



FRANCHISE APPLICATION PROCEDURE

Franchise Definition

State Law reference— Authority to legislate on matters pertaining to municipal affairs, A.C.A. § 14-43-601 et seq.; general authority relative to streets and sidewalks, A.C.A. §§ 14-54-104, 14-54-601 et seq.

THE CITY IS THE FRANCHISE AUTHORITY FOR PERMITTING USE OF CITY RIGHTS OF WAY AND AIRSPACE, INCLUDING COORDINATING WITH EXISTING UTILITIES OUTSIDE PLANT.

A request for franchise as referred to in this procedure shall be considered as a request from **an adjacent property owner or the owner's legal agent** for authorization to use a part of the public owned right-of-way. Such requests normally involve expansion of footings for buildings, planting landscaping, installing sprinkler systems, signs, fences, retaining walls, passageways with the right-of way for foot traffic, etc., but any item planned for public right-of-way is included. **This franchise is required in addition to any street cut permit or barricade plan required for work in the traffic or pedestrian areas of right-of-way.**

Procedure

Submit one (1) copy of each of the following:

1. Franchise application complete with requested information, including the legal street address of the proposed franchise.
2. An explanation of the nature and reason for the request.
3. *Attach no more than legal size or digital land survey showing the exact location of the encroachment, blueprints, and other related drawings. Include **ALL** measurements & dimensions. **An 8 ½ x 11 copy will facilitate review, but no more than legal size paper documents or efile digital format disk.***

The applicant is encouraged to make any necessary investigation or inquiry about the advisability of obtaining insurance or bonding for this permitted activity.

4. Application fee \$75 (non-refundable).
5. Make check payable to: City of Little Rock.

Application and payment should be addressed to:

LR Public Works
Att: Franchise Application
City of Little Rock
701 W. Markham
Little Rock, AR 72201

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All requests for private use franchises will be received by the Franchise Administrator who will determine if the appropriate documentation has been submitted. Additional information may be requested if necessary.

Franchise Approval: Once approved a "Franchise Acknowledgement" letter will be provided or sent. Please sign and return within 30 days from date of letter. Failure to return "Acknowledgement" letter may result in franchise being revoked. If additional time is needed please contact our office at 918-5217 or 371-4818.

In conjunction with an approved Franchise, other permits (i.e. building, sign, street cut, barricade, etc.) may also be required.

Processing time is an average of 30 working days from the date the request is received by this office.

There are several entities that must approve the request and forward their response to this office. Your request is processed as quickly as possible and we appreciate your patience.

Should you have any questions concerning any part of the application, please call Vince Floriani 371-4817 or Bennie Nicolo at 371-4818, fax 371-4460, e-mail bnicolo@littlerock.org



FRANCHISE APPLICATION
RIGHT-OF-WAY USE PERMIT

Franchise applications are accepted and issued on the basis that an extreme emergency exists which cannot be solved any other way and/or that it is in the public interest to issue. The correspondence address and location for the requested Franchise are not always the same, therefore a street address must be provided for the location of the requested franchise or the application process may be delayed.

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ADJACENT PROPERTY OWNER APPLICANT: _____

OR AGENT FOR: _____

ADDRESS (For Correspondence) _____ Little Rock, AR ZIP _____

TELEPHONE/FAX _____ EMAIL _____

FRANCHISEE BUSINESS NAME _____

OWNER'S NAME, IF DIFFERENT _____

ADDRESS for FRANCHISED ITEM _____
(PHYSICAL STREET ADDRESS / LOCATION FOR FRANCHISED ITEM MUST BE PROVIDED)

CONTACT PERSON/AGENCY responsible for maintenance of Franchised item _____

ADDRESS _____ ZIP _____

TELEPHONE _____ FAX _____

REASON: Please provide reason for request specifically describing the item you are requesting franchise for. Attach no more than legal size or digital land survey showing the exact location of the encroachment, blueprints, and other related drawings. Include **ALL measurements & dimensions. An 8 1/2 x 11 copy will facilitate review, but no more than legal size paper documents or efile digital format disk/email attachment**

Should this franchise be granted, it is understood that the City of Little Rock assumes no responsibility to maintain the installation or to replace any installation damaged or destroyed by Utility or City crews in their routine maintenance work. Also, the City assumes no responsibility should injury be inflicted on any one as a result of the presence or installation of the franchised item. Fax: 371-4460

Applicant's Name (Please Print Name)

Applicant's Signature

Date