



**PUBLIC WORKS DEPARTMENT  
Encroachment / Excavation Permit Application**

***YOU ARE REQUIRED TO HAVE THIS PERMIT IF: You plan to conduct work of any kind must within the City’s Right-of-Way, dedicated public easements as well as City property, combined and here and after referred to as the City Managed Property, or “CMP”. This includes but is not limited to: Flagging Operations, Facility and Utility installations, grading, landscaping, fence installation, tree trimming as well as any other process or procedure that requires access and use of the City CMP. PERMIT INSTRUCTIONS & PROCESS DESCRIPTION ARE INCLUDED ON PAGE 3 & 4 OF THIS FORM.***

**PERMIT ADDRESS OR LOCATION – Describe the location** and the limits of the area where Applicant is requesting to perform work in the CMP: \_\_\_\_\_

This Permit is requested for permission to perform the following activities within the CMP: \_\_\_\_\_

**PERMIT WINDOW REQUESTED:** From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours work will be performed: From- \_\_\_\_:\_\_\_\_ am/pm To- \_\_\_\_:\_\_\_\_ am/pm

No work will be allowed before 7:00 AM and after 10:00 PM unless emergency conditions exist and are approved in writing by the Public Works Director. Emergency condition approval must be attached to this permit, and a copy of this permit must remain on the job at all times during construction. If emergency is life threatening, verbal permission may be given by the Public Works Director, City Engineer or a City Police Officer if necessary with written documentation of who approved the work, when and what circumstances required emergency work. Send the permission information to the Public Works Department as soon as possible, and attach a copy with the onsite permit.

Project Manager (General Contractor): \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Facilities Owner (Company Name): \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Owner’s Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Owner’s Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Sub-Contractors Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Applicant’s Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**List all Sub-Contractors; attach extra pages as needed.**

Permit is hereby granted to the applicant subject to the following City of Moab Requirements for the accommodation of utilities and facilities within the CMP: All regulations for the control and protection of City Streets, such as City Design Standards and Construction Specification for excavation of City Streets and other improvements in the CMP, State Occupational Safety and Health Laws, Manual on Uniform Traffic Control Devices (MUTCD) and all other applicable rules and regulations and requirements must be adhered to and maintained at all times.

**PRECONSTRUCTION MEETING – The City will reserve a time and the appropriate City personnel will be present for pre-construction meetings which will be held every Thursday at 1:00 pm as needed prior to a permit being issued and prior to any work within the CMP. The only exception to this requirement will be minor projects with minor impacts which may only require a site visit with the applicant as approved by the Public Works Director. Even in this case, the meeting must be documented on this permit. For larger projects, notify all affected entities/utilities of the preconstruction meeting date and time with a documented request that a representative of each entity be present for larger projects. If the pre-construction meeting date and or time needs to be changed after application is approved, it must be re-scheduled with the Public Works Department prior to any work being conducted in the CMP.**

**PRECONSTRUCTION MEETING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **am/pm LOCATION:** \_\_\_\_\_

**TWENTY FOUR HOUR NOTICE IS REQUIRED BEFORE STARTING WORK UNLESS EMERGENCY CONDITIONS EXIST. CALL PUBLIC WORKS DIRECTOR AT (435) 259-7485. ALL UTILITY ADDITIONS AND TRENCHES MUST BE INSPECTED PRIOR TO BACK FILLING. CURB, GUTTER & SIDEWALK INSTALLED IN THE CMP MUST BE INSPECTED PRIOR TO POURING OF ANY CONCRETE. ALL IMPROVEMENTS MUST MEET THE CURRENT CITY DESIGN STANDARDS AND PUBLIC IMPROVEMENT SPECIFICATIONS.**

