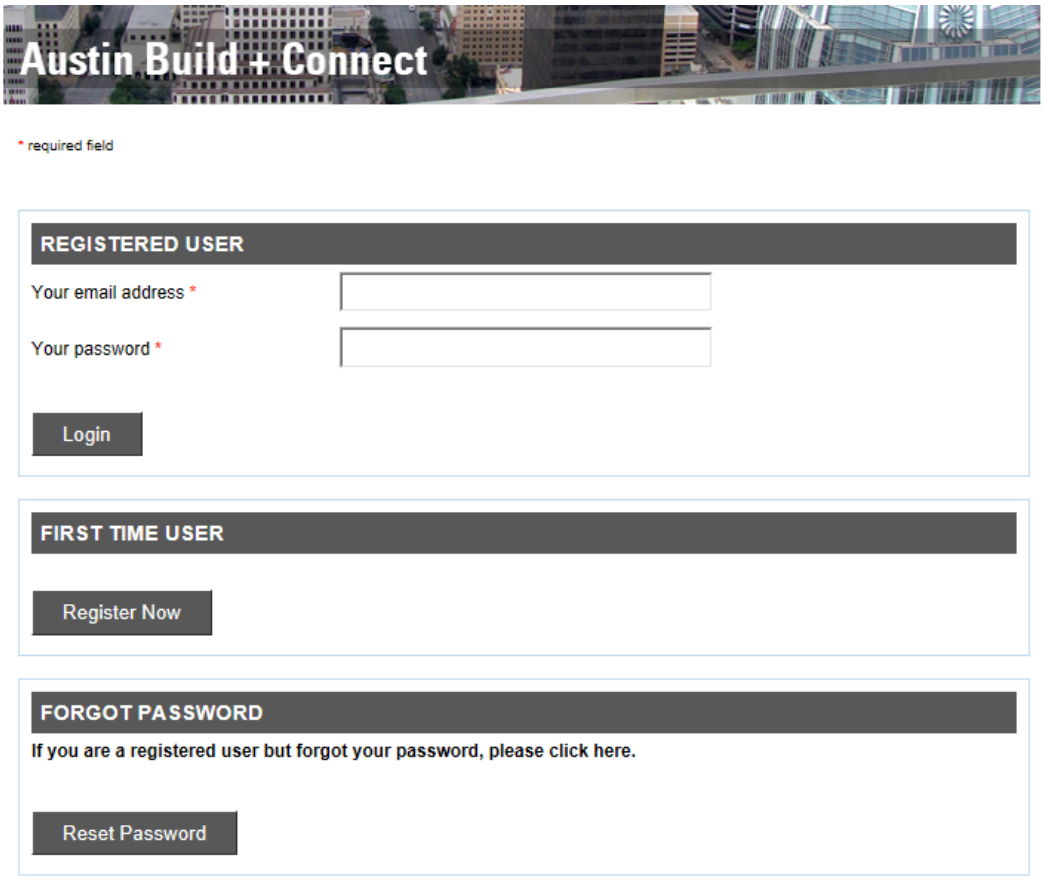
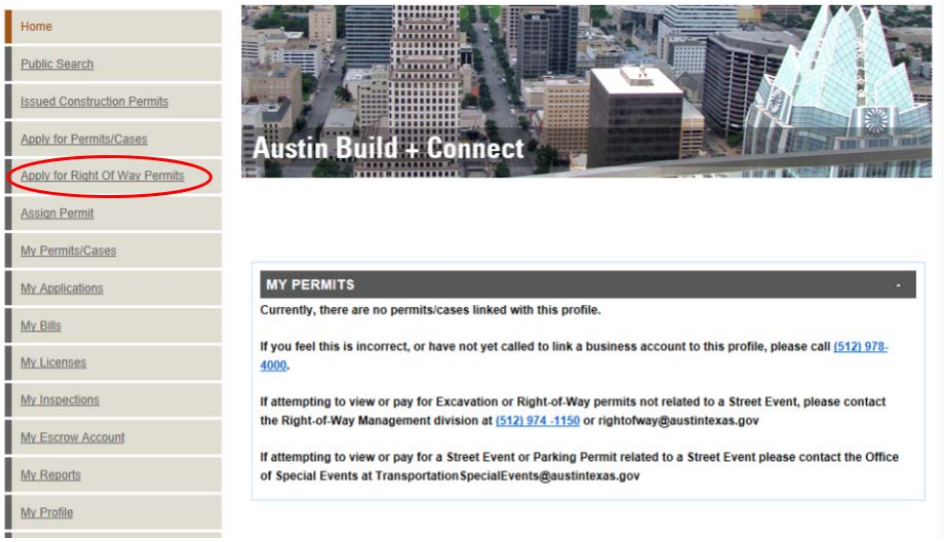
Submitting a ROWMAN Request

