


PWD - Right of Way Management Permit Process

1. Go to <https://pap.accela.com/envista-public-web/index/COSA/OnlineServices/OnlinePermit> and login using the login information you set up.
2. You will be taken to the ROW Landing Page. On this page there is a lot of useful information.
 - a. You can send an email to ROW Administration with any questions you may have by clicking on *Help/Support Email*.
 - b. You can view/download/print a copy of the latest Inspector Area Map by clicking on *ROW Inspector Area Map*.
 - c. You can view all permitted work in the right of way around a desired location by clicking on *Citizens View*.
 - d. You can access the *Project Information Form* – mandatory 30 day notification for work in the right of way 50 feet in length or greater. (Emails for the appropriate person to send these to are accessible on this page).



The screenshot shows the landing page for the City of San Antonio's online permit system. At the top, there is a red header with the City of San Antonio logo and the text "CITY OF SAN ANTONIO TRANSPORTATION & CAPITAL IMPROVEMENTS". Below the header, there are two navigation links: "Online Permit" and "Citizens View". The main content area is white and features a blue heading "Welcome Row Test!". Below the heading, there is a paragraph stating "You are registered with the online permit system within the City of San Antonio." and another paragraph stating "Use the links below to perform the following actions:". There are three blue hyperlinks with descriptions: "Apply Permit" (Fill out a new permit application and submit electronically to the City of San Antonio), "Help/Support Email" (If you have any questions about this system or are having trouble, please send an email to get more information about this application.), and "ROW Inspector Area Map" (provides contact information and area assignments for the ROW Inspectors.). At the bottom, there is a paragraph of text: "Effective April 1, 2017 - The [Project Information Form](#) is to be submitted to Right of Way Management at least 30 days prior to the start of any planned project (excavation of 50 linear feet or greater). Click [here](#) to send completed forms for fiber-related projects. Click [here](#) to send completed forms for all other projects."

3. To apply for a permit click on *Apply Permit*. Click on the type of permit you need to obtain.

Permit Type *

- Block Party
- Excavation over 50ft
- Excavation under 50ft
- Lane and Sidewalk Closure
- Non-Excavation
- Parking Restriction

Cancel Save For Later Next →

4. Depending on the type of permit you will be stepped through the required information. On the Profile page make sure you enter all required information (*) or the application will not be forwarded on to the right of way office.

← Previous Next →

Permit Name * Permit # Status
Description COSA-2379-20191112 Applied

Dates

Start Date * End Date *
11/12/2019

Work Start Time Work End Time

← Previous Cancel Save For Later Next →

Permit Name: Put a name that will identify the permit for your company needs (i.e. work order number etc. – if your company has more than one account on the old system to distinguish between types of permits utilize this field with that information. For example: “Company Name” Power, “Company Name” Pole, “Company Name” BAU, etc)

Description: Make sure you say what work is going to be done.

Start and End dates.

5. Excavation information:

← Previous Next →

811 OneCall Confirmation Number Length (in ft) Width (in ft) Depth (in ft)

← Previous Cancel Save For Later Next →

6. Activity Request:

← Previous Next →

View Add Edit Delete

SubWorkType	Activity Type
No records found.	

← Previous Cancel Save For Later Next →

On this page you will need to click *Add* and indicate every applicable item separately. When you click *Add* the following window will appear:

Work Type: Excavation

Activity Type: Select One

Restoration Type: Select One

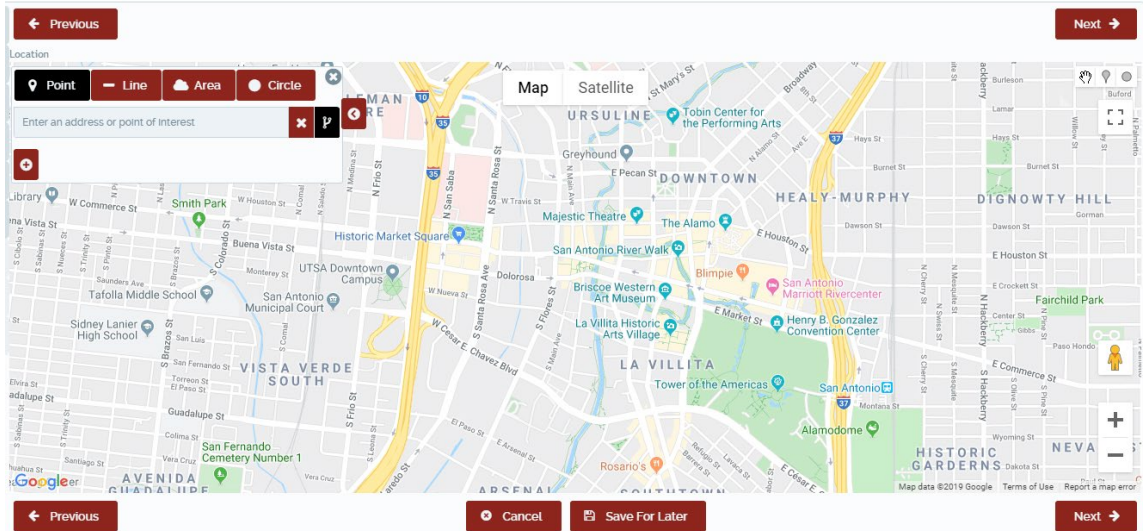
Sub Work Type: **Select One** (highlighted)

Dropdown options: Select One, Alley, Behind Curb, Curb/Gutter, Driveway, Median, New Standard Pole Placement

Buttons: Save, Cancel, Add, Edit, Delete

Note: The only item on this window you will need to pay attention to is the *Sub Work Type* – highlighted above. In order to add each type to the permit you will need to click save after you click on one. Click *Add* again if you have any additional locations to add.

7. Next you will add your work location information.



On the map you have the choice of a point, line, area or circle. In order to add you will need to click the “balloon” in the upper right hand corner and then click your location on the map. You can search for an address as well in the box.

8. On the documents page is where you will add any project plans/sketches, insurance documents, bond documents, project information forms etc.
9. On the Contacts page you have the ability to add anyone registered with your company as a contact on the permit.
10. Confirm/Submit page:
Click on submit to send your permit application to Right of Way. You will receive a confirmation at the top of the page when it has been submitted.

Permits with Id 'COSA-2379-20191112' and name 'ROW Test' Submitted Successfully Permits with Id 'COSA-2379-20191112' and name 'ROW Test' Submitted Successfully

Online Permit : Citizens View :

Thank you for submitting your permit.

Please be sure to check for updates in the online portal as well as watching your inbox for updates.