

**HOW DO I APPLY FOR A  
SPECIAL USE RIGHT-OF-WAY**

**Submit Your:**

Application  
Construction Plans  
Application Fee

**HOW CAN I SUBMIT MY SPECIAL  
USE RIGHT-OF-WAY PERMIT?**

**Mail**

15955 Hwy 273  
Platte City, MO 64079

**Email**

publicworks@co.platte.mo.us

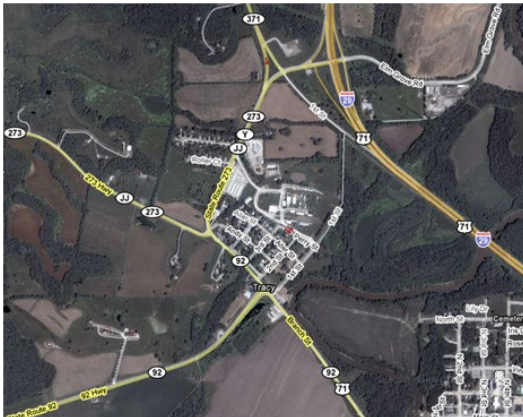
**Fax**

(816) 858-3471

*Or stop by our office during regular office hours.*

**Office Hours  
Monday-Friday  
8 AM—5 PM**

*Closed in observance of all County Holidays*



**Questions?**

Please Call  
(816) 858-2223

**Email**

publicworks@co.platte.mo.us



To assist in serving you, please provide our office staff with the neighborhood and address in which the project is located so your call can be direct to the appropriate staff.



**Platte County  
Department of Public Works**

15955 Hwy 273  
Platte City, MO 64079

**Platte County**

Department of Public Works



**SPECIAL USE  
RIGHT-OF-WAY  
PERMIT  
INFORMATION**

## WHAT IS THE PURPOSE OF A SPECIAL USE RIGHT-OF-WAY PERMIT?



A Special Use Right-of-Way Permit allows you to make certain uses and construct certain improvements within a county-maintained right-of-way, both above and underground.

Examples include trenching in the right-of-way, building or repairing a driveway, approaches and or sidewalks.

## WHAT SHOULD I INCLUDE WHEN SUBMITTING MY APPLICATION?

- Construction details *including*:
  - \* Dimensions
  - \* Proposed Improvements
  - \* Site Features
  - \* Sidewalks
  - \* Utilities
  - \* Trees
  - \* Other structures
  - \* Driveways
  - \* Retaining Walls
  - \* Easements
  - \* Fences
- Payment
- Map
- Site Plan drawn to scale



## HOW LONG WILL IT TAKE FOR MY APPLICATION TO BE REVIEWED?



The Public Works Department has up to 31 days, by ordinance, to process all applications.

However, this process typically takes less than two weeks.

## WHO ISSUES THE SPECIAL USE RIGHT-OF-WAY PERMIT?

Platte County has enacted an ordinance regulating the use of the public right-of-way. Anyone seeking to use of the public right-of-way must contact the Department of Public Works.

## WHAT IS THE COST OF A SPECIAL USE RIGHT-OF-WAY PERMIT?

There is a non-refundable application fee. The minimum fee is **\$75.00** and additional fees may be assessed based upon the approved fee schedule. The plan review and inspection fees vary, depending on the amount of work you are doing within the Right-of-Way. The Public Works Department will determine the permit fee after review of your application.

## AT WHAT POINT SHOULD I CALL FOR AN INSPECTION OF MY PROJECT?

**Pre-Construction Inspection** is completed upon receipt of application fee and application forms submitted to the Platte County Department of Public Works.

**Installation Inspection** is performed upon landowner notification to the Platte County Department of Public Works.

**Final Inspection** is completed upon landowner notification of project completion.