1. Go to the Right of Way Management Approval Network (ROWMAN) site; https://www.austintexas.gov/rowman

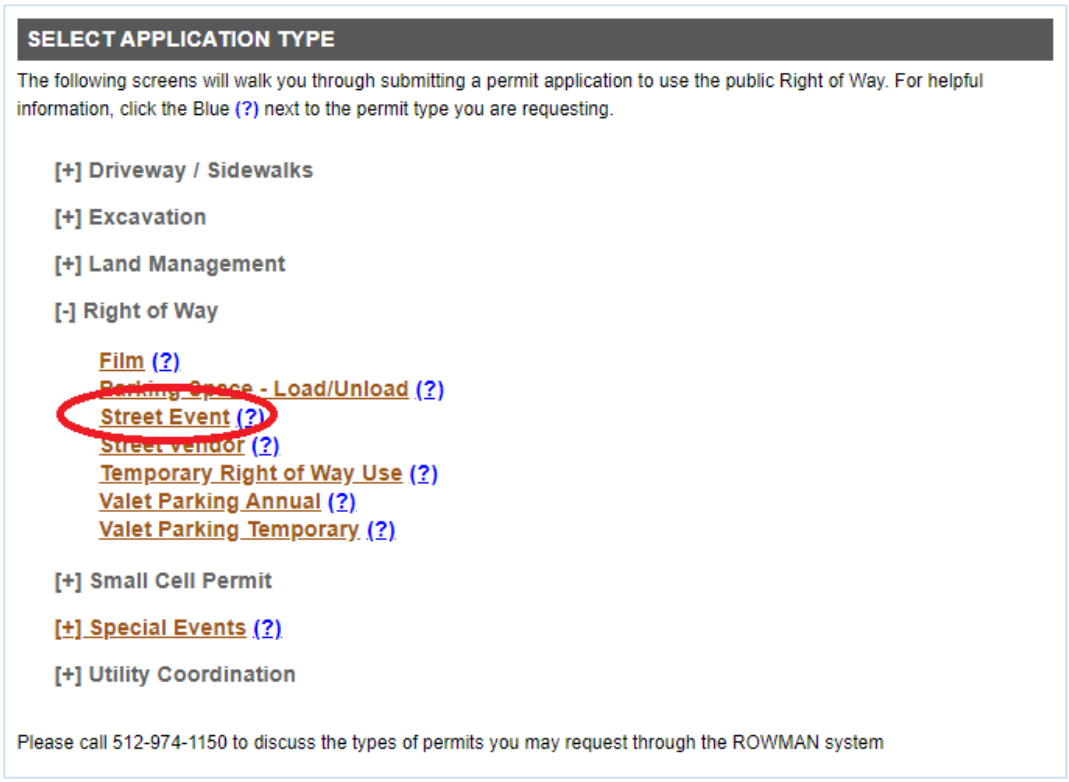
2. Log In or Create an account:
   a) If you are a first time user you will need to *Register Now* or if you are a *Registered User* enter your email and password – For New Users, please use the business address or your own if there is no physical address. No P.O. Box addresses are allowed.



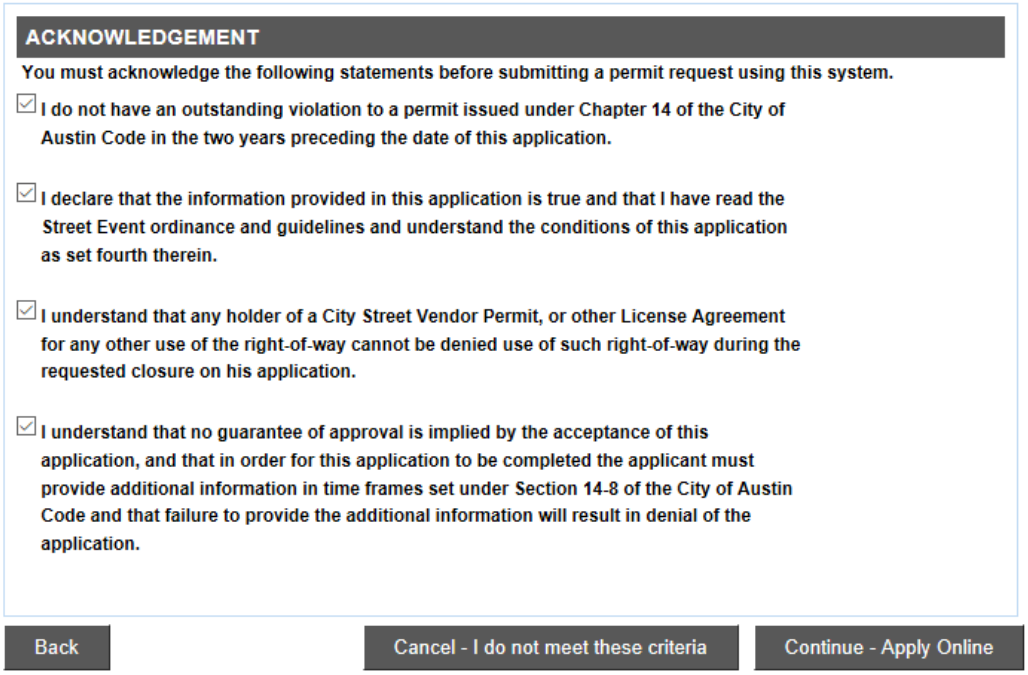
3. Once Logged In – Click on *Apply for Right of Way Permits*