**(The information in this box is to be completed by Public Works Director or his/her designated representative)**

<b>REQUIREMENTS CHECKLIST</b>	<b>Submitted</b>		<b>Submitted</b>
<input type="checkbox"/> SITE PLAN*	_____	<input type="checkbox"/> PUBLIC WORKS INSPECTIONS	_____
<input type="checkbox"/> TRAFFIC CONTROL PLAN	_____	<input type="checkbox"/> HOLD HARMLESS FORM*	_____
<input type="checkbox"/> EXCAVATION PLAN (INCLUDE DIMENSIONS)	_____	<input type="checkbox"/> CERTIFICATE OF INSURANCE	_____
<input type="checkbox"/> CLEANUP & RESTORATION PLAN*	_____	<input type="checkbox"/> PERMIT BOND	_____
<input type="checkbox"/> MATERIAL QUALITY/QUANTITY	_____	<input type="checkbox"/> PERFORMANCE BOND	_____
<input type="checkbox"/> BACKFILL PROCEDURES	_____	<input type="checkbox"/> ENCROACHMENT AGREEMENT	_____
<input type="checkbox"/> STORM WATER MITIGATION PLAN	_____	<input type="checkbox"/> PUBLIC NOTIFICATION	_____
<input type="checkbox"/> COMPACTION REQUIREMENTS	_____	<input type="checkbox"/> UTILITIES/ENTITIES NOTIFICATION	_____
<input type="checkbox"/> ROADWAY PATCHING & CG & S	_____	<input type="checkbox"/> EMERGENCY, FIRE AND SAFETY ISSUES ADDRESSED	_____
<b>OTHER CONDITIONS AND/OR LIMITATIONS:</b> _____			
_____			
<ul style="list-style-type: none"> <li>• <b>ALL ITEMS THAT HAVE A CHECK IN THE BOX ARE REQUIRED, AND MUST BE SUBMITTED AND APPROVED PRIOR TO ANY WORK TAKING PLACE IN THE CMP, WITH THE EXCEPTION OF ITEMS THAT ARE COMPLETED DURING THE PROCESS OF THE PROJECT.</b></li> <li>• <b>BOXES THAT HAVE NOT BEEN CHECKED ARE NOT REQUIRED FOR YOUR PERMIT TO BE APPROVED.</b></li> </ul>			

**SPECIAL LIMITATIONS:**

\*This Permit and/or agreement, provides the Applicant City's approval only. You are responsible for obtaining clearance from all other applicable Governing Bodies, Service Districts as well as affected property owners, encompassed within your project area.

\*All road closures must be conducted according to MUTCD rules and guidelines and the approved traffic control plan including certified flaggers during the entire closure period.

\*Other permits may be required by the City and other entities depending on location and conditions of the project area.

I the applicant agree that once the permitted work begins, I will diligently pursue the completion of the work in the CMP and in associated work zones. All work shall be completed and all disturbed surfaces or objects will be restored on or before the end of window date above. Project area will be cleaned up, barricaded, and taped off to identify the work zone in order to protect the public from job hazards at the end of each work day. In the event work is commenced under the permit and the applicant fails or refuses to restore the streets or any other improvements within the CMP to their preconstruction condition or better, the City may, at its election, correct any deficiencies or otherwise complete the work at the expense of the Applicant. Upon receipt of an invoice of the cost incurred by the City, Applicant shall agree to immediately pay the amount due. If action is required to be filed in court to collect the amount due, the applicant shall be liable for the City's cost and fees, including any and all attorney's fees.

By applying for, and the City issuing this Permit, the Applicant agrees to comply with all instructions, conditions, requirements, and regulations of the City of Moab with respect to performance of the work described in the Permit. Applicant will properly control and warn the public of said work within the CMP and work zones to prevent any accidents. Applicant shall defend, indemnify and hold the City harmless from all damages or claims, including attorney's fees arising out of any and all actions performed under this permit by applicant, and their employees, agents, or contractors, including failure to comply with the terms and conditions in this permit. Applicant shall be required to pay for all required City inspection fees. Applicant shall not perform any work in the CMP beyond the area indicated on this Permit.

If Applicant fails to comply with the City's regulations, specifications, or instructions pertinent to this Permit, the Public Works Director, City Engineer or their duly authorized representative, may by verbal order, suspend the work until the violation is corrected. If applicant fails or refuses to promptly comply, the Public Works Director, City Engineer or their authorized representative may issue a written order stopping all or any part of the work. When satisfactory corrective action is taken, an order permitting resumption of work may be issued.

**By carrying out the activities allowed under this permit, I, the applicant, understand that all provisions, limitations and restrictions of the permit and any related attachments must be strictly adhered to. I also understand and agree to all penalties for failing to comply with all aspects of this permit. I further understand that I am required to review and understand this permit in its entirety including all applicable attachments.**

Applicant's Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Public Works Representative): \_\_\_\_\_ Date: \_\_\_\_\_ **PERMIT #** \_\_\_\_\_

**Permitted Work Completed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ENCROACHMENT/EXCAVATION PERMIT INSTRUCTIONS

### PERMIT PROCESS:

- 1- Fill in the requested information on page 1 of the permit.
- 2- Submit Application to the City Public Works Department, who will go through and check the items on the list in the box on page 2 that must be provided in order for the permit to be approved.
- 3- The City will return page 2 of the Encroachment/Excavation Permit Form to the applicant who, will then acquire the information requested in the Permit REQUIREMENTS CHECKLIST box as identified on page 2 (Item required if Box is Checked).
- 4- Instructions for required information in the Checklist are provided below. If there is a need for more thorough information or additional requirements, they will be added on page 2 under OTHER CONDITIONS AND/OR LIMITATIONS.
- 5- Applicant will return all required information to the Public Works Department
- 6- Public Works Department will determine if the information submitted by the Applicant is complete and that the necessary issues have been addressed.
- 7- If everything is in order, the Public Works Director will sign the permit and issue a PERMIT NUMBER. Once the permit is signed and a Permit number is issued, the work described on the permit is authorized and Applicant can begin in the CMP.
- 8- Some of the information required by the permit cannot be submitted until the permitted work is complete, such as compaction, site restoration, asphalt patching, etc. When the work has progressed and the information is available it is to be submitted to the Public Works Department. All required information must be provided before permit will be closed out.
- 9- Once the work is complete and all required information in the permit has been submitted to the Public Works Department, the permit will be signed and the permit will be considered as closed out.

