



**ENCROACHMENT & EXCAVATION
PERMIT ISSUED BY
CITY OF WEBSTER CITY**



Permit No. _____

___ TREE PERMIT
___ EXCAVATION PERMIT
___ CURB/GUTTER PERMIT
___ SIDEWALK/DRIVEWAY PERMIT
___ BORING PERMIT
___ PAVING PERMIT
___ OTHER _____



****NOTE:**

**ALL WORK IN CITY R/W MUST BE INSPECTED
48 Hour notice is required prior to starting work
and for all Inspections / Testing
Call: (515) 832-9151 to schedule Inspections**

APPLICANT

Name: _____ Company: _____ Date: _____
Address: _____ E-Mail: _____ Phone: _____
Signature of Applicant: _____

WORK TO BE PERFORMED BY (If different from above, add additional sheets as necessary for each contractor performing work)

Contractor: _____ Contact: _____ Contractor License No.: _____
Phone: _____ E-Mail: _____ Estimated Start Date: _____
Signature of Contractor: _____ Estimated duration of
Street/Lane Closure: _____

Is hereby granted permission, subject to the provisions of all City Ordinances applicable and the standard permit conditions for encroachments and excavations as listed on subsequent pages of this permit and will assume responsibility for all damages to streets or other property that may result from the:

ADDRESS/ LOCATION OF WORK: _____ **Cross Street:** _____

DESCRIPTION OF WORK: _____

ALL NECESSARY GRADING, BACKFILLING, RESURFACING AND CLEANUP TO BE DONE BY THE APPLICANT.

If the trench or excavation is 4 feet or deeper, the Applicant for this permit shall comply with all provisions and regulations of the Labor Code of the State of Iowa.

Description of Work and Requirements:

Contact Public Works inspector at 515-832-9151 before work begins, prior to burying underground installations, before pouring concrete, and when tests are to be done, i.e. (compaction, air, and water) at least 24 hours in advance.

NOTICE

This permit will EXPIRE on _____. Failure to complete work authorized on this permit by date of expiration may result in additional costs to you if the City must complete the work. TIME EXTENSION request MUST be approved by City Inspectors who may be contacted at 515-832-9151.

FOR OFFICE USE

Approved By: _____
Director of Public Works/ or designee Date

Inspector's report: _____

Inspector's report: _____ Date: _____
Submitted by: _____ Date: _____

Permit Fee: \$ _____ (Non-refundable)
Deposit: \$ _____
Other Fees: \$ _____
Total: \$ _____
Refund: \$ _____

Payment
Receipt No. _____

Standard Permit Conditions for Encroachments and Excavations

1. All fees are non-refundable and do not guarantee application approval.
2. The excavation work and/or encroachment(s) will conform to the ordinances of the City of Webster City. For Contractors, a valid performance & restoration bond and liability insurance must be approved and on file with the City Clerk's Office. The bond and insurance must be valid for the duration of the work. Property Owners are allowed to repair or replace the public right-of-way sidewalk only (not including the ADA ramps).
3. The permit will be held on file for a period of 30 calendar days from the approval "Estimated Start Date" of the permit. If work is not begun during that time and no update has been made to the date, the permit will become null and void. A new permit must be obtained and a new fee must be paid at the time the work is to be done.
4. Excavation work shall conform to the 2022 edition of SUDAS (Statewide Urban Design and Specifications).
5. Traffic controls provided shall be in compliance with the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) as adopted by the Iowa Department of Transportation.
6. If the encroachment is underground or involves excavation of any kind, **the Applicant shall provide proof of registration with Iowa One Call (IOC) at 800.292.8989 or www.iowaonecall.com, thereby committing to mark the location of said encroachment within 48-hours of notification.** Should the Applicant(s) fail to mark the location, they shall be responsible for all damages resulting from inadvertent contact with the underground items.
7. Should any future improvements by the City within the existing right-of-way require the removal and/or relocation of the requested encroachment, the removal/relocation will be performed at the expense of the Applicant.
8. Any damages to City-owned improvements as a result of the requested encroachment – either during initial construction or normal operation – shall be repaired/ restored to the pre-existing condition at the expense of the Applicant(s). All surfaces shall be replaced to their original condition satisfactory to the Public Works Department. Grass surfaced may be seeded and mulched, sodded, or treated with erosion mat as determined by the Right of Way Inspector or his/her designee. The Applicant shall assume the responsibility of maintenance costs for restoring improvements over such trenches for a period of eighteen months, or until the area is reconstructed, whichever is sooner. In the event the Applicant fails to make satisfactory progress and/or comply with the specifications, the City reserves the right to enter a site to complete work with its own forces. The Applicant agrees to reimburse the City for all costs associated with the City to complete the work including cost of labor, materials and equipment.
9. All construction in City right-of-way associated with the installation, maintenance, upgrade, repair or replacement of the requested encroachment shall be performed per all applicable City and Hamilton County standards, International Building Code (IBC) and other applicable construction code (i.e., UPC, NEC, etc.). All activities associated with the installation, maintenance, upgrade, repair or replacement of the requested encroachment shall be performed at the expense of the Applicant(s).
10. For street/lane closures, the permittee must notify the Public Works Department at 515-832-9151 at least 2 business days in advance of closures. Additionally, Applicant must notify the Public Works Department the day of reopening of the street. If proper notification is not provided, or if approved traffic control plan is not followed, permittee shall be subject to pay double the normal permit fee amount.
11. Permit is not valid for work outside City right-of-way. The issued permit must be displayed at the project site at all times. Failure to produce this permit when requested can and will result in immediate work stoppages. If the