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



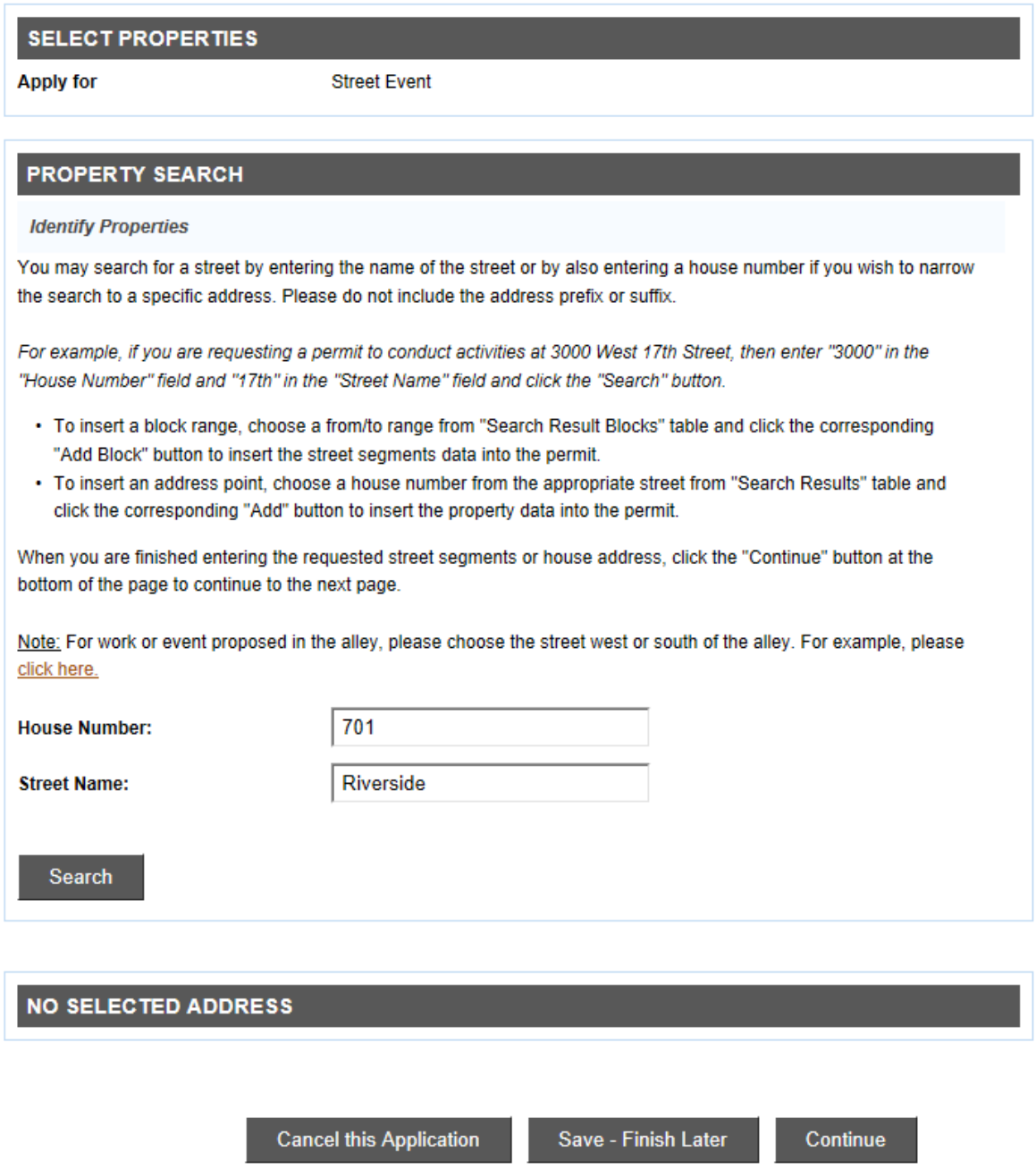
5. You will be taken to the Acknowledgements page. You will need to select all of them in order to move forward.



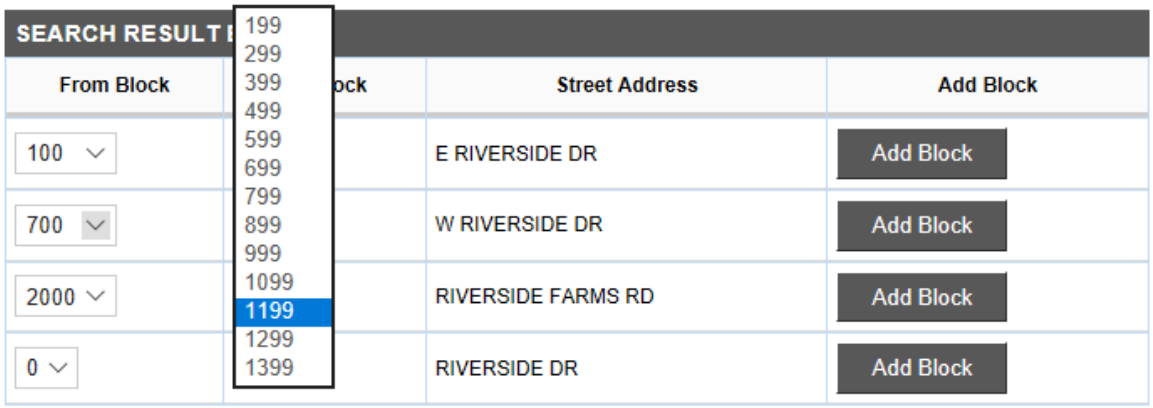
6. Add a *Project / Event Name* and *Description of Event*; The Description will need to include date, names of streets affected, and a brief description of what will take place during the event.

   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)



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.

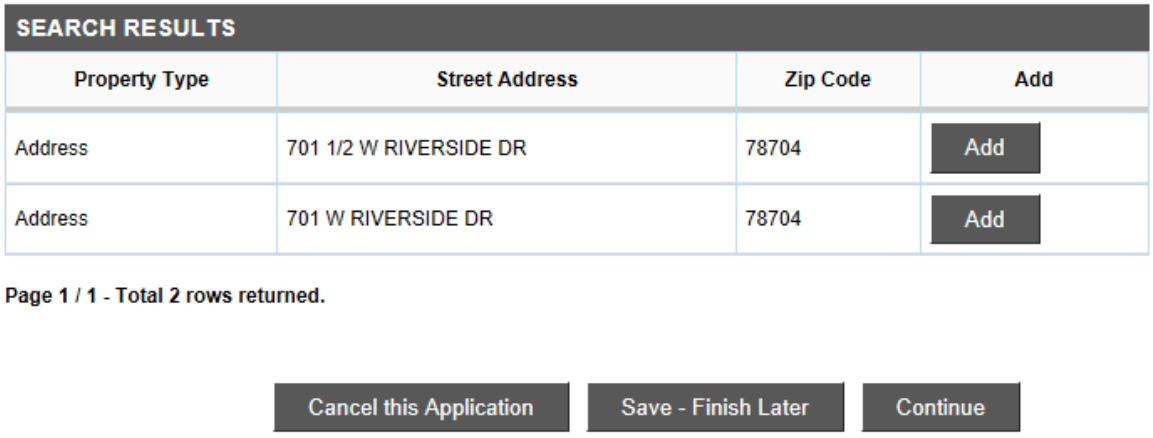


SEARCH RESULT

From Block	ock	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

199
299
399
499
599
699
799
899
999
1099
1199
1299
1399

Page 1 / 1 - Total 2 rows returned.



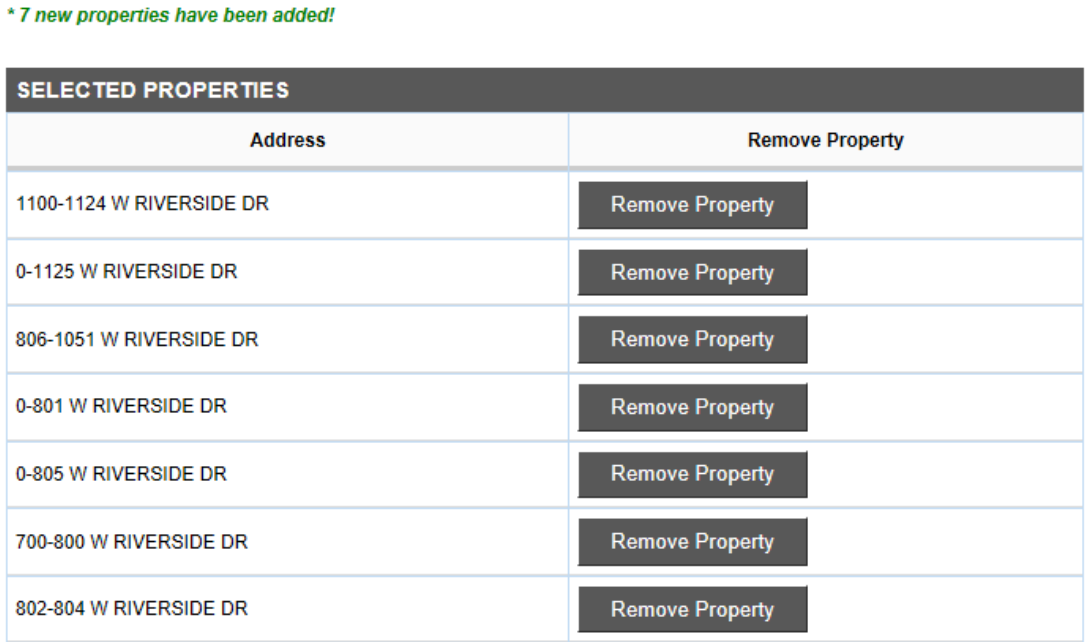
SEARCH RESULTS

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.

