

Application Date: _____ Permit Number: _____ Permit Fee: _____



Right-of-Way Encroachment Permit Application

110 South Main, Springville, Utah 84663 • 801-491-2780

Owner Information

Name:	
Phone Number:	Email:

Contractor Information

Name:	
Address:	
Office Number:	Email:

Primary Contact Information

Name:	
Mobile Number:	Email:

Project Information

Project Name:	
Project Address:	
Proposed Work: ☐ Sewer ☐ Water ☐ Gas ☐ Electric ☐ Storm Drain ☐ Curb & Gutter ☐ Telephone ☐ Internet ☐ Sidewalk ☐ Other: _____	
Description:	
Street Cut: Length _____ Width _____	Pavement Type: ☐ Concrete ☐ Asphalt
Proposed Start Date:	Anticipated Duration of Proposed Work:
Proposed Daily Work Window:	Is Night Work Required:

*The City will not review permit applications that are not complete and that do not include all required documentation

**Applications must be submitted at least 10 days prior to the proposed start date

***An additional fee of \$10 per review may apply when additional reviews are required as a result of the applicant failing to address review comments or making revisions to the submitted plans not requested or required by the City

Application Requirements:

- ☐ **Site Plan:** Must provide a detailed map of the work that will be executed.
- ☐ **Traffic Control Plan:** Prepared by a Certified Traffic Control Tech per current MUTCD standards.
- ☐ **Submittals:** Must provide material submittals for all construction materials used in the right-of-way.
- ☐ **Proof of current Utah State Contractor's License**
- ☐ **Proof of comprehensive general liability insurance:** Minimum amount of \$2,000,000 for any one occurrence and \$4,000,000 aggregate. List Springville City 110 S Main St., Springville, UT 84663 as additional insured and Certificate Holder.
- ☐ **Performance Bond:** A minimum of \$10,000 owing to the City to be in effect for a period of one year or one year after the completion of work performed by the contractor, whichever is greater.
- ☐ **Cash Bond:** \$500 to be held for the duration of the work and shall be released upon final approval by the City and termination of Permit. Note: Warranty period will not commence until permit is terminated.

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Permit Conditions:

1. For the duration of the work the Permittee shall have an approved copy of the permit, traffic control plan, and City-approved drawings at the work site at all times.
2. Duration of the permit will be set at the time of issuance of the permit. If work is not completed within the approved time frame, the permit will expire. An extension may be applied for prior to permit expiration and must be issued in writing prior to commencement of any further work.
3. If the Engineer or assigned representative determines construction practices and/or materials do not meet City specifications or if the Permittee fails to comply with the conditions of the permit, the Engineer may suspend the permit, stop work, order the removal and replacement of faulty work, require extension of the warranty period, or other conditions.
4. Permittee shall notify the Public Works Department two (2) working days in advance of work to be performed. **If notification is not given, the permit is immediately revoked and all work activities will cease immediately.**
5. Permittee shall notify the Public Works Department on (1) working day before any required inspection before burying any subsurface infrastructure. Permittee shall notify the Public Works Department to allow for inspection and GPS-survey of all items to document location. **Items buried without City approval will be re-excavated by the Permittee at no additional cost to the City.**
6. Applicant shall coordinate work around businesses, residents, school zones, garbage collection, and any other parties affected by the work to be performed.
7. Applicant must notify Public Safety and Nebo School District transportation of any road closures 48 hours in advance.
8. **Arterial or collector street pavement surfaces shall be replaced within three (3) calendar days of excavation or on the same day in which backfill is completed. All other streets must be resurface within seven (7) days.**
9. Prior to commencing work, the Permittee is encouraged to secure video tape or photographs which positively identify the condition and existing damages to the public infrastructure (i.e. curbing, sidewalk, landscaping, asphalt surfaces, etc.).
10. Construction on arterial/major collector streets shall be discouraged during peak traffic hours of **7:00 to 9:00 AM and 3:00 to 6:00 PM** unless authorized in writing by the City Engineer.
11. Roads shall not be cut without permission from the City Engineer.
12. Applicant shall control dust and debris at the work site, and right-of-ways at all times and shall not allow dirt or other debris from the work site to enter the City's storm drain system.
13. Construction activities shall be limited to normal working hours between **7:00 AM to 7:00 PM** unless otherwise approved by the City Engineer.

Contacts:

Paul Curtis (Inspector)	801-420-2201
Waco Jarvis (Inspector)	801-310-4203
Public Works Executive Admin	801-491-2780
Public Safety	801-489-9421
Nebo School District	801-465-6005
Fire Department	801-491-5600
Blue Stakes	811

I agree to comply with the above terms, all applicable State and Federal Laws, all Springville City Standards, Specifications, Ordinances and other applicable requirements.

Print Name: _____ Signature: _____ Date: _____

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Office Use Only

Fee Calculations

Age of Pavement Since Last Treatment at Time of Cut (yrs.)	Collector Roadways (\$/SF of roadway cut)	Local Roadways (\$/SF of roadway cut)
New (Damage Index 1)	8.96	7.99
0 to 5 (Damage Index 0.91)	8.13	7.45
5 to 10 (Damage Index 0.72)	6.46	6.37
10 to 20 (Damage Index 0.44)	4.76	4.76
Over 20 (Damage Index 0.13)	1.13	2.60

Street Cut Fee: \$ _____ GL#10-3600-639

Total Application Fee = \$420+ \$71 x Additional Days (3 day minimum=\$213.00)

Total Application Fee = \$420+ (\$71/day * _____ days)

Application Fee: \$ _____ GL# 10-3200-225 (Encroachment Permit Fee)

Bond Fee: \$ 500.00 GL# 10-2332-100 (Bond Fee)

Additional Fees: \$ _____

Total: \$ _____

Conditions of Approval:

Work Authorized by: _____

Engineering Division Representative

Date: _____

Issue Date:	Expiration Date:
Final Inspection:	Warranty Start Date:

1-Year Inspection

☐ Patch Inspection Inspector Signature: _____

Date: _____

☐ As-builts, if required (Y / N) Inspector Signature: _____

Date: _____

☐ Bond Release Engineering Technician: _____

Issue Date: _____

Comments:
