



INSTRUCTIONS FOR COMPLETION OF A PHYSICAL ALTERATION PERMIT APPLICATION (PAPA) FORM

APPLICANT/PERMITTEE, PROPERTY OWNER, DEVELOPER, and ENGINEER Signature Lines:

- If information is applicable for more than one signatory, note which one is applicable; i.e. Developer: “same as Property Owner.” If a signature line is not applicable, note it as such with “N/A” or “Not applicable.”
- If the APPLICANT/PERMITTEE is a company, municipality, organization, etc., an individual shall be named on its behalf with the appropriate title; i.e. ABC Corporation (John Smith, owner)
- The APPLICANT/PERMITTEE shall provide a valid mailing address. Correspondence regarding the application will be sent to the noted mailing address.
- If the ENGINEER is a company, an individual engineer shall also be named on their behalf; i.e. ABC Engineers, John Smith
- All signatures shall have an associated date.
- A valid email address for the APPLICANT/PERMITTEE and ENGINEER should be provided to facilitate communication.

TYPE OF APPLICATION:

- If there is a question as to the Type of Application, contact the Maintenance Division at (401) 734-4805.

LOCATION OF WORK:

- An accurate description of the property location (address, pole number(s), plat/lot number or location with respect to another property) is required.
- The municipality where the work is proposed shall be included.

DIRECT TIE-IN TO STATE DRAINAGE SYSTEM:

- If there is an existing physical tie-in to the State drainage system, regardless of whether or not the proposed work impacts the State drainage system, the APPLICANT shall either provide proof of RIDOT approval of the tie-in, or request approval and provide a video inspection of the tie-in.
- If a new physical tie-in to the State drainage system is proposed, the APPLICANT shall comply with the requirements stated in Section 12.0 DRAINAGE of the PAPA MANUAL.

PURPOSE OF PERMIT:

- The purpose(s) shall be a concise description of the proposed action(s) that require the APPLICANT to obtain the permit. This should also include, but is not limited to, potential impacts to known historical and/or archaeological sites, right-of-way (easements, land sale, etc.), landscaping/vegetation, and existing traffic control.
- Some examples of purpose are: new/change to access, new bank/car wash/doughnut shop, change in use (residence to business, retail business to coffee shop, etc.), drainage tie-in, change in drainage, grading of soil, landscaping, removal of trees, etc..
- The APPLICANT shall note that a separate Utility Permit is required for any utility work associated with an approved PAP within the State right-of-way. The utility work should be shown on the PAPA plans, however the associated work items and costs shall not be included in the PAPA cost estimate.

CERTIFICATION:

- The application form will not be accepted if the certification is not signed and dated by the APPLICANT.