Cancel this Application | Save - Finish Later | Continue

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

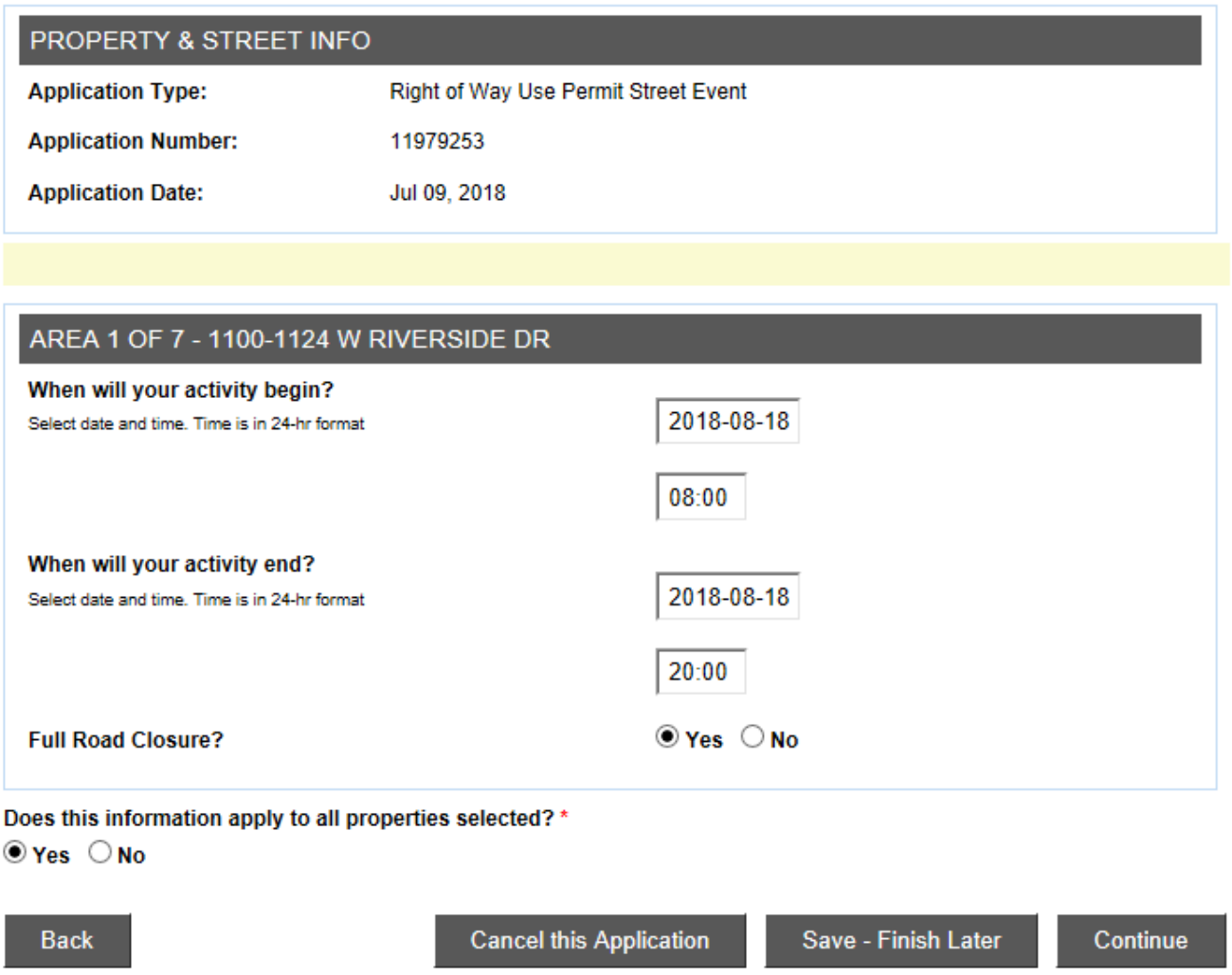


** 7 new properties have been added!*

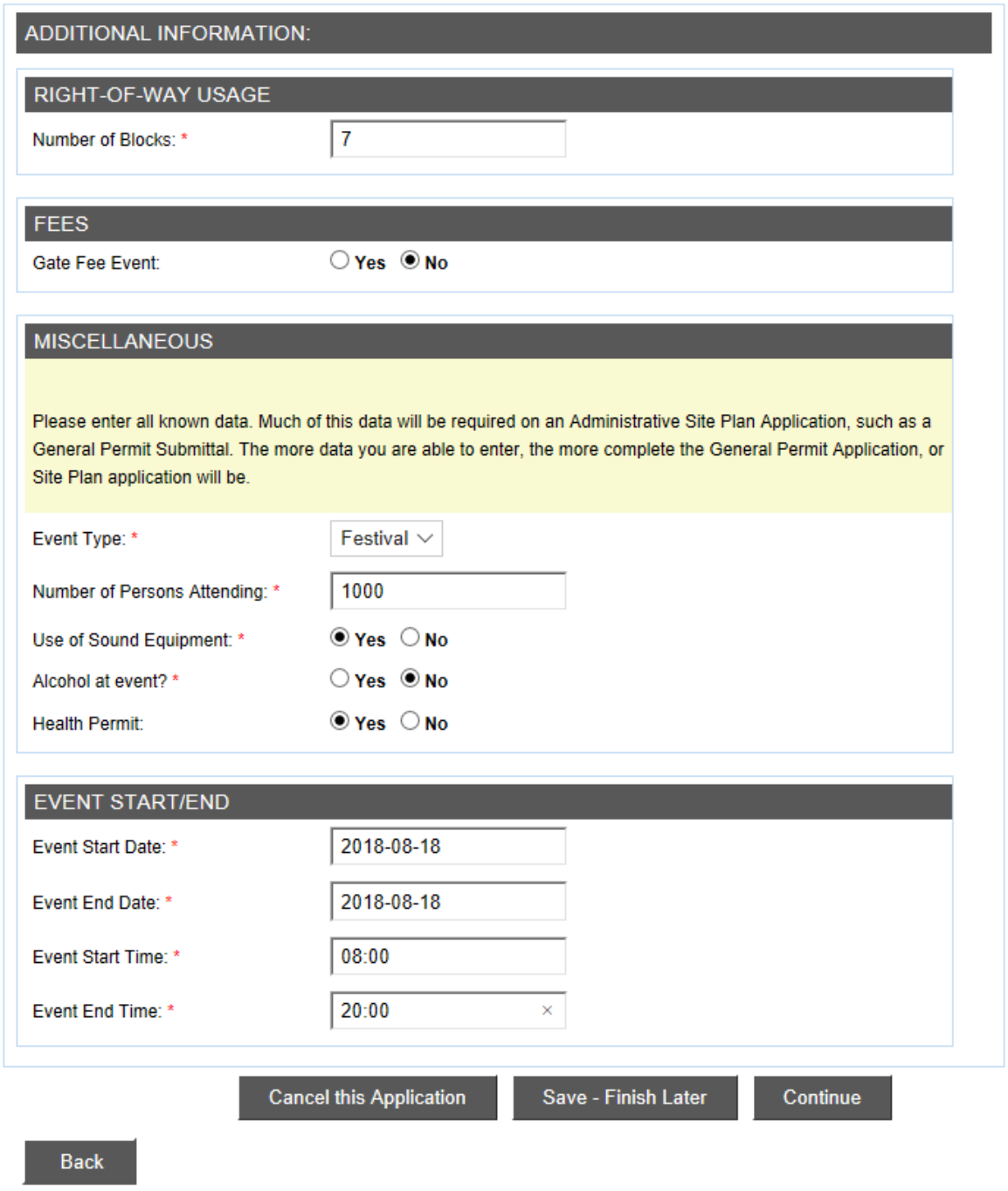
