

Johnson County Commission

Troy A. Matthews
Presiding Commissioner

Rusty Sproat
Commissioner, Eastern District

Charles Kavanaugh
Commissioner, Western District

Diane Thompson
County Clerk



Johnson County Courthouse
300 N. Holden Street, Suite 203
Warrensburg MO 64093
660-747-2112
www.jococourthouse.com
CountyCommissioners@jocomo.gov

January 27, 2025

Subject: Right-of-Way Application Submission and Procedure Guidelines

Thank you for your interest in submitting an application for a Right-of-Way (ROW) permit in Johnson County, Missouri. We are committed to ensuring a transparent and efficient process for all applicants. To assist you in navigating the application process, we have listed the procedural checklist and requirements to be met before and during the project.

Please review the following steps to ensure all necessary actions are completed in a timely manner:

1. **Application Submission:** Applicants must submit their completed applications at least two weeks prior to the planned project start date. **Application processing time may take 2-4 weeks.**
 - Submit a completed Right-of-Way application form with all required documentation to the Johnson County Clerk's Office. Plan accordingly to meet your project deadlines, as the processing time may take 2-4 weeks after submission. Include project details, maps, contact information, proof of Public Utility status, and net assets (if applicable).
2. **Initial Review by County Clerk's Office:**
 - The County Clerk's Office will review the application for completeness and verify Public Utility status with the Missouri State Tax Commission. If the application is incomplete, you will be notified to provide missing information before proceeding.
3. **Review by Road and Bridge Department:**
 - The Road and Bridge Department will evaluate the project for potential impacts on county-maintained roads and any necessary conditions for approval.
4. **Notification of Fees and Bonds:**
 - Upon initial approval, you will receive details of required fees and bonds to be submitted.
 - Fees and bonds must be received by the County Clerk's Office before the application is considered by the County Commission.
5. **County Commission Decision:**
 - The Johnson County Commission will review and vote on the application. Notification of approval or denial, along with any conditions, will follow from the County Clerk's Office.
6. **Permit Issuance:**
 - The signed and approved application serves as the Right-of-Way (ROW) permit, authorizing the project to proceed.
7. **Monitoring and Compliance:**
 - The Road and Bridge Department will monitor the project to ensure compliance with all permit conditions.

Please ensure all fees and bond payments are submitted promptly to avoid delays. Should you have any questions or require further clarification, feel free to contact the County Clerk Office at (660) 747-6161 or via email at clerk@jocomo.gov.

Thank you for your cooperation. We look forward to assisting you throughout this process.

[Road Crossing and Road Right of Way Construction \(Utility Lines\) Application](#)

[Fee Explanation \(examples of parallel and perpendicular segments\)](#)

[Right of Way Ordinance](#)

[Letter to Right of Way Applicant](#)

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Thank you for your cooperation. We look forward to assisting you throughout this process.

Sincerely,

Johnson County Commission