



CITY OF WEST BURLINGTON

Right-Of-Way Excavation Permit

PERMIT PROCESS:

No person shall dig, excavate, or in any manner disturb any street, parking, or alley without first obtaining a permit from the City in accordance with Section 135.09 of the City Code.

Process for seeking an excavation permit on a city right-of-way is governed by City Code, Chapter 135. 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 135 is available on the City website at www.westburlington.org or by request at City Hall.

APPLICANT INFORMATION

Applicant Name: Applicant Phone: Mailing Address:

Applicant Address: Applicant Email:

Date to begin work: Date work is to be complete:

FACILITY OWNER INFORMATION

Facility Owner Name: Facility Owner Phone:

Facility Owner Mailing Address: Facility Owner Email:

CONTRACTOR INFORMATION

Contractor (Person performing the work):

Contractor Mailing Address: Contractor Phone:

Contractor Email:

Person in Charge of Job (name): 24 HR Phone #:

Does the contractor have a bond on file? ☐ Yes ☐ No If no please attach copy

RIGHT-OF-WAY INFORMATION

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

✓ SELECT ALL THAT APPLY

Location of Right-Of-Way Excavated:

Work will be done in: ☐ Street ☐ Alley ☐ ROW (*between Street & Property Line*) ☐ Easement ☐ Other

Total # of square feet being excavated:

Type of Excavation: ☐ Digging ☐ Trenching ☐ Boring ☐ Other

Will any work be done within 10' of a tree in the public Right-of Way? ☐ Yes (*requires Public Works Director's approval*) ☐ No

Will any work be done within 15' of a sidewalk ramp? ☐ Yes ☐ No **Is ramp impacted?** ☐ Yes (*provide drawing*) ☐ No

Will any work be done within 300' of traffic signal? ☐ Yes (*requires approval from Public Work's Director*) ☐ No

Surface Type: ☐ Concrete ☐ Asphalt ☐ Sealcoat ☐ Gravel ☐ Grass

Restoration of ROW by (select one): ☐ Applicant ☐ Property Owner ☐ Subcontractor:

UTILITIES			MISCELLANEOUS		DRIVEWAY/SIDEWALK				
<input type="checkbox"/>	Storm Sewer	Number of Services	<input type="checkbox"/>	Private -Non-City Owned (Gas, telephone, electric, etc.)	Fee \$	<i>NEW CONSTRUCTION</i>			
<input type="checkbox"/>	Sump Pump	Number of Services	<input type="checkbox"/>	City-Owned Utilities- (Water, Sewer, etc.)	Fee \$		<input type="checkbox"/>	New Driveway Only	Fee \$
<input type="checkbox"/>	Sanitary Sewer	Number of Services	<input type="checkbox"/>	Minor Excavations- mailboxes, stump removal, staging, mud jacking/leveling, curb grinding, tree planting, removal (only) of pavement in ROW & patching or sealing pavement.	Fee \$		<input type="checkbox"/>	New Sidewalk Only	Fee \$
<input type="checkbox"/>	Water Service	Number of Services	<input type="checkbox"/>	Monitoring Wells	Fee \$	<input type="checkbox"/>	New Driveway & Sidewalk	Fee \$	
<input type="checkbox"/>	Street Repair (Street/Alley)	Number of Services	<input type="checkbox"/>	Soil Boring	Fee \$	<i>REPLACE EXISTING</i>			
Select All That Apply ✓						<input type="checkbox"/>	Driveway Only	Fee \$	
						<input type="checkbox"/>	Sidewalk Only	Fee \$	
						<input type="checkbox"/>	Driveway & Sidewalk	Fee \$	

FEES

An excavation fee will be charged to any person or entity excavating within the City's right-of-way. This excavation fee will cover costs for street degradation and replacement, inspection and obstruction and routing of pedestrian and vehicle traffic.

General excavation fee shall be assessed at a rate of fifty dollars \$50.00/ location. 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.

APPLICANT SIGNATURE

By signing this application, you agree to follow all regulations for Use of Public Right-of-Way as described in City Code 135.

Applicant Signature: _____

Date: _____

Print Name: _____

For office use only:

APPROVAL BY CITY OF WEST BURLINGTON: _____ Date: _____
Public Works Director

COMMENTS/ADDITIONAL REQUIREMENTS:

WEST BURLINGTON CITY CODE – CHAPTER 135

135.09 EXCAVATIONS. No person shall dig, excavate, or in any manner disturb any street, parking or alley except in accordance with the following:

1. Permit Required. No excavation shall be commenced without first obtaining a permit therefor. A written application for such permit shall be filed with the City and shall contain the following:
 - A. An exact description of the property, by lot and street number, in front of or along which it is desired to excavate;
 - B. A statement of the purpose, for whom and by whom the excavation is to be made;
 - C. The person responsible for the refilling of said excavation and restoration of the street or alley surface; and
 - D. Date of commencement of the work and estimated completion date.
2. Public Convenience. Streets and alleys shall be opened in the manner that will cause the least inconvenience to the public and admit the uninterrupted passage of water along the gutter on the street.
3. Barricades, Fencing and Lighting. Adequate barricades, fencing and warning lights meeting standards specified by the City shall be so placed as to protect the public from hazard. Any costs incurred by the City in providing or maintaining adequate barricades, fencing or warning lights shall be paid to the City by the permit holder/property owner.
4. Restoration of Public Property. Streets, sidewalks, alleys and other public property disturbed in the course of the work shall be restored to the condition of the property prior to the commencement of the work, or in a manner satisfactory to the City, at the expense of the permit holder/property owner.
5. Inspection. All work shall be subject to inspection by the City. Backfill shall not be deemed completed, and no resurfacing of any improved street or alley surface shall begin, until such backfill is inspected and approved by the City. The permit holder/property owner shall provide the City with notice at least twenty-four (24) hours prior to the time when inspection of backfill is desired.
6. Completion by the City. Should any excavation in any street or alley be discontinued or left open and unfinished for a period of twenty-four (24) hours after the approved completion date, or in the event the work is improperly done, the City has the right to finish or correct the excavation work and charge any expenses therefor to the permit holder/property owner.
7. Responsibility for Costs. All costs and expenses incident to the excavation shall be borne by the permit holder and/or property owner. The permit holder and owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by such excavation.
8. Notification. At least forty-eight (48) hours prior to the commencement of the excavation, excluding Saturdays, Sundays and legal holidays, the person performing the excavation shall contact the Statewide Notification Center and provide the center with the information required under Section 480.4 of the Code of Iowa.
9. Permit Issued. Upon approval of the application, a permit shall be issued. A separate permit shall be required for each excavation.
10. Permit Exemption. Utility companies are exempt from the permit application requirement of this section. They shall, however, comply with all other pertinent provisions.