



APPLICATION FOR PUBLIC RIGHT-OF-WAY PERMIT PUBLIC WORKS DEPARTMENT City of Cedar Rapids, Iowa

Permit No. _____

Bond on File with City: [] Yes [] No Bond expiration date: _____

Copy of Insurance on File with City: [] Yes [] No

Applicant Name: _____ Company Name: _____

Applicant Address, City, State, Zip: _____

Applicant Telephone: _____ Applicant cell #: _____ Applicant Fax #: _____

Applicant E-mail address: _____

Preferred method of notification: [] Fax [] E-mail [] Phone [] Cell phone

Property Owner Name or Tenant Name if applies: _____ Development Name if applies: _____

Location of Work/Address: _____

List at least one (1) specific address

- Work will be done in: [] Street [] Alley [] Right-of-Way [] Easement
Will any work be done under the City Tree Canopy? [] YES [] NO
Surface Type: [] Concrete [] Asphalt [] Sealcoat [] Gravel [] Grass

As-Builts to be Submitted Upon Completion of Work

Reason for Work (describe method and purpose and check one below) _____

City CIP Project # if applies:

- [] Driveway* [] Sidewalk [] Water Service [] Utilities [] Miscellaneous [] Sanitary Sewer Service [] Storm Sewer/Drain Tile

* Does the reconstructed driveway have a change in geometry? [] YES ** [] NO Size of Pipe: _____

** "Direct Access Driveway Construction" Must Be Filled Out (pages 5-10)

Application Date: _____ Date Work to Start: _____ Finish: _____ (Condition #3, Page 2)

Traffic Control Provided By: (refer to condition 10 of the Standard Permit Conditions) _____

Please complete a Location Plan form with this application: Be sure to describe the location, including dimensions/measurements, of proposed work. Make sure to give the works position relative to the street, other access points, adjacent buildings, etc. You may use the attached Location Plan form or use your own plan providing it contains at least the amount of detail shown on the attached.

By signing this application, I hereby agree to abide by the terms of the Standard Permit Conditions and if applicable, the Supplemental Permit Conditions, if a permit is issued.

Signed: _____ (Company Representative or Applicant) _____ (Title)

Fee Amount: \$ _____ Check # _____ Receipt # _____ Collected By: (initials) _____

CASH OR CHECK ONLY (Nothing larger than a \$50 bill)

STANDARD PERMIT CONDITIONS
FOR
PUBLIC RIGHT-OF-WAY
City of Cedar Rapids, Iowa

The applicant agrees that if granted a permit for work in the public right-of-way as described in the permit application, the following stipulations shall govern.

1. The applicant must file the original 10-page* form with the Public Works Department at 500 15th Avenue SW, Cedar Rapids, IA 52404. (also see condition #8). *Pages 5-10 ONLY if new or widening of existing driveway, is being requested.
2. All fees are non-refundable and do not guarantee application approval.
3. This permit will be held on file for a period of 30 calendar days from the approval "DATE WORK TO START" of the permit. If work is not begun during that time, the permit will become null and void. A new permit will have to be obtained at the time the work is to be done, and a \$20 administrative fee will be collected.
4. The construction work will conform to the ordinances of Cedar Rapids. For Contractors, a valid BOND FOR GRADING, OPENING OR WORKING IN PUBLIC STREET AND PUBLIC PROPERTY as required in Section 9.27 of the Cedar Rapids Municipal Code must be approved and on file with the City Clerk. The Bond must be valid for duration of work. Property Owners who are doing their own work (when allowed) must provide proof of homeowner's insurance by providing a copy of the policy's declaration page (Section 9.22(h)).
5. The construction work shall conform to the current edition of the Cedar Rapids Metropolitan Area Standard Specifications for Public Improvements and the Cedar Rapids Metropolitan Area Standard Details for Public Improvements. The Residential Driveway (2700-110 and 2700-111), Commercial Entrance (2700-117), and Industrial Entrance (2700-18) [Standard Details for Public Improvements](#) may be viewed online or requested at the Public Works Department counter. The City may perform testing at the City's expense to verify conformance with specifications.
6. All surfacing shall be replaced to its original condition satisfactory to the Public Works Department. Grass surfaces may be seeded and mulched, sodded or treated with erosion mat as determined by the City Engineer or his/her designee. The applicant shall assume the responsibility of maintenance costs for restoring any grassed areas, streets, driveways and sidewalks due to settlement of the trenches or improperly restored improvements over such trenches for a period of two (2) years, or until the area is reconstructed by the City, 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 costs of labor, materials and equipment.
7. The applicant shall notify Iowa One Call (IOC) at 1-800-292-8989 or www.iowaonecall.com for utility locates prior to excavation. IOC requires 48 hours' notice.
8. Upon approval of permit, the applicant shall notify Public Works (319-286-5825) **at least 72 hours, but no more than 96 hours, in advance of starting any work and in advance of any street or alley pavement repairs.**
9. **For street lane closures, the applicant must notify the Public Works Department at (319) 286-5802 72 hours in advance of work. APPROVAL OF THIS PERMIT DOES NOT PROVIDE SUCH NOTIFICATIONS.** If proper notification is not provided, applicant shall be subject to an emergency surcharge fee.
10. Sections 9.25 of the Cedar Rapids Municipal Code require the applicant – through an insured traffic control Contractor – to provide all traffic control measures required by the Traffic Engineering Division of Public Works. Said Contractor shall furnish, erect and maintain the necessary traffic controls such as signs, barricades, flares and flaggers (police officers when necessary) as required by the City. Traffic controls provided shall be in conformance with the City "Manual for Street Construction and Maintenance Operations" and the "Manual on Uniform Traffic Control Devices for Streets and Highways" as adopted by the Iowa Department of Transportation.
11. Forestry Division (319-286-5802) shall be immediately notified of any damage to the trunk, limbs, or roots within the drip line of any City tree.
12. When an emergency excavation is necessary, a permit application shall be submitted no later than the next business day.
13. The applicant agrees to abide by the Supplemental Conditions (IF APPLICABLE). Write conditions below.
14. The applicant hereby agrees to the terms and conditions set out in the foregoing application and specifically agrees to protect, defend and hold the City harmless against any and all damages that might arise by reasons of the granting of the application and issuance of the permit.
15. NO excavations of any kind shall remain open for longer than 7 calendar days. This includes sidewalk and pavement restoration.
16. **THE ISSUED PERMIT MUST BE PRESENT AT THE PROJECT SITE WHILE WORK IS UNDERWAY. FAILURE TO PRODUCE THIS PERMIT WHEN REQUESTED CAN AND WILL RESULT IN COMPULSORY WORK STOPPAGES.**

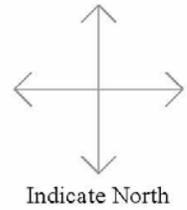
IF THE APPLICANT FAILS TO COMPLY WITH THE STANDARD PERMIT CONDITIONS, FUTURE PERMITS WILL NOT BE ISSUED FOR WORK WITHIN THE PUBLIC RIGHT-OF-WAY UNTIL THE ISSUES ARE RESOLVED TO THE SATISFACTION OF THE PUBLIC WORKS DIRECTOR / CITY ENGINEER.

