

IROW Pre Submittal Process:

Before a Fiber Contractor can apply for an IROW permit via eTRAKiT they need to register with the city as a Public Way Contractor and provide the COI information.

- **PRIOR** to submitting for a permit the Fiber Contractor needs to coordinate with the Project Manager and IROW team and submit plans of their “Designated Area,” or proposed project area, via email.
 - Each permit submitted will be linked to one Designated Area.
 - The proposed Designated Area can be emailed to the PM and IROW team.
- The fiber contractor and the GIS Coordinator are notified once the PM has approved the Designated Area.
 - The Fiber Contractor will provide the Designated Area to the GIS Coordinator via email (KMZ file).
 - The GIS Coordinator will add the Designated Area to GIS and TRAKiT.
- After the Designated Area is added to GIS and TRAKiT the Fiber Contractor can apply for the IROW permit via eTRAKiT.
 - The only permit type they should be applying for is an IROW.
 - Each IROW permit submitted is to be linked to one Designated Area.

Once the permit is submitted the permit review process will begin.