



RIGHT-OF-WAY CONSTRUCTION PERMIT APPLICATION

Applicant Name:	
Address:	
City/State:	Zip:
Phone:	
Cell Phone:	Email:
Location of Proposed Work:	
Description of Proposed Work:	
Estimated Date(s) of Work:	Estimated Times(s) of Work:
Contractor Name:	
Contact Person Name:	
Address:	
City/State:	Zip:
Phone:	
Cell Phone:	Email:
Labor & Industries License/Exp. Date:	City License:
By affixing my signature hereto, I certify that I am the owner, or am acting as the Owner's authorized agent, and that the application and documents contained with this submittal are complete and accurate to the best of my knowledge and abilities.	
Signature of Owner/Agent	Date
Project Contact	Telephone Number

APPLICATION CHECKLIST:	
APPLICATIONS THAT ARE INCOMPLETE OR ARE SUBMITTED WITHOUT A LEGIBLE, TO-SCALE DRAWING THAT INCLUDES THE ITEMS LISTED BELOW** WILL NOT BE PROCESSED.	
**Certain items can be waived with prior approval from Engineering staff.	
No. to be Submitted:	Item Description:
1	Application
2	To-Scale Site Plan that includes: <ul style="list-style-type: none"> Existing right-of-way, property lines, edge of pavement, sidewalks, curb/gutter and planting strips. All existing utilities in the area of the proposed project. Dimensions- from the proposed project to the edge of pavement, sidewalks, curb/gutter and planting strips. For proposed driveways- must show distances to property lines and any existing driveways. Cross-section/Depth information at appropriate locations. Proposed trench restoration; refer to City Standard Plan 4a. Erosion Control Plan. Traffic Control Plan.
1	Proof of Insurance (Required to provide public liability insurance of not less than \$100,000.00 for any one person and \$300,000.00 for any one accident and property damage insurance of not less than \$50,000.00 issued by an insurance company authorized to do business in this state.) Please include documentation from insurance company.
1	Surety Bond or Cash Deposit. <ul style="list-style-type: none"> A surety bond or cash deposit, in an amount determined by the Public Works Director, will be required to ensure the permittee's compliance with MVMC 12.16, Street Excavations. Please see CED for Surety Bond / Cash Deposit paperwork.
	Other
PERMIT REQUIREMENTS:	
<p>All work within the right-of-way must be performed by a licensed contractor.</p> <p>All contractors and utilities must notify the City inspector prior to beginning any work. If the work requires any lane or street closures, the City inspector must be notified at least 72 hours prior to the scheduled work, so that proper public notice can be issued.</p> <p>Initial here indicating that you have read and acknowledge the permit requirements listed above: _____</p>	