

Deposit: \$5,000 _____
 Deposit: \$750.00 _____
 Paid to City Clerk's Office: _____
 Street Superintendent 993-3487
 Sewer Superintendent 993-5363
 Water Superintendent 993-5533
 Utility Inspector 364-6568



**RIGHT OF WAY
 EXCAVATION PERMIT**
 (Ordinance # 3305)

Permit # _____
 Permit Fee: \$150.00 _____ (Non Refundable)
 Paid to City Clerk: _____
 Purpose: _____
 Utility Type: Please circle one of the following
 Fiber, CATV, Electric, Gas, Phone, Water, Sewer

OWNER INFORMATION

Owner/Organization:	Contact Name:	Contact Phone #:
Mailing Address (Include Zip Code):		Business Phone #:
Email:		
24-hour Emergency Contact:	24-hour Phone #:	Proof of Insurance Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

CONTRACTOR INFORMATION

Contractor:	Contact Name:	Contact Phone #:
Mailing Address (Include Zip Code):		Business Phone #:
Email:		
24-hour Emergency Contact:	24-hour Phone #:	Proof of Insurance Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Plumber's Name _____ Plumber's State License Number _____

 (Name of Applicant) _____ (Mailing Address)
 _____, _____, hereinafter termed the Permittee,
 (City) _____ (State & Zip)

request permission and authority to occupy, and to do certain work herein described on, the Street(s) and/or address
 known as _____
 from _____ to _____
 (Start Location) (End Location)

The work is described in detail on the attached sketch or plans.
 The sidewalk, street, and/or curb & gutter will be disturbed for this installation? Yes No

The work authorized by this permit shall be completed in compliance with attached Exhibit A.

Permit Acceptance and Liability Waiver (to be signed by authorized company representative)

I request permission to excavate and/or occupy the public right-of-way in the City of Marion. For consideration of such permission, I agree to indemnify, hold harmless and defend the City of Marion, its officers, agents and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with such excavation and occupancy. I further agree to do all work in accordance with the conditions, regulations and city standards provided with this application. **A copy of this permit shall be available for review at the job site at all times when work is occurring in the right-of-way.**

Signature: _____ Date: _____
 (Signature of authorized company representative)

City Comments/Requirements: _____

-----No excavation can begin until Pre-Excavation Approval-----

	Pre-Excavation Approval	Date	Post-Excavation Approval	Date
Sewer Superintendent	_____	_____	_____	_____
Street Superintendent	_____	_____	_____	_____
Water Superintendent	_____	_____	_____	_____
Utility Inspector	_____	_____	_____	_____

****To Arrange Post-Excavation Inspections, Please Call**

Utility Inspector- Charley Ferguson 364-6568 inspector@cityofmarionil.gov

THIS FORM MUST BE PRESENT AT POST-EXCAVATION INSPECTIONS.

Refunds WILL NOT be processed until ALL DEPARTMENTS have given post-excavation approval on this form.

Permit received by City Clerk’s Office for refund_____ Refund amount _____

If project completion did not meet Superintendent’s approval amount of refund withheld_____

Notes:

Exhibit A

Any unapproved deviation from the approved drawings or general comments will be sufficient cause to have work stopped or reconstructed at the expense of the party or parties to whom the permit is issued. A copy of the permit is required on the job site at all times.

General Comments

- 1) The work authorized by this permit shall be completed in compliance with Exhibit A and City Ordinance # 3305
- 2) The proposed utility should be located horizontally a minimum of five (5) feet away from any city owned underground utility (water, sanitary sewer, and storm sewer).
- 3) Where perpendicular crossings occur, the utility line should be installed beneath any city owned underground utility and any service lines or laterals. Where sanitary sewers are installed abnormally deep, the fiber optic line may be installed above the sewer with the superintendent’s permission.
- 4) Contractor must obtain a permit from city hall for any necessary street cuts.
- 5) All pavement shall be saw cut one foot past excavations which encroach into the roadway.
- 6) Roadway patches shall consist of IDOT approved CA-6 compacted backfill compacted in eight (8) inch lifts and eight (8) inches of IDOT approved 5 hour PCC pavement.

- 7) No excavation shall be left open overnight. Where unavoidable contractor shall install proper barricades, and get City approval before leaving overnight.
- 8) Grassed areas shall be seeded with straw as soon as possible after excavation.
- 9) Permittee's contractors shall open sewer manholes and/or pothole sewers and watermains to locate utility depths prior to construction. Contractors shall make as much inspection as practical to locate sewer laterals and water services.
- 10) The street department will not mark open ended culverts that can be seen from the surface.
- 11) No major location changes from the alignment proposed, such as changing which side of the road, will be allowed without prior approval from the city.
- 12) Contractor/utility is responsible for locating street rights-of-way lines, determining type of street right-of-way, determining property line locations, and if any private easements are necessary.
- 13) Failure to comply with permit policy or city ordinances may result in loss of deposit and/or fines.
- 14) Deposit will be refunded only if work performed has been approved by Utility Inspector and/or Street, Water and Sewer Superintendents.
- 15) **Contractor will contact Utility Inspector within 24 hours of start of construction.**
- 16) **Contractor will contact Utility inspector when job is complete.**

Locate Requirements:

In order to reduce the disruption and cost of utility damages occurring in the City's right-of-way and easements, the permit holder shall prevent damages to existing utilities caused by his work through field verification. In the case of open excavation, verification may be performed during the permit holder's work. In the case of directional drilling, verification shall take place prior to mobilization of the drilling equipment. The permit holder shall verify the location of existing utilities as needed to avoid conflict. Existing utilities shall be exposed using detection equipment or other acceptable means. Such methods may include but not limited to hand digging, soft digging, and pot holing. The excavator shall be held liable for damages caused to the City's infrastructure.

Permittee must submit detailed as-built plans as soon as construction is complete.

Our review does not include locations of other underground utilities other than those owned by the city. There may be other utilities in conflict with the proposed alignment. Also, our review is based on the best available information and is not represented as all inclusive of city owned utilities or those owned by others. Permittee is responsible for any damage that may occur. Please notify the city as soon as any damage is known so that proper repair can be coordinated.

The proposed utility alignments are tentatively approved pending Permittee's representatives taking the actions and precautions as listed in this permit.

Additional Notes: