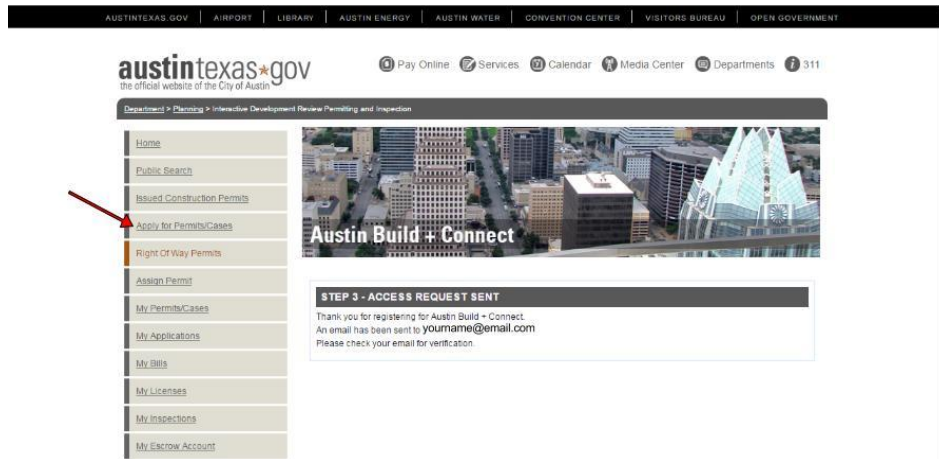


Submitting a ROWMAN Request

1. Go to the Right of Way Management Approval Network (ROWMAN) site;
<https://www.austintexas.gov/rowman>
2. Scroll down and will either:
 - a) [Create a New Account](#) – Use the business address or your own if there is no physical address. No P.O. Box addresses are allowed. After Step 3, follow the red arrow.



- b) [Log In](#) – If you have used ROWMAN before for other types of City of Austin permits this will be the same account.

3. Go to - **New Activity Request Form**
4. Choose the type of permit – **Street Event**
5. Enter in a street name & **Search for Street**.

Hint: Keep names short. For numbered streets just use the number.

Ex: for W 6th just type in 6.

6. Choose a block number or address - then click **Add**. (Repeat steps 6 & 7 as many times as needed.) Select **Continue**.

The screenshot shows the "Right of Way Management Application Network" interface for a "New Activity Request - Street Event". The "Street Name" field contains "congress" and the "Search for Street" button is highlighted with a red arrow. Below the search field is a table with columns: "From Block", "Choose To Block", "OR", "Choose House #", "Street", and "Actions". The table contains the following data:

From Block	Choose To Block	OR	Choose House #	Street	Actions
100	199			100-913 S CONGRESS AVE	Add
				87-1900 CONGRESS AVE	Add
				3400-3813 CONGRESS AVE	Add
				1800-1808 CONGRESSIONAL CIR	Add

Below the table is a "Identify Properties" section with instructions: "You can request block ranges or individual properties for your permit. First, search for the street you wish to use by entering a partial name for the street. For example, if you are requesting a permit to conduct activities at 300 West 17th Street, then enter '17' in the Street Name block and click the 'Search for Street' button. Then, choose either a from/to block range, or enter a house number for the appropriate street and click the corresponding 'Add' button to insert the data into the permit. When you are finished entering the requested street segments or house address, click the 'Continue to Next Step' button at the bottom of the page to continue to the Permit Descriptions page." A red arrow points to the "Continue to Next Step" button.

At the bottom of the page, there is a footer with the following text: "PAY ONLINE | CALENDAR | MEDIA CENTER | FAQ | CONTACT US | SITE MAP | LEGAL NOTICES | PRIVACY POLICY | 311"

7. Continue thru site entering information regarding your Permit.

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

Right of Way Management Application Network
New Activity Request - Street Event

Please check the data displayed in this form. If the data is incorrect, please use the BACK button on the browser and return to the previous page. This will allow you to make the correction to your data.

Type of Permit that will be requested: Street Event

Contact Person Your Name Your Info	Area Description 100-999 block of S CONGRESS AVE
Description of Work Testing Testing Testing	Permit Information Permit Project or Event Name: Super Fun Party Event Start/End Event Start Date: Sep. 16, 2016 Event End Date: Sep. 16, 2016 Event Start Time: Number of Days Rescheduled:
Traffic Control Plan	Project Information Alcohol at event: Yes
	Right of Way Usage Number of Blocks:
	Miscellaneous Gate Fee Bank: NO Bank Type: Entry Fees Charged?: NO Admission Price Per Person: Number of Persons Attending: Contact Person for Gate Fees: Contact Phone Number for Gate Fees: Use of sound equipment: NO M/R Street Bank past 6 a.m. to 12 p.m.: NO

Permit Area Details 100-999 block of S CONGRESS AVE	
When will your activity begin?	Sep. 16, 2016 9:00 AM
When will your activity end?	Sep. 17, 2016 6:00 AM
Full Road Closure?	Yes
<input type="button" value="Submit"/>	

8. Submit and record your project ID number, which will also be your ROWMAN number.

Right of Way Management Application Network
New Request Confirmation Page

This is NOT a permit.
Please print this page to create your records.
The request to schedule work or activity in a City maintained Right of Way has been submitted. You will be able to follow the progress of your application through the approval process by finding the following Project ID in the Check Request Status Page from the Main Menu Page.

Project ID 00 000000 000 00
RW

Please click on the continue button to continue to view the Street Event Information.

[Return to the ROWMAN Main Menu](#)

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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: 09.01.16