

**CITY OF WARD
ORDINANCE NO O-2025-04**

**AN ORDINANCE LIMITING THE NUMBER OF OPEN RIGHT-OF-WAY PERMITS A COMPANY,
CONTRACTOR, OR SUBCONTRACTOR MAY HAVE OPEN AT ONE TIME IN THE CITY OF WARD;
DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES**

WHEREAS, THE CITY OF WARD finds it necessary to ensure public health, public safety and quality of life; and,

WHEREAS, THE CITY OF WARD finds it necessary to ensure minimal loss and damage to our city infrastructure; and,

WHEREAS THE CITY OF WARD finds it necessary to comply with Arkansas One-Call positive response locate timing; and,

WHEREAS THE CITY OF WARD finds it necessary to keep the best interest of its departments and employees safe and moving forward.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WARD, ARKANSAS:

SECTION 1 – APPLICABILITY: Due to the high volume of locates, active boring, and construction within the City Limit of the City of Ward (City), the City deems in necessary to limit the number of active Right-of-Way/Easement Permits (Attached) a company, contractor, or subcontractor may have open at any one time. Limiting the permits will allow the City of Ward employees to maintain public health, public safety, help protect city infrastructure and to give the highest quality of locates that we can provide, along with complying with the Arkansas One-Call positive response timing.

SECTION 2 – PERMITTING PROCESS: A permit shall be issued for a maximum of 1,000 linear fee and be valid for six (6) months. The Contractor shall apply for a permit at least five working days in advance of any anticipated start of construction. A permit shall not be issued to any company, contractor, or subcontractor that is not in good standing with the City; including but not limited to; is under a stop work order; or, has unpaid fines or restitution to the City.

SECTION 3 – EXCEPTION: The City of Ward Public Works Department may work with a company, contractor or subcontractor if an extenuating circumstance arises that is deemed necessary from this Ordinance.

SECTION 4 – STOP WORK ORDER: Failure to comply with this Ordinance will result in a stop work order being issued according to Ordinances O-2020-10 and O-2024-08 as amended.

SECTION 5 – SEVERABILITY: If, for any reason, any portion or portions of this ordinance shall be held invalid, such invalidity shall in no way affect the remaining portions.

SECTION 6 – EMERGENCY CLAUSE: It has been found that immediate passage of this Ordinance is necessary for the public health, safety and welfare of its citizens and to ensure minimal loss and damage to city infrastructure. Therefore, an emergency is declared and this Ordinance shall be in full force upon its passage.

SAID ORDINANCE WAS ADOPTED ON 1-21-25.

Brooke Absent, Chapman Yes, Hall Yes, Hefner Yes, McMinn Yes, Ruble Yes

YEAS: 5 NAYS: 0


Mayor (if needed) _____

APPROVED:

ATTEST:



Charles Gastineau, Mayor



Krystal Rummel, City Clerk





CITY OF WARD

P.O. BOX 237 • WARD, ARKANSAS 72176 • 501-843-7686

RIGHT OF WAY/EASEMENT PERMIT APPLICATION

Date: _____

Applicant or Designee:

- Contractor/Owner: _____
- Physical Address of Business: _____
- City, State, Zip: _____
- Mailing Address: _____
- City, State, Zip: _____
- Email Address: _____
- Phone: _____

Is your business or group being subcontracted for the work being done? Yes _____ No _____

If "Yes" please provide the following about the company for which you are be contracted

- Company Name: _____
- Contact Person: _____ Phone: _____

Will "Contractor/Owner" listed above be the one performing the work within the

ROW/Easement? Yes _____ No _____ If "no", who will be performing the work?

- Company Name: _____
- Address: _____
- Email Address: _____
- Contact Person: _____ Phone: _____

Project Information:

- Please submit with the application a map showing where in the ROW will be done and/or the route of boring or laying of utilities will take place,
- Starting Address: _____
- Ending Address: _____
- Will a street cut be required?
 - Yes _____ No _____ (if "yes" a Street Cut Permit is required)
- Reason for ROW/Easement Access:

Submission Checklist

- Completed ROW/Easement Application
 - Map or Site Plan Showing Access and Route
- _____

READ CAREFULLY BEFORE SIGNING

I _____, do hereby certify that all the information contained within this application is true and correct. I understand that I must comply with all City of Ward Codes and Ordinances pertaining to this project and that it is my responsibility to obtain all necessary permits required.

<p>City Use Only</p> <p>Date/Time Permit Received (stamp)</p> <p>Rec'd by (initials): _____</p>
