

Online Entrance Permit Application Process

Platte County Public Works

How to apply for a Right of Way entrance permit online:

In order to apply for and view a Right of Way entrance permit case/permit online and view the progress, the applicant will need to register and create a username and password on the Platte County website at www.co.platte.mo.us

To Register:

1. Click on Sign Up or click on My Profile to create a username and password then click Register or Register as a new user. You will use these credentials each time you go into the county website to view your permit/case or apply for other services/permits.
2. To sign in on the county website, www.co.platte.mo.us, click on My Profile top of page and input your login information. A dashboard will come up.

Once you have signed in:

Profile page will come up with a list of items to navigate. Down the list you will see Applications.

1. Click on Applications- Application page will appear with various applications:
2. Under **Building and Right of Way Permits**, Click on Right of Way Permit Application (Click to Fill Out Form)
3. Complete the application by doing the following:
 - a. Proposed Use of Property: Mark Private, Field or Commercial
 - b. Address: Address of the permit location. If no address assigned to property , click on the By Parcel Number and enter the parcel # exactly By using the parcel number, the Property information will pre- populate.
4. Applicant Information
 - a. Name of property owner
 - b. Mailing address
 - c. Phone number
 - d. Email address (If you are a contractor filling out the application and the property owner does not have an email, you may insert your contractor email)

*If you have a contractor mark yes or no. If yes, the contractor section will come up to complete. Email is a required field.

5. Required upload: Upload a site map to the property that includes the location of the entrance. Upload a signed Driveway Specifications document signed by the property owner.
6. Acknowledgment: Mark all 3 boxes in the acknowledgement area
7. Signature: Sign with your finger in the box. Print name and date.
8. Submit