

~ City of Ladue ~

Right Of Way/ Excavation Permit

Permit Requirements

- Contractor is responsible for contacting Dig Rite prior to starting projects on City right-of-way (ROW). (Missouri One Call 1-800-344-7483). Missouri State Law effective January 1, 2015, sewer and water system owners must install tracer wire and an access point within a protective enclosure in the public right of way for any newly installed or fully replaced facilities. This does not apply to storm sewers, only sanitary sewers and new water service lines. This is not required on private property.
- Prior to beginning excavation, a contractor must notify the Public Works Superintendent, Scot Bollinger at 314-993-5665 regarding the starting date and end date of the excavation.

Repairs

- All repairs in the roadway must be back filled with $\frac{3}{4}$ " minus rock compacted in 6" lifts within 8" of finished grade. The top 8" will be finished by using a 6" concrete base with a 2" County "C" asphalt finish lift. If roadway repair is not completed the same day, **contractor must install a steel plate overnight.**
- Areas included in the excavation (but not in the roadway) must be restored to the original condition. At minimum these areas should be seeded & straw put down.
- In the event of a need for emergency ROW work, the person conducting the work shall as soon as practicable notify the city of the location of the work and shall apply for the required ROW permit as soon as practicable following the commencement of the work, not to exceed the third business day thereafter.

Permit Checklist

Please checkmark all required items pertinent to your application request and submit with permit.

- Completed right-of-way permit application
- 2 sets of construction plans and 2 copies of site plan
- Certificate of Liability Insurance
- Traffic Control Plan (if applicable)
- Site obstruction compliance (applicable only to above ground utilities and beautification projects). For full details in Ch. 102-2 of Ladue City Ordinances.
- Does your project include plantings, hardscape or other beautification improvements on the City's ROW or other public property? If Yes, a maintenance license will be required. Please contact the Public Works Department at 314-993-5665 for more information.
- Notified Missouri One Call at least THREE (3) days prior to digging 1-800-DIG-RITE

All applicable items must be included in submittal. Incomplete submittals will not be reviewed until all items have been received. If you have questions or concerns about completing this application, please call the Public Works Department at 314-993-5665.



Department of Public Works Right-of-Way/Excavation Permit

City of Ladue * 9345 Clayton Road* Ladue, Missouri 63124 * 314-993-5665

****All applicable items listed on the cover page must be included with this application, including the required checklist. Incomplete applications will not be accepted.****

ROW work to be performed at _____

Applicant Name _____ Phone _____

Applicant Address _____

Email Address _____ Emergency/Field Contact _____

Approx. start date _____ Approx. complete date _____ Emergency repair completed _____

Work being done for: _____
(utility company, private company, organization, municipal contract)

Size of excavation _____ Description and purpose of ROW work _____

Does work being performed fall under an existing ROW agreement? Yes No

Will this require lane closures? Yes No If yes, please provide traffic control plan.

Will work take place overnight? Yes No If yes, please see code section requiring steel plate.

Will work require tree removal? Yes No If yes, please complete appropriate tree removal permit.

This permit expires 90 days after issue date and is issued subject to the provisions of the ordinances relating to excavations and obstructions to streets, alleys and public highways. All construction, beautification and maintenance must take place between 7:00am and 6:00pm, Monday through Saturday.

Office Use Only

Staff Approval: _____ Approval Date: _____

Permit Fee: _____ Inspection Fee: _____ Bond Amount: _____

Final Inspection Completed: _____ Approval to release bond: _____

**In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 "ADA", the application for permit is also available in alternative format (e.g. large print, Braille) upon request.*