### CHECKLIST INSTRUCTIONS:

**SITE PLAN** – This plan should provide all information typically required in a project site plan. The plan must include the location of the work needing to be done, all area that may be impacted by the requested work, sufficient information for identifying all of the area and work requested in the CMP.

**TRAFFIC CONTROL PLAN** – This submittal is required whenever vehicle, bicycle and pedestrian traffic facilities are present in the project. The plan must cover how vehicles, pedestrians and bicycles may safely navigate past the permitted work area. Applicant must provide all signage, flagging, and other traffic control devices as required by this permit.

**EXCAVATION PLAN** – Provide Dimensions of proposed trench or depth of bore, and show what and how the lines will be installed. If other facilities are a potential conflict, indicate how you are going to protect and route the proposed facilities to avoid the conflict.

**CLEANUP AND RESTORATION PLAN** – All new construction projects required to restore affected areas to pre-construction condition or better prior to your project's commencement. Discuss how you intend to accomplish this requirement.

**MATERIAL QUALITY/QUANTITY** – All material intended to be used for or beneath any public improvements must be approved by the Public Works Director or the City Engineer. All import material quantities and specifications must be provided and accepted for use prior to permit approval.

**BACKFILL PROCEDURES** - This item can be addressed as part of the excavation plan. Indicate lifts and testing for each lift, if locating tape, treatment, will be installed, etc.

**STORM WATER MITIGATION PLAN** – This item will be required if it is determined that the project could pose potential problems relating to City storm water or the City’s storm water drainage system.

**COMPACTION REQUIRMENTS** - The requirements are indicated in the City Design and Development Standards (on City Web site) Compaction must be 95% Standard Proctor or 90% Modified Proctor, under roads sidewalks etc. and 90% Standard Proctor with no surface improvements.

**ROADWAY PATCHING & CG & S** – If the project involves the removal of ANY asphalt, curb, gutter or sidewalk the HMA and/or concrete specifications must be approved by the Public Works Director or the City Engineer prior to installation of these materials. HMA, Curb Gutter and Sidewalk must be installed by a Contractor Licensed in the State of Utah. Patching must be complete within 3 days of the excavation being backfilled unless other arrangements have been made with the Public Works Department. A temporary cold patch may be used when the asphalt plant’s are shut down for the season. Before the project will be considered complete, a hot patch must be properly applied.

**PUBLIC WORKS INSPECTIONS** - The Public Works Director or his/her designated representative will monitor the traffic control and work zone safety of each project. If any safety issues are identified with the project, work will be stopped until the safety concerns are addressed.

**HOLD HARMLESS FORM\*** - This item will be required if attached to the application.

**CERTIFICATE OF INSURANCE** – Provide liability insurance certificate in the amount of \$1,000,000 with the City shown as like insured.

**PERMIT BOND** – This item is generally required only for City Projects, but may be required if warranted by the scope of the work.

**PERFORMANCE BOND** – Required for City Projects only.

**ENCROACHMENT AGREEMENT** – The City will determine if and when a separate Encroachment Agreement is required. If an agreement is required, it will be noted on the form.

**PUBLIC NOTIFICATION** – Any individual or entity that will be directly affected or potentially affected by your project must be notified and any concerns or potential concerns that may occur during the progression of the permitted work must be addressed prior to permit approval.

**UTLIITY/ENTITIES NOTIFICATION** – All affected or potentially affected utility companies that would be affected by project must be notified and the time and date documented. Unless otherwise indicated, providing the Blue Stakes Ticket numbers and dates, will be adequate for this item. If a Blue Stakes Meet is required, notify the City Representative and provide date and time of meet.

**EMERGENCY, FIRE AND PUBLIC SAFETY ISSUES ADDRESSED** – Any project that has potentially hazardous or dangerous conditions may require a Hazard Mitigation Plan which will require the Fire Chief and/or the Police Chief to approve depending on the situation, One example is work that needs to be done periodically on the natural gas pipelines that traverse through the City. These types of projects require a far greater level of care in the performance of the work and an increased level of protection for the public.