



City of West Burlington

Right-of-Way Excavation Permit Application

EXCAVATION IN CITY RIGHT-OF-WAY

No person or other entity shall use the public right-of-way or other public property without first obtaining a franchise, license or lease from the City. In addition to the initial license or lease any person or entity shall obtain a permit and pay a fee every time their facility requires excavation in the right-of-way. The City shall not enter into or issue any franchise, license or lease that grants exclusive rights. An application for excavation in the right-of-way shall be filed with the Clerk.

Permit Process: Process for seeking an excavation permit on a city right-of-way is governed by City Code, Chapter 113. Return completed application, detailed drawings and payment to West Burlington City Hall, Attn: City Clerk, 122 Broadway Street, West Burlington, Iowa 52655. A complete copy of Chapter 113 is available on the City website at www.westburlington.org or by request at City Hall.

APPLICANT INFORMATION

Current Permit #: _____ **Expiration date of Current Permit:** _____

Permit Holder Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Email: _____

Contractor on Site if different than Permit Holder:

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Email: _____

EMERGENCY CONTACT INFORMATION

Contact person during construction: _____ Title: _____

Phone: _____

Contact person after construction (if different): _____ Title: _____

Phone: _____

RIGHT-OF-WAY INFORMATION *(Attach drawing or sketch with dimensions)*

Attach an Engineering Site Plan showing the current location of infrastructure. Include any manholes, size, type and depth of any conduit or other enclosures. Drawing should include a vicinity map. The City may require the applicant to provide additional information prior to the issuance of a permit.

Location of Right-of-Way being excavated: _____

Describe type of material currently installed in the right-of-way: _____

Total # of square yards being excavated: _____

Type Surface: _____ *(Surface must be restored to original quality or higher within 14 days of completion date.)*

TERM (dates must be approved by Public Works Director)

Start Date: _____ Completion Date: _____

Hours crews will be on site: _____ Will crews be working on weekends: _____

FEES

In addition to the license or lease fee any person or other entity shall pay a fee every time their facility requires excavation in the right-of-way. This excavation fee will cover costs for street degradation and replacement, inspection and obstruction and routing of pedestrian and vehicle traffic. The fee shall be assessed at a rate of twenty-five dollars (\$50.00) per square yard. The City may waive all or part of this fee if such work is done in conjunction with City construction. Fee will be due prior to work starting.

Total Square Yards of Excavation Area in Right-of-Way _____ X \$50.00 = \$ _____

SIGNATURE

By signing this application you agree to follow all regulations for Use of Public Right-of-Way as described in City Code 113.

Applicant Signature: _____ Date: _____

Print Name: _____

113.08 CONSTRUCTION BY HOLDERS OF FRANCHISE OR LICENSE OR LEASE. Any holder of a franchise, license or lease shall obtain from the Clerk a written permit whenever it becomes necessary to excavate in streets or public grounds of the City. Such permits shall state a particular part or point of the street where the excavation is to be made and the length of time in which such permit shall authorize the work to be done. An exception to a requirement for a permit shall be made in cases of emergency involving public safety, in which case a permit will be obtained at the earliest opportunity after the work has started. In making excavations in the streets, the holder of any franchise, license, or lease shall proceed with such work as to cause the least possible inconvenience to the public. The holder of any franchise, license, or lease shall properly protect, according to safety standards generally accepted at the time of placement as may be determined from time to time by the Public Works Director, all excavations and obstructions by proper placement of shoring, surface plates, barricades, warning lights and such other or additional devices as circumstances may warrant. If in the opinion of the Public Works Director such excavation or obstruction is not properly and safely protected, the Public Works Director shall notify such holder of a franchise, license or lease, who shall immediately comply with such reasonable instructions. Immediately after use, any trenches for excavations which the holder of a franchise, license or lease has opened shall be filled. However, no trench or excavation in the streets shall be filled or covered without giving the City the right to inspect the same. All backfilling in streets will be according to City specifications. Temporary street surfacing will be placed in such excavations as soon as the same has been backfilled. Pavements, sidewalks, curbs and gutters, or other portions of streets and public places opened, disturbed, or damaged shall be promptly restored and replaced with like materials at the expense of the holder of a franchise, license, or lease and left in as good condition as before the opening, disturbance, or damage occurred. In the event like replacement materials are not available, the holder of the franchise, license, or lease shall notify the Public Works Director, who must approve the use of any alternate materials. In the event that the holder of a franchise, license, or lease fails to comply with the provision of this section, after having been given reasonable notice, the City may do such work as may be needed to properly repair such pavements, sidewalks, curbs and gutters, or other portions of streets and public places and the cost thereof shall be repaired to the City by the holder of the franchise, license or lease. In cases where a cut or disturbance is made in a section of street paving or sidewalks, but causes greater disturbance than to just the area cut, rather than replace only the area cut, the holder of a franchise, license, or lease shall replace that area as may be ordered by the Public Works Director, which in no event shall exceed the panel or panels disturbed.