SELECTED PROPERTIES

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

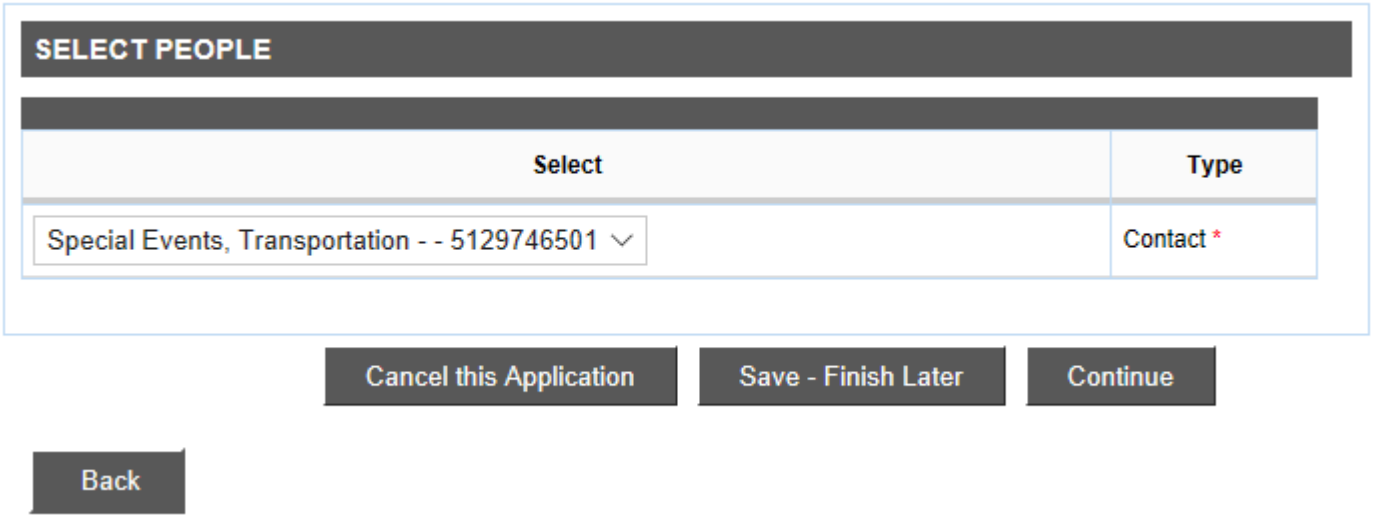
10. Next you will add the Date and Times of the Event.