Applicant or Contractor fails to comply with the standard permit conditions, future permits will not be issued for work within the public ROW until the issues are resolved to the satisfaction of the Public Works Director.

12. This permit is to be strictly construed and no work other than that specifically mentioned above is authorized hereby. This permit must be maintained on the job site at all times that work is in progress. No work is to be performed under this permit on Saturdays, Sundays or holidays.
13. Public Works Department shall be notified at least 24 hours prior to commencement of the installation, maintenance, burial of new lines or equipment, upgrades, repair or replacement of the requested encroachment. Final inspection will be performed upon completion of the work. If the Public Works Department is not notified, or the work is performed without City inspection, then the City reserves the right to have the work removed by the Contractor and reinstalled under City inspection at the Applicant's expense.
14. This permit is expressly conditioned upon the performance of the work. Failure to so perform said work in accordance with the approved drawings, specifications and conditions set forth above shall be deemed an immediate revocation of this permit. If work is incorrectly installed then the City reserves the right to have the work removed by the Contractor and reinstalled at the Applicant's expense to comply with the approved drawings, specifications, and conditions set forth above.
15. At the discretion of the Public Works Department Stamped design drawings may be required.
16. Applicant must provide both a *Certificate of Liability Insurance* with an *Endorsement form*, which names the "City of Webster City, its' elected officials, officers, employees, agents, volunteers and representatives" as "Additionally Insured" (The general liability coverage of the policy must be for at least \$(insert amount).
17. All public improvement work in excess of \$50,000 will require a 100% *Performance Bond*, 100% *Labor & Material Bond*, and a *2-Year Maintenance Bond*.
18. Due to normal weather conditions, repairs or replacement of any street, sidewalk, curb, and/ or gutter shall not occur between November 1 and April 15 of each year, without prior authorization of the Right of Way Inspector or his/her designee. Said repairs or replacements shall occur by no later than May 15 of said year, however. Should the applicant or contractor fail to meet the time frames, the City reserves the right to complete or hire a third party to complete the work at the Applicant's expense.
19. Repairs or replacement of street, sidewalk, curb, and/or gutter occurring between April 16 and October 31 of each year, shall be completed within sixty (60) days of issuance of said permit. Should the applicant or contractor fail to meet the time frames, the City reserves the right to complete or hire a third party to complete the work at the Applicant's expense.
20. Repairs or replacement of street, sidewalk, curb, and/or gutter shall be repaired or replaced to meet SUDAS and ADA (Americans with Disabilities Act) Standards and shall be approved by the Right of Way Inspector or his/her designee. Failure to meet any of the above noted standards and/or time frames will result in no additional permits being issued until the repairs are completed.
21. Penalty fees for any cut, removal or damage to streets, curbs and/or gutters that have been built or paved within 10 years must be paid prior to permit issuance.
 - 0-5 years of city work being completed \$2.50 square foot plus \$2000
 - 6-10 years of city work being completed \$1.25 square foot plus \$1000