



EXCAVATION ROW PERMIT APPLICATION

210 W PINE STREET, P.O. BOX 709 PINEDALE, WYOMING 82941-210

PHONE: (307) 367-4136 FAX: (307) 367-2578

HayleyRyckman@townofpinedale.us

RIGHT OF WAY PERMITS ARE REQUIRED FOR:

- All excavations within the Town right of way (ROW) (such as, driveway installation, installation and maintenance of utilities, sidewalk, boardwalk, curbs, gutters, and street paving within any street, digging up, breaking, excavating, tunneling, undermining)
- Moving an existing house, building, or structure on or over any street for the purposes of construction, excavation, tunneling, or storage of materials or for activities which would facilitate

EXCAVATION PERMITS CATEGORIES

- **Level I:** all individual service laterals for water or sewer or zero to 50 linear feet of work in the right-of-way, application, base permit fee, financial guarantee, proof of insurance for liability and workman's compensation; construction and traffic safety plans. Individual gas, electric, telephone and CATV services are included within this level of work category.
- **Level II:** all work within the right-of-way involving the disturbance along property frontages of two or more properties contiguous to the subject work and/or 51 to 100 linear feet, Level I requirements, right-of-way activity fee, plus a per-foot charge for anything over 50 linear feet at \$50/foot, financial guarantee based estimate of work in quantity, scope and size by the applicant and reviewed by the Town Director of Engineering and Zoning, proof of insurance for liability and workman's compensation; construction and traffic safety plans.
- **Level III:** all work within the right-of-way involving the disturbance along property frontages of two or more properties contiguous to the subject work and/or greater than 100 linear feet, Level II requirements, right-of-way activity fee, plus a per-foot charge for anything over 100 linear feet at \$25/foot, financial guarantee based estimate of work in quantity, scope and size by the applicant and reviewed by the Town Engineering and Zoning, proof of insurance for liability and workman's compensation and requirement of a preconstruction meeting prior to starting any work within the Town. The applicant must arrange the meeting and must invite Town staff involved with and/or affected by the project as well as all other utility companies and their locators that have facilities anywhere along the proposed route as well as all contiguous property owners by certified mail, return receipt requested. All receipts shall be submitted with the application.

APPLICATION REQUIREMENTS

Incomplete applications will be returned to the applicant. A sufficient excavation application includes the following and must be submitted at least 1 week prior to the proposed dig date:

1. Completed Excavation Application including application fee.
2. Site Plan (Site plan drawn to scale that includes the parcel boundaries and dimensions, legal description and street address, adjacent streets and alleys include widths, existing utilities lines, proposed utility lines, and excavation locations)
 1. Financial Guarantee
 2. Proof of liability and workman's compensation insurance signed indemnification agreement further indemnifying the Town of all liability created out of the actions of the subject contractor on the subject work; general liability to cover public and private property damage; hold harmless form.
3. Construction Plan
4. Traffic Safety Plan: All traffic control must conform to Municipal Uniform Traffic Control Devices (MUTCD)
5. Applicant must provide traffic and safety control throughout the duration of construction including but not limited to flag persons, barricades, construction fencing, road plating, cones, etc.
6. Pre-Application Meeting and Neighbor Notification
7. A copy of the DEQ permit to discharge water (if there will be water discharged into the ROW)
8. Any relevant information Planning & Zoning or the Engineering Department requires to adequately review the permit application.

NOTES

- Permits will not be issued from November 1- April 15 except where a case of emergency exists.
- Affected pavement, valley pans, drainage infrastructure, landscaping, curb & gutter, and sidewalks must be fully restored, inspected and approved by the Town
- All work must be guaranteed for 2 years.
- The Town does not grant any authority to enter onto private property. The applicant is responsible for disturbance on private property should it occur, and shall hold the Town harmless on claims made to the same.
- Work shall be completed within 10 days unless otherwise arranged with the Town.
- If the restoration work is not performed in a timely or sufficient manner then the Town may complete the work to a sufficient manner and shall charge the person who was granted the permit. The person shall be charged the actual cost whether the bond covers all or part of it.
- The Town has adopted the 1993 edition of "Wyoming Public Works Standard Specifications" for minimum standards for excavation and backfill.
- Emergency Excavations will be required to sign the "Emergency waiver" prior to commencing. Businesses who regularly perform emergency excavations are encouraged to have an extra bond on file for such times.
- Excavations will not be permitted after November 1st or before April 15th, without special permission from Public Works. Work is limited to 7 am to 7pm Monday through Saturday.

VALIDITY

- The application shall be submitted no more than two weeks prior to the start of construction unless prior approval is granted by the Town Engineer to submit it earlier.
- The applicant may begin excavation after issuance of the permit. Failure to receive a permit prior to excavating may result in a fine up to \$750 per cut per day.



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INSPECTIONS & CONTACTS

- **Call Before You Dig** (800-849-2476) or (811) for utility locates (must give descriptive location)
- Inspection by the Town prior to backfilling the trench is required. Should the applicant fail to schedule an inspection, the Town may require work be re excavated so proper inspection can take place.
- **SCHEDULE INSPECTIONS:** Please call the Town Hall (307-367-4136) to request a permit work order within 48 business hours of the respective inspection/review. If the inspection need be canceled, notify Town Hall.
- Town Engineering and Zoning, Hayley Ryckman 367-4136 (backfill design)
- Public Works Department, Josh Wilson 367-2348 (inspections)

RIGHT OF WAY PERMIT FEE SCHEDULE

WORK TO BE COMPLETED	
Utility excavation in public street	\$200
Utility excavation in public alley	\$100
Utility excavation in public easement	\$100
Driveway cuts/curb cuts installation/replacement	\$100
Curb and gutter installation	\$100
Sidewalk installation	\$100
ADDITIONAL FEES BASED ON EXCAVATION CATEGORY	
Level I	-
Level II	Plus a per-foot charge for anything over 50 linear feet at \$50/foot
Level III	Plus a per-foot charge for anything over 100 linear feet at \$25/foot
CONSTRUCTION RELATED ACTIVITIES	
Occupying of street travel lane	\$200/day
Occupying of public alley	\$100/day
House moving	\$25 plus hourly charges for Town staff that assist in the moving