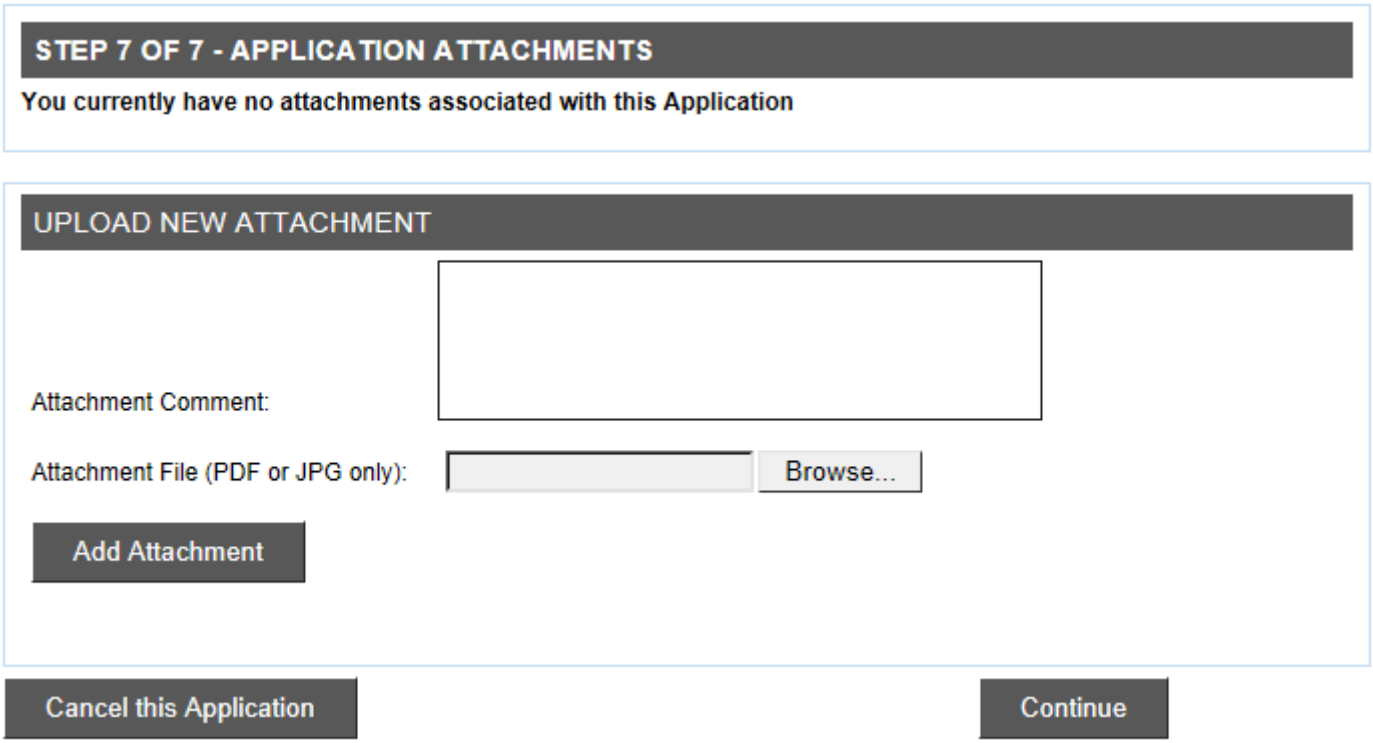
11. Enter Additional Information



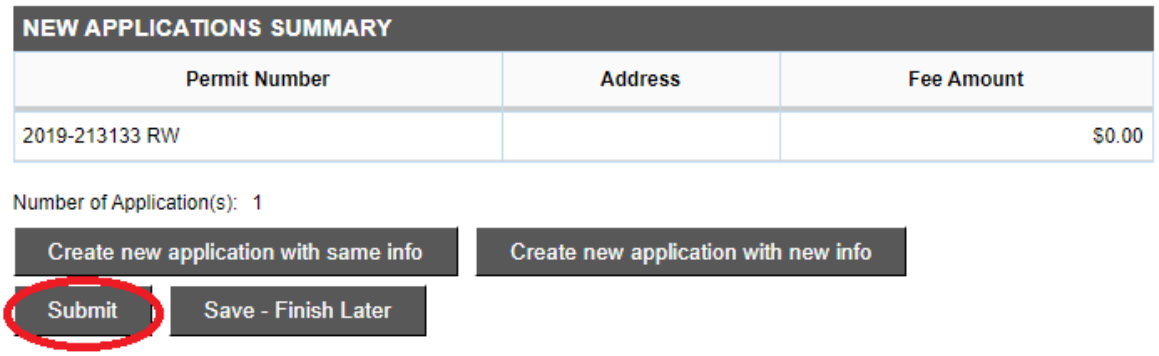
12. Select the people that will be attached to this application



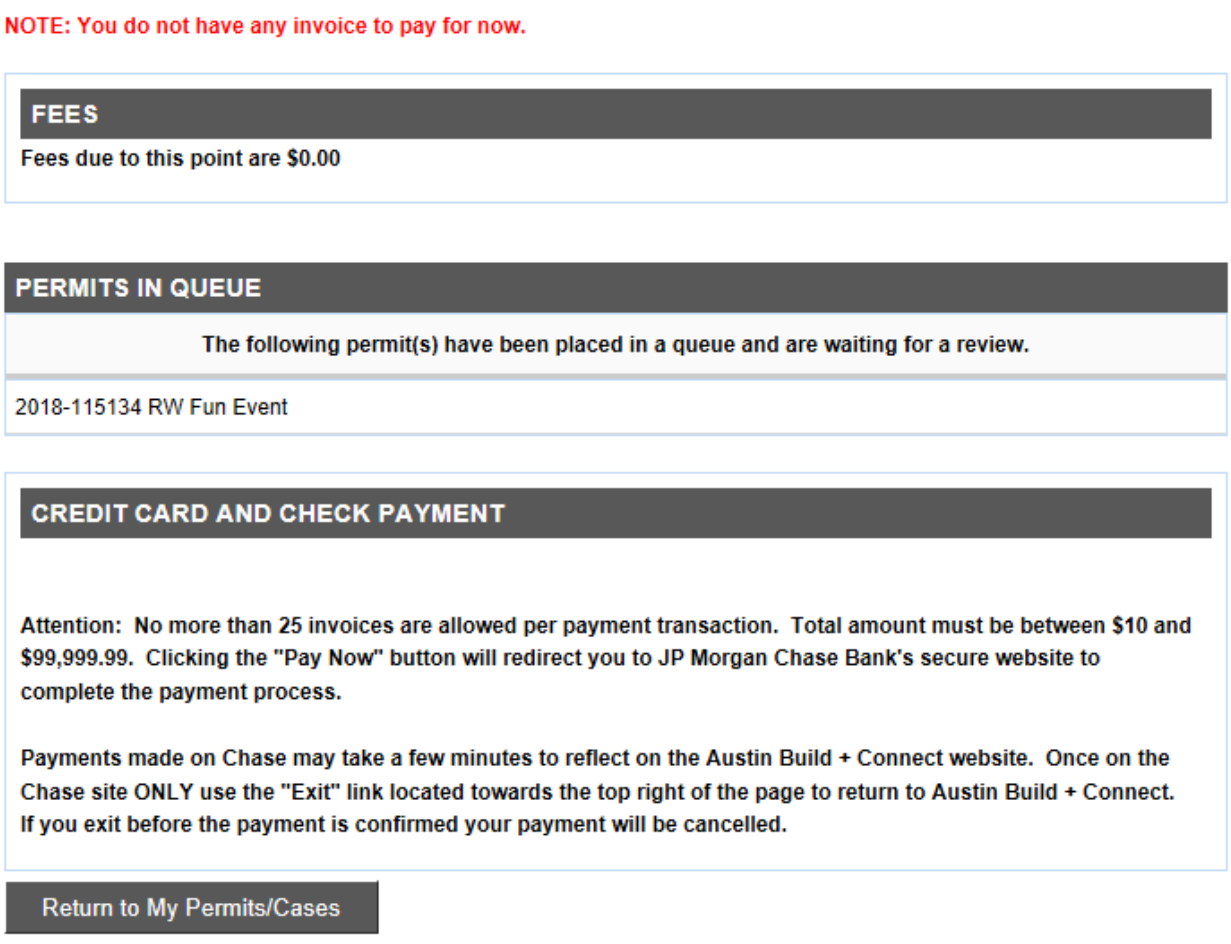
13. An attachment must be entered in order to submit the application. Maps, Routes and Certificates of Insurance can be added here.



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.



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.



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