

Submitting a ROWMAN Request

1. Go to the Right of Way Management Approval Network (ROWMAN) site;
<https://www.austintexas.gov/rowman>
2. Log In or Create an account:
 - a) If you are a first time user you will need to *Register Now* or if you are a *Registered User* enter your email and password – For New Users, please use the business address or your own if there is no physical address. No P.O. Box addresses are allowed.



* required field

REGISTERED USER

Your email address *

Your password *

Login

FIRST TIME USER

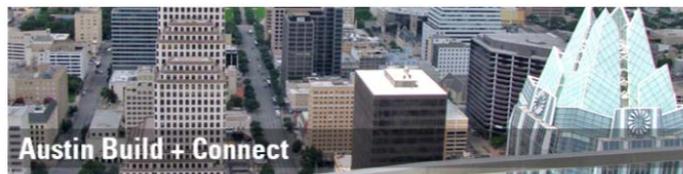
Register Now

FORGOT PASSWORD

If you are a registered user but forgot your password, please click here.

Reset Password

3. Once Logged In – Click on *Apply for Right of Way Permits*



MY PERMITS

Currently, there are no permits/cases linked with this profile.

If you feel this is incorrect, or have not yet called to link a business account to this profile, please call [\(512\) 978-4000](tel:512-978-4000).

If attempting to view or pay for Excavation or Right-of-Way permits not related to a Street Event, please contact the Right-of-Way Management division at [\(512\) 974-1150](tel:512-974-1150) or rightofway@austintexas.gov

If attempting to view or pay for a Street Event or Parking Permit related to a Street Event please contact the Office of Special Events at TransportationSpecialEvents@austintexas.gov

4. Select *Right of Way* permits > *Street Event*

SELECT APPLICATION TYPE

The following screens will walk you through submitting a permit application to use the public Right of Way. For helpful information, click the Blue (?) next to the permit type you are requesting.

- [+] Driveway / Sidewalks
- [+] Excavation
- [+] Land Management
- [-] Right of Way
 - [Film \(?\)](#)
 - [Parking Space - Load/Unload \(?\)](#)
 - [Street Event \(?\)](#)
 - [Street Vendor \(?\)](#)
 - [Temporary Right of Way Use \(?\)](#)
 - [Valet Parking Annual \(?\)](#)
 - [Valet Parking Temporary \(?\)](#)
- [+] Small Cell Permit
- [+] [Special Events \(?\)](#)
- [+] Utility Coordination

Please call 512-974-1150 to discuss the types of permits you may request through the ROWMAN system

5. You will be taken to the Acknowledgements page. You will need to select all of them in order to move forward.

ACKNOWLEDGEMENT

You must acknowledge the following statements before submitting a permit request using this system.

- I do not have an outstanding violation to a permit issued under Chapter 14 of the City of Austin Code in the two years preceding the date of this application.
- I declare that the information provided in this application is true and that I have read the Street Event ordinance and guidelines and understand the conditions of this application as set fourth therein.
- I understand that any holder of a City Street Vendor Permit, or other License Agreement for any other use of the right-of-way cannot be denied use of such right-of-way during the requested closure on his application.
- I understand that no guarantee of approval is implied by the acceptance of this application, and that in order for this application to be completed the applicant must provide additional information in time frames set under Section 14-8 of the City of Austin Code and that failure to provide the additional information will result in denial of the application.

[Back](#) [Cancel - I do not meet these criteria](#) [Continue - Apply Online](#)

6. Add a *Project / Event Name* and *Description of Event*; The Description will need to include date, names of streets affected, and a brief description of what will take place during the event.

Important: Do NOT use special characters (#\$%^!*) in your *Project or Event Name*

7. Next you will need to *Select Properties* – A block number or the nearest address of the affected area and hit *Search*.
(Ex: 701 Riverside or 1100 Riverside)

SELECT PROPERTIES	
Apply for	Street Event

PROPERTY SEARCH	
<i>Identify Properties</i>	
You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address prefix or suffix.	
<i>For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.</i>	
<ul style="list-style-type: none">• To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.• To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.	
When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.	
<u>Note:</u> For work or event proposed in the alley, please choose the street west or south of the alley. For example, please click here .	
House Number:	<input type="text" value="701"/>
Street Name:	<input type="text" value="Riverside"/>
<input type="button" value="Search"/>	

NO SELECTED ADDRESS

8. Choose a block number or address - then click *Add*. If the *Street Event* will take place along multiple blocks you can select the range from the drop down menu.

SEARCH RESULTS			
From Block	Block	Street Address	Add Block
100		E RIVERSIDE DR	Add Block
700		W RIVERSIDE DR	Add Block
2000		RIVERSIDE FARMS RD	Add Block
0		RIVERSIDE DR	Add Block

Page 1 / 1 - Total 2 rows returned.

SEARCH RESULTS			
Property Type	Street Address	Zip Code	Add
Address	701 1/2 W RIVERSIDE DR	78704	Add
Address	701 W RIVERSIDE DR	78704	Add

Page 1 / 1 - Total 2 rows returned.

