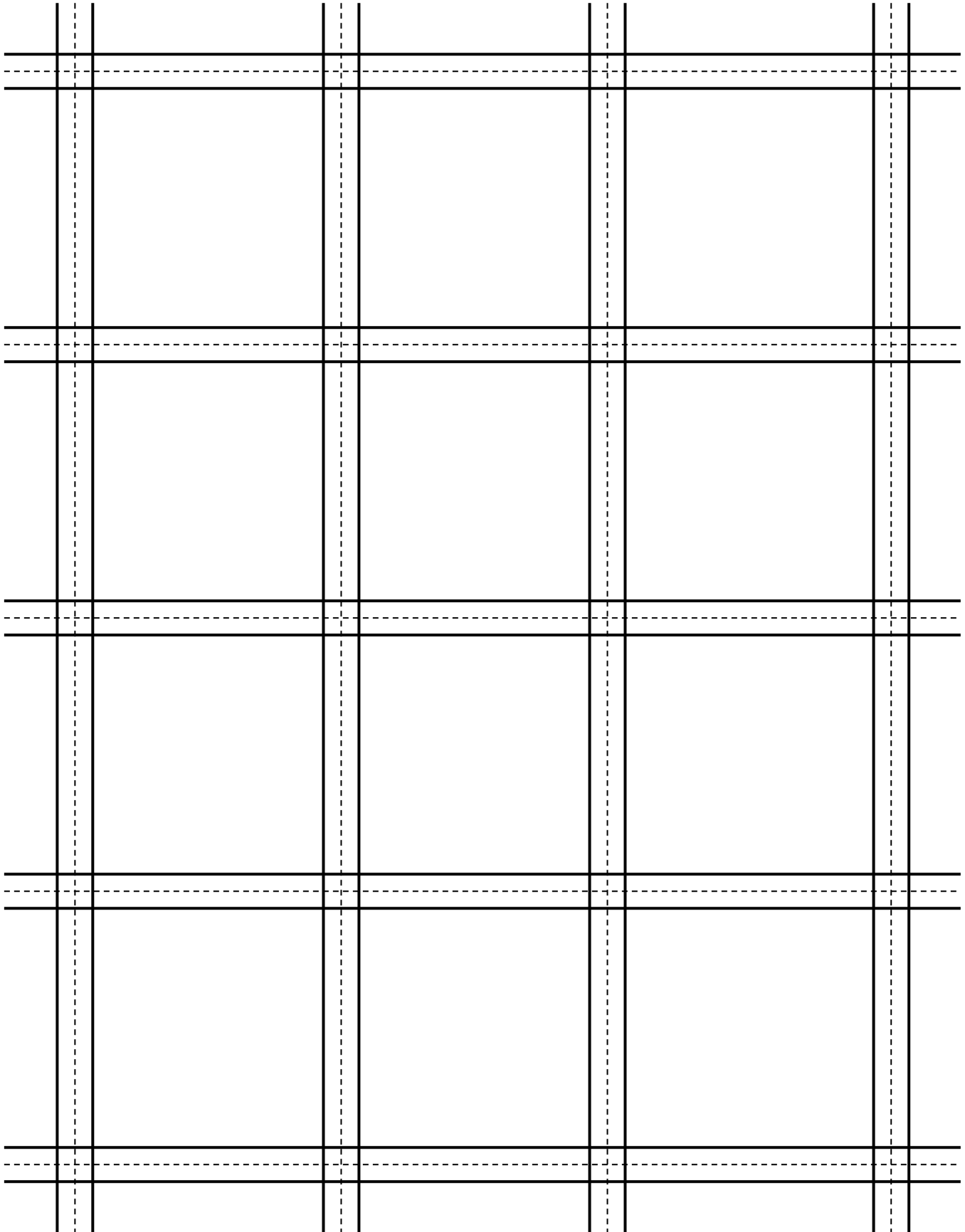
# Multiple Miles and/or Roads Map

Scale: 2" = 1 Mile

Township and Range: \_\_\_\_\_

Please Show: Section No.'s and Road Names on map.

**N**



**RENO COUNTY PUBLIC WORKS DEPARTMENT  
POLICY FOR INSTALLATION OF UTILITY POLES AND WIRELESS  
SUPPORT STRUCTURES ON ROAD RIGHT-OF-WAY**

**POLICY:**

Utility poles and Wireless Support Structures (hereafter “Structures”) located within Reno County road right-of-way shall be installed in accordance with the provisions of this Policy.

