



# Excavation/Right-of Way Permit Application

**Fee:** \$70.00 per 100 linear feet

**Answer all questions and submit all required information – Incomplete applications may be returned/denied.**

## Applicant Information

Applicant Name			
Company			
Address			
Phone		Email	
Contractor or Owner?			

## Contractor Information (if different from applicant)

Applicant Name			
Company			
Address			
Phone		Email	

## Work Information (a detailed sketch or print of the work area is required with submission)

Location of Work			
Description of Work			
Estimated Start Date		Estimated Completion Date	
Max. Depth of Excavation		Max. Area of Street Surface to be Removed During Excavation	
Type of Work	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> Abandonment/Removal <input type="checkbox"/> Other _____		
Street Surface	<input type="checkbox"/> Concrete <input type="checkbox"/> Black Top/Asphalt <input type="checkbox"/> Gravel <input type="checkbox"/> Other _____		
Utility Construction (Type)	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Telephone/Fiber Optic <input type="checkbox"/> Cable TV <input type="checkbox"/> Utility Pole/Street Light <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Water		
Utility Construction (Description)	<input type="checkbox"/> Main Line (Size: _____") <input type="checkbox"/> Service/Lateral (Size: _____") <input type="checkbox"/> Tap (Size: _____") <input type="checkbox"/> Valve (Size: _____") <input type="checkbox"/> Hydrant		
Installation Method	<input type="checkbox"/> Open Cut <input type="checkbox"/> Overhead <input type="checkbox"/> Auger/Bore/Trenchless		
Sidewalk / Driveways / Landscaping / Other	<input type="checkbox"/> Sidewalk (No. Panels Removed: ____ ) <input type="checkbox"/> Sidewalk (Complete) <input type="checkbox"/> Driveway Approach (Width at Curb ____ ft & Width at ROW ____ ft) <input type="checkbox"/> Landscaping <input type="checkbox"/> Core Sample <input type="checkbox"/> Other: _____		





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The undersigned covenant and agree that, if permission to excavate shall be granted to the undersigned as requested hereby, then in consideration thereof, we will obey the following:

1. REQUIREMENTS FOR THE PROTECTION OF THE PUBLIC. Every permittee shall enclose each opening which he may make in the streets or public ways of the City with barricades and barricade lights in accordance with the following:
  - a. All barricades, signs, flags, lights and other warning devices erected under Chapter 8.03 shall comply with all laws of the State.
  - b. All barricades and barricade placement shall be subject to the commencement of excavation.
  - c. All barricades used at night shall be effectively lighted with a minimum of one light or flasher for each 8 feet of length of the barricade.
  - d. A construction approach warning sign, lighted with at least one light or flasher, shall be placed adjacent to the roadway approximately 100 feet in all directions in advance of barricade installations.
  - e. Each barricade shall have the contractor's name, address and telephone number marked prominently thereon. The telephone numbers shall be such that the contractor or his authorized representative can be reached 24 hours a day.
  - f. All excavations, removals and barricade placements under Chapter 8.03 must allow for the passage of at least one-lane traffic. A lane is to be an area of travel at least 12 feet wide.
  - g. Any deviation from this section shall require the written permission of the Director of Public Works, the Fire Department and the Police Department.
2. NOTIFICATION OF WORK COMMENCEMENT. An applicant who has been authorized to excavate or dig, in accordance with the terms of Chapter 8.03, shall notify the Director of Public Works at least 24 hours before the commencement of work of the date on which he will begin excavation and the period of time he will require to complete work in the street, which Director shall, in turn, notify the Street Department, the Fire Department, the Plumbing Inspector and the Police Department. No excavation authorized under this section may be initiated until such notification has been made.
3. EXCAVATION, REFILLING AND REPAVING REQUIREMENTS. The permittee shall restore the street to as close to its original condition as possible, in accordance with specifications established by the Public Works Committee, and shall be responsible for any costs incurred by the City. The Public Works Committee may elect to have the City make the pavement repair for any street opening, in which case the cost of making such repair and maintaining it for one year shall be charged to the person making the street opening. The permittee shall notify the Director of Public Works when repaving has been completed. In the event paving occurs within one year of the completion of the project, the permittee shall be responsible for restoring the street.





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4. **CONTACT WITH UTILITY TRANSMISSION LINES; REPORT REQUIRED.** Whenever any person excavating any material from any public right of way, as provided in Chapter 8.03, uncovers, strikes, disturbs or discovers any pipe, conduit casing or other object used to transmit gas, water, sewerage or electrical current, he shall report the fact to the Director or utility directs.
5. **BOND.** The applicant for a permit shall execute to the City and deposit with the City Clerk a corporate surety bond approved by the City Attorney in the sum of \$1,000, conditioned that he will save the City harmless and refill and repave such opening, and maintain such repaving for one year, as provided in paragraph 2 above. In the event that the permittee does not repave or perform necessary maintenance thereon within a reasonable time, the Public Works Committee may elect to do the work and bill the permittee therefor. Such bond shall remain in force and shall be executed for one year, except on such expiration it shall remain in force as to all penalties, claims and demands that may have occurred prior to such expiration.
6. **INSURANCE.** A certificate of insurance evidencing that the applicant has in force and will maintain during the term of the permit public liability insurance of not less than \$500,000 for any one person, \$1,000,000 for any one accident and \$50,000 for property damage.
7. This permit is subject to IMMEDIATE REVOCATION if the conditions of this permit are not followed or if unfavorable traffic conditions develop.

Applicant Signature & Date	
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## CITY HALL - OFFICE USE ONLY

Date Received		Total Project Area	
Permit No.		Total Cost	
DPW Director Signature & Date			
Clerk Signature & Date			

Form Revised 02/05/2026