9. Select *Continue*. A confirmation page showing the added blocks will follow.

** 7 new properties have been added!*

SELECTED PROPERTIES	
Address	Remove Property
1100-1124 W RIVERSIDE DR	Remove Property
0-1125 W RIVERSIDE DR	Remove Property
806-1051 W RIVERSIDE DR	Remove Property
0-801 W RIVERSIDE DR	Remove Property
0-805 W RIVERSIDE DR	Remove Property
700-800 W RIVERSIDE DR	Remove Property
802-804 W RIVERSIDE DR	Remove Property

10. Next you will add the Date and Times of the Event.

PROPERTY & STREET INFO	
Application Type:	Right of Way Use Permit Street Event
Application Number:	11979253
Application Date:	Jul 09, 2018

AREA 1 OF 7 - 1100-1124 W RIVERSIDE DR	
When will your activity begin? <small>Select date and time. Time is in 24-hr format</small>	<input type="text" value="2018-08-18"/> <input type="text" value="08:00"/>
When will your activity end? <small>Select date and time. Time is in 24-hr format</small>	<input type="text" value="2018-08-18"/> <input type="text" value="20:00"/>
Full Road Closure?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Does this information apply to all properties selected? *

Yes No

Back

Cancel this Application

Save - Finish Later

Continue

11. Enter Additional Information

ADDITIONAL INFORMATION:

RIGHT-OF-WAY USAGE
Number of Blocks: *

FEES
Gate Fee Event: Yes No

MISCELLANEOUS

Please enter all known data. Much of this data will be required on an Administrative Site Plan Application, such as a General Permit Submittal. The more data you are able to enter, the more complete the General Permit Application, or Site Plan application will be.

Event Type: *
Number of Persons Attending: *
Use of Sound Equipment: * Yes No
Alcohol at event? * Yes No
Health Permit: Yes No

EVENT START/END
Event Start Date: *
Event End Date: *
Event Start Time: *
Event End Time: * ×

Cancel this Application

Save - Finish Later

Continue

Back

12. Select the people that will be attached to this application

SELECT PEOPLE	
Select	Type
Special Events, Transportation - - 5129746501 ▾	Contact *

Cancel this Application

Save - Finish Later

Continue

Back

13. An attachment must be entered in order to submit the application. Maps, Routes and Certificates of Insurance can be added here.

STEP 7 OF 7 - APPLICATION ATTACHMENTS
You currently have no attachments associated with this Application

UPLOAD NEW ATTACHMENT

Attachment Comment:

Attachment File (PDF or JPG only):

Cancel this Application

Continue

14. Then you will be taken to the *New Application Summary*. You will need to hit *Submit for Billing* in order to finalize the application.

NEW APPLICATIONS SUMMARY		
Permit Number	Address	Fee Amount
2019-213133 RW		\$0.00

Number of Application(s): 1

Create new application with same info

Create new application with new info

Submit

Save - Finish Later

15. No invoice will be created without the review and approval of the Office of Special Events. The applicant will be notified when invoices are ready for payment.

NOTE: You do not have any invoice to pay for now.

FEES

Fees due to this point are \$0.00

PERMITS IN QUEUE

The following permit(s) have been placed in a queue and are waiting for a review.

2018-115134 RW Fun Event

CREDIT CARD AND CHECK PAYMENT

Attention: No more than 25 invoices are allowed per payment transaction. Total amount must be between \$10 and \$99,999.99. Clicking the "Pay Now" button will redirect you to JP Morgan Chase Bank's secure website to complete the payment process.

Payments made on Chase may take a few minutes to reflect on the Austin Build + Connect website. Once on the Chase site **ONLY** use the "Exit" link located towards the top right of the page to return to Austin Build + Connect. If you exit before the payment is confirmed your payment will be cancelled.

Return to My Permits/Cases

16. When you return to My Permits/Cases you should see the Event listed.

Note:

Shown are permits and cases associated with your account(s). Expired or Final permits are not listed. Use the Search button to select other permit status types. You can view the permit or case details by clicking the Permit/Case Number link. Permits eligible for payment online will have a checkbox available for selection. Click the checkbox for each permit or case you wish to pay and then click on the 'Pay Selected' button located at the bottom of the page.

TIP: The My Bills link on the left menu bar only displays permits and cases eligible for payment.

Click on the Permit Number for further details.

Search

1 Page 1 / 1 - Total 1 rows returned.

VIEW STATUS OF MY PERMITS/CASES

#	Check	Permit/Case Number	Project Name	Description	Application Date	Status (Expiration Date)	Related Folders	Balance
1		2018-115134 RW	Fun Event	This fun event will happen in August	07/09/18	Internet Pending	No	\$0.00

1 Page 1 / 1 - Total 1 rows returned.

If you have problems with the online submittal request, please contact Transportation Special Events at 512-974-6501 and/or send an email to transportationspecialevents@austintexas.gov.

Updated: 10/25/2019