

# **RIGHT-OF WAY EXCAVATION/DEVELOPMENT PERMIT**

Any person planning to extend utilities within the Public Right-of-Way must first make application requesting an Excavation/Development Permit from the director of public works with the following documentation in the format specified by the director:

**Applicant:** \_\_\_\_\_ **Representing:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Alternate Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Utility facilities to be installed:**  Water  Sewer  Storm Water  Other \_\_\_\_\_

**Date and Time Work will Start:** \_\_\_\_\_ **Duration of Project:** \_\_\_\_\_  
(Date) (Time)

**Federal or State Right-of-Way Permits (if applicable):**  Yes  No  Not Applicable

**Valid Right-of-Way Registration issued from the City:**  Yes  No  Not Applicable

**Other utilities within Right-of-Way properly notified?**  Yes  No  Not Applicable

**Proof of insurance and bonds, as follows:**

1. *Worker's compensation insurance meeting applicable statutory requirements and employer's liability insurance with minimum limits of one hundred thousand dollars (\$100,000) for each accident*
2. *Commercial general liability insurance with minimum limits of five million dollars (\$5,000,000) as the combined single limit for each occurrence of bodily injury, personal injury and property damage.*
3. *Automobile liability insurance covering all owned, hired, and non-owned vehicles in use by applicant, its employees and agents, with personal protection insurance and property protection insurance to comply with the provisions of state law with minimum limits of two million dollars (\$2,000,000) as the combined single limit for each occurrence for bodily injury and property damage.*
4. *The coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated, so long as the policy coverage provides for a minimum of two million dollars (\$2,000,000) as primary coverage for each occurrence of bodily injury and property damage.*
5. *The applicant shall submit certificates of insurance for each insurance policy applicant is required to obtain to comply during the term of the registration.*

**Proof of Insurance and Bonds:**  Yes  No **Comment:** \_\_\_\_\_

**Location and route of all facilities to be constructed or installed in the right-of-way:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of all right-of-way and utility easements applicant plans to use:**

\_\_\_\_\_  
\_\_\_\_\_

**Details of facilities applicant proposes to install (pipe size, number of valves, etc.):**

\_\_\_\_\_  
\_\_\_\_\_

**Detail of all existing city utilities in relationship to the applicant's proposed route:**

**Detail of plans to remove and replace asphalt or concrete in the street, using city standards:**

**Construction Methods for the protection of existing structures, fixtures or facilities:**

**SUBMITTAL DOCUMENTS REQUIRED:**

- Two sets of engineering plans, on a scale of one inch (1") equals fifty feet (50') unless otherwise approved by the public works department
- Detailed Drawings of any bores, trenches, hand holes, manholes, switchgear, transformers, pedestals, etc., including depth including typical of type of manholes and/or handholes applicant plans to use or access.
- Complete legend of drawings, which may be provided by reference documents previously submitted to the city.
- A copy of the applicant's traffic control plan, storm water management plan and policy for work performed within the right-of-way.

An applicant shall submit an application for an excavation permit at least 10 working days before the commencement of work proposed in the application, unless waived by the director of public works. The director may require a preconstruction meeting with the permit holder and its construction contractor. The director of public works shall promptly process each valid and administratively complete application and shall issue or deny an excavation permit, provided that the applicant is otherwise in compliance with the provisions of the article. The excavation permit shall be completed with the applicable 2% permit fee paid and signed by an authorized representative of the owner of the facilities to be constructed.

The permit holder shall maintain a copy of the excavation permit and approved engineering plans at the construction site available for inspection by the director of public works at all times when construction or installation work is occurring; complete all construction work authorized by the excavation permit in the time specified in the excavation permit, unless the permit holder has obtain an extension from the director of public works; and provide the director of public works access to the work and to such further information he or she may reasonably require to ensure compliance with the excavation permit. The permit shall expire if the work authorized by the permit does not commence within 90 days from the date of issuance of the permit. The director of public works shall revoke an excavation permit if the director determines that the permit holder has given false or inaccurate information on the application or in a hearing concerning the excavation permit; or violated the provisions of the City Ordinance.

**APPLICANT AFFIDAVIT: BY SIGNING THIS APPLICATION I HAVE READ AND UNDERSTAND THE REQUIREMENTS FOR AN EXCAVATION/DEVELOPMENT PERMIT WITH THE CITY OF RIVER OAKS AND FURTHER UNDERSTAND THAT ONCE AN APPLICATION IS SUBMITTED ALONG WITH THE APPLICATION FEE THERE ARE NO REFUNDS AVAILABLE.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE**

Date application submittals received: \_\_\_\_\_

**FEE AMOUNT: \$** \_\_\_\_\_

Application is:     Approved             Forwarded to City Council             Not Approved

**AUTHORIZED CITY OFFICIAL:**

\_\_\_\_\_  
(SIGNATURE OF PUBLIC WORKS DIRECTOR)