**RESPONSIBILITY:**

Public Utilities and Wireless Support Structure Providers (hereafter “Provider”) are required to obtain permits prior to the placement or relocation of Structures on County road right-of-way. Permits shall be issued by the Reno County Public Works Director (hereafter the “Director”) subject to the criteria established by this policy. No Structure shall be constructed or reconstructed on Reno County road right-of-way without the required permit. Unauthorized work performed without a permit may be required to be removed and reinstalled with proper inspection by the County.

**GENERAL:**

No construction or relocation of Structures shall commence prior to submission and approval of a permit application. Submission of the permit application shall include detailed construction drawings, and payment of \$50.00 permit fee.

A Provider shall identify and address in its application any anticipated variances from the requirements of this policy, which shall include the submission of any additional documentation and construction drawings with the application.

**PUBLIC SAFETY:**

All required traffic control signing shall be erected by the Provider per the *Manual of Uniform Traffic Control Devices* prior to work commencing. Reno County accepts no liability for accidents that occur due to lack of traffic control.

**CONSTRUCTION REQUIREMENTS:**

The Structure shall be of wood, fiber glass, metal or concrete construction installed by direct bury with no foundation or footing and the following conditions shall be satisfied:

Right-of-way 60 feet or less: Maximum pole diameter at the ground line is 12 inches.

Right-of-way greater than 60 feet. Maximum pole diameter at the ground line is 18 inches.

- a. The base shall not restrict the ditch and shall fit on the flat area between the road right-of-way line and the top of the backslope.

- b. Adequate road right-of-way is available, so the base does not obstruct installation of other utilities.
- c. The off-road area shall be adequate to construct the facilities without closing the road. One lane shall remain open at all times, except when flaggers are present.

Note: With the above conditions it may be difficult to find a suitable location on existing road right-of-way for Structures. The County and Provider shall cooperate and jointly view and evaluate potential sites, with the ultimate decision being made by the County under advisement of a licensed engineer chosen by the County, at the expense of the Provider.

Structures shall not be placed on bridges or within 300 feet of the nearest end of bridges.

Structures requiring the use of guide wires shall not be placed in the road right-of-way.

The outside edge of the Structure nearest the road(s) shall be placed within 1 foot of the road right-of-way line on the back slope.

Structures shall not obstruct the sight triangle at intersections and driveways per latest version of the American Association of State Highway and Transportation Officials (AASHTO).

For Structures located near an intersection or driveway the associated equipment, whether on a Structure or ground mounted, shall be located so as not to obstruct the sight triangle.

Parking for maintenance shall be planned so service vehicles will not park on the road or road shoulder. Parking can be an entrance, access from adjacent property (such as a public parking lot) or on the fore slope if 6:1 or flatter.

While not safety related, consider roads where there is no planned widening or construction that may require a relocation of the Structure.

Structures which cannot be placed in the road right-of-way and are to be located on private property outside of the road right-of-way are subject to Reno County Zoning Regulations currently in effect.

The Provider shall be responsible for the maintenance of any soil erosion or settlement resulting from installation.

The Provider shall be responsible for future Provider infrastructure relocations within the road right-of-way required as a consequence of the County's regrading, reconstructing, and/or widening of the road right-of-way at no cost to the County.

The Provider shall notify Reno County Public Works no less than 24 hours prior to commencement of construction and within 24 hours of completed construction by calling 620-694-2976.

Following the installation of the Provider infrastructure, the condition of the road right-of-way shall be returned to its preexisting condition. Any damage to bridges, and pavement caused by the Provider, its employees and agents shall be repaired by the Provider at its expense to a condition acceptable to the Director.

To receive acceptance for the work authorized by a permit, completion of the work must be verified by a final inspection. It is the Provider's responsibility to call for a final inspection. The Provider will pothole buried lines at locations indicated by the County to verify that lines were buried as required in the permit. If work or restoration is found to be defective or insufficient, the Provider shall complete said work and call for a reinspection.

Construction shall be completed within 2 months of the permit issuance date. If construction is not completed within the 2-month deadline, an extension of time shall be requested by the Provider and may be approved at the Director's discretion before work resumes.

**EFFECTIVE DATE:** This policy is adopted and shall be effective this 13<sup>th</sup> day of April, 2021, and supersedes all previous policies.

  
\_\_\_\_\_  
Don Brittain  
Reno County Public Works Director

APPROVED:  
  
Board of County Commissioners of  
Reno County, Kansas

  
\_\_\_\_\_  
Ron Hirst, Chairman

ATTEST:  
  
  
\_\_\_\_\_  
Reno County Clerk