Supplemental Permit Conditions (attach additional sheets as required): _____

Applicant's Initials

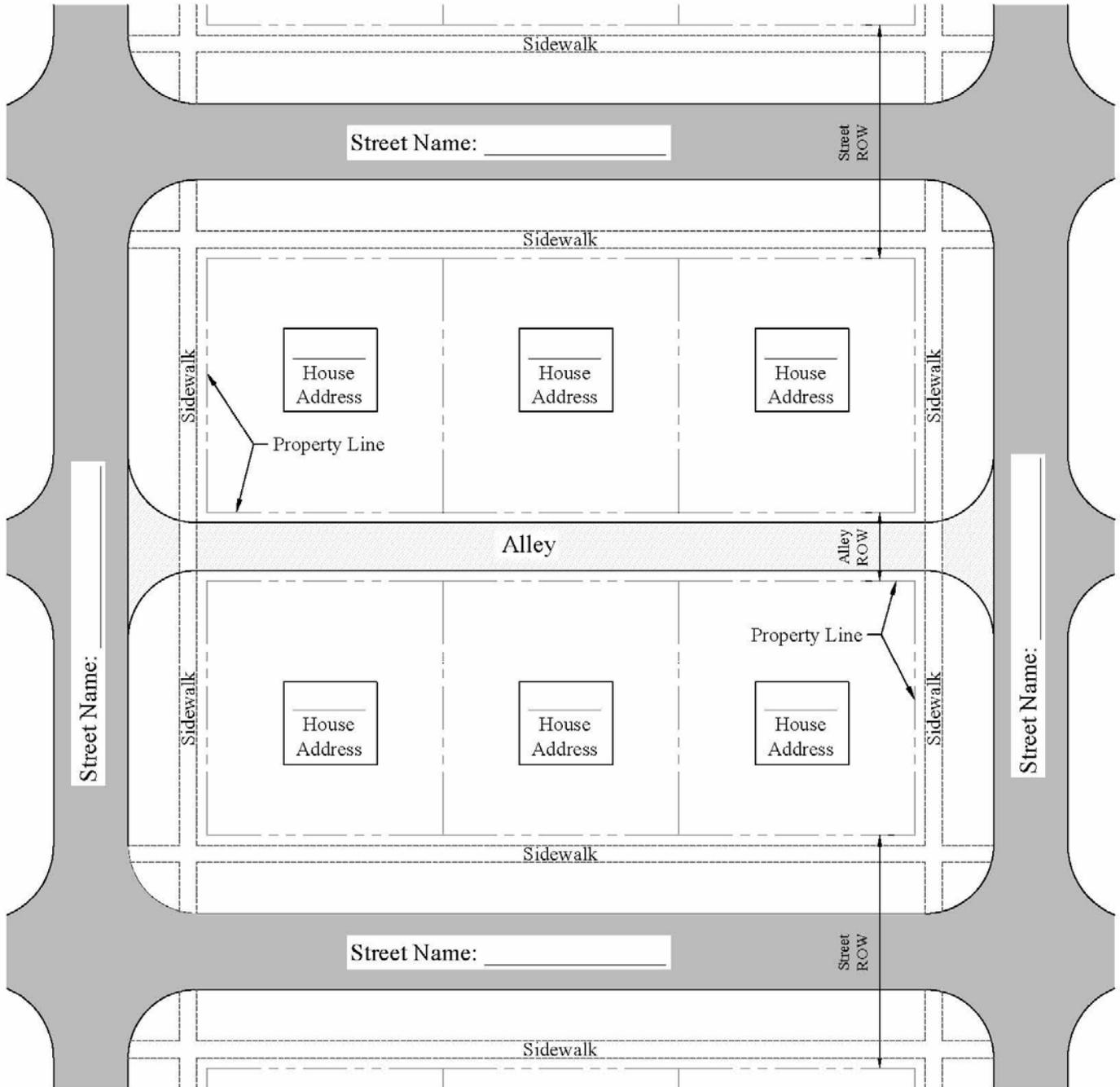


LOCATION PLAN
WORK IN PUBLIC RIGHT-OF-WAY
CITY OF CEDAR RAPIDS PUBLIC WORKS DEPT
OR
Supply Site Plan with Measurements



Name of Property Owner: _____

Address: _____



Note:
 Use the above diagram and modify as needed or submit your own diagram to best show the location of your proposed excavation.

REVISED 4-2-2012

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**Standard Permit Fee Schedule
Work in Public Right-of-Way
August 1, 2012**

Standard Permit Fees (more than one fee may apply):

Item	Fee
Minor Excavations – to include mailboxes, stump removal, draintile connections, mudjacking, curb grinding, and removal (only) of pavement in right-of-way	\$20.00
Storm & Sanitary Sewer and Water Services (New connection or tap, disconnection, replacement or repair)	\$50.00
Monitoring Wells (install)	\$50.00
Sidewalk (new or replace) per address	\$50.00
Driveway (new ⁽¹⁾ , replace) per address	\$50.00
Pavement Repair – street or alley per address	\$75.00
Non-City Owned Utilities – Private (gas, telephone, electric, etc.) (unless exempt by current Franchise Agreement)	\$50.00 per point excavation or per 1,300 LF for continuous projects
City Owned Utilities (water, storm sewer, sanitary sewer, fiber optic, etc) and Capital Improvements Projects (CIP)	No charge

(1) "Direct Access Driveway Construction" is also required to be submitted to Public Works p. 5-10.

Re-inspection Fee: 50% of Standard Permit Fee

All fees listed include a \$20.00 administration fee. Fee schedule is reviewed annually. These fees were approved by the City Manager on June 30, 2010 and are effective July 1, 2010.

Failure to obtain an approved permit prior to beginning work will result in a 100% surcharge to the Standard Permit Fee.

Applicant's Initials