

# **ROW Permit Application Submission Requirements**

## **For all permits, the following information shall be submitted with this application.**

- Copy of ROW Use Agreement or franchise between applicant and the City or other authorization from the City, if any.
- Total linear feet of Applicant's facilities currently in Ladue's rights-of-way
- Total linear feet of Applicant's facilities in Ladue's rights-of way after completion of this project
- If tree trimming and pruning are anticipated, written request has been submitted or is attached stating the trees and type and extent of trimming for city approval in accordance with Sec. 90-283(h)(3)
- Traffic control plan consistent with MUTCD and Sec. 90-283 (4)(9).e demonstrating the protective measures and devices proposed to minimize disruptions to efficient pedestrian and vehicular traffic.
- Location of temporary off-street parking (shall not be within the City rights-of-way).
- Proof of Insurance in compliance with Sec. 90-283(e)(2) or information establishing exemption in compliance with Sec. 90-283 (e)(2) .
- Surety or Bond – Amount to ensure completion of said project and restoration of City rights-of-way in accordance with Sec. 90-283 (e) (1) (in an amount to be determined by the City to be sufficient), or provide information establishing exemption in compliance with Sec. 90-283 (e) (1).

The Applicant will supply any other information required by the City at the time of submittal of the application or during City review of the same with respect to use of City rights-of-way.

## **If performing Excavation, two (2) copies of the following information shall be submitted with this application.**

- Site plan including a map of all work to be done, showing proposed underground facilities to be installed, proposed material, proposed depth/grade, and all other requirements of Sec. 90-283 (c) &(d).
- Map of location and route of all proposed facilities to be installed including relationship of all existing facilities to existing streets, the number of road crossing, the number of entrance drive crossings, and the locations of existing ROW facilities.
- List of construction methods for protection of existing structures, fixtures, and other Facilities along with erosion control in compliance with Sec. 90-283 (d)(9).Q.
- Estimated number of proposed Excavations and the size, length, width, and depth of such Excavations and length, size, type, and proposed depth of any conduits or any other enclosures.
- Sources of off-site fill material or spoil sites, and all information relative to haul routes, trucks, and equipment.
- The estimated schedule of operations, including the dates of starting and completion of ROW work.

If performing any excavation, Applicant will contact Dig Rite prior to commencing any excavation in the rights-of-way. (MO One Call 1-800-344-7483)

All construction, maintenance and beautification must take place between 7:00am and 6:00pm, Monday through Saturday.



Permit #: \_\_\_\_\_

Expiration date: \_\_\_\_\_

## Department of Public Works Rights-of-Way/Excavation Permit

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

This ROW Permit application constitutes a request for a ROW Permit to perform ROW work and/or excavation. The application shall comply with City Code and include all information called out in Chapter 90. All fees shall be paid in accordance with the City policies. It is recognized that due to the various requirements of state and federal law, this form Application may not fully describe or coincide with all types of projects that an Applicant may propose, particularly given the numerous potentially applicable regulatory schemes that may apply to the City's authority depending on the user and nature of the specific project. If it is believed that certain questions are either not relevant or are inapplicable as a result of system design, law, or other reason, please indicate the specific basis for such belief as to your particular application.

### Information Concerning Applicant:

Business Name \_\_\_\_\_  
Utility company, private company, organization, municipal contract for whom work is being done

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Legal Name of Business \_\_\_\_\_

If corporation/Legal Entity—Charter # \_\_\_\_\_ State of Incorporation \_\_\_\_\_

Local contact person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Emergency/On site contact, if different than applicant: \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_ phone \_\_\_\_\_

Location of proposed excavation or maintenance \_\_\_\_\_

\_\_\_\_\_

Purpose of activity in rights-of-way and description of proposed excavations or maintenance \_\_\_\_\_

\_\_\_\_\_

Approx. start date \_\_\_\_\_ & completion date \_\_\_\_\_ Emergency repair date \_\_\_\_\_

The City shall be contacted at least twenty-four (24) hours before excavation begins, 314-993-5665.

No permittee may do any work outside the area specified in any permit issued hereunder.

Any issued permit expires sixty (60) days from the date of issuance unless otherwise stated herein.

In addition to the Dig Rite contact requirement, Missouri State Law, effective January 1, 2015, provides sewer and water system owners must install tracer wire and an access point within a protective enclosure in the rights-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.

The City may deny the ROW Permit for any of the reasons outlined in Sec. 90-283. Any ROW Permit issued is subject to the City Code, particularly the provisions of Chapter 90 and a rights-of-way Use Agreement or franchise agreement between Applicant and City.

**Representation Concerning Authority & Compliance with Laws:**

*I am the Applicant or authorized by the Applicant to sign on his/her/its behalf ("Applicant") and have read this application in its entirety. The information contained herein and attached hereto is true, correct, and complete to the best of my knowledge, information, and belief. I have reviewed all conditions associated with this Permit application. I understand and agree to be subject to the terms and conditions of any Permit issued hereunder and the City Code.*

*Applicant hereby represents that the business conducted by Applicant does not and will not violate any ordinance of the City of Ladue and now complies and will continue to comply fully with the laws of the State of Missouri and ordinances of the City. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of any Permit issued hereunder.*

Signature of Principal Officer \_\_\_\_\_

Date \_\_\_\_\_ Printed Name \_\_\_\_\_

**City Use Only**

ROW/ Excavation Permit- Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of approval: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Inspection Fee: \_\_\_\_\_

Deposit/Bond Fee: \_\_\_\_\_

**Contractor License Fee:** \_\_\_\_\_

**Total due:** \_\_\_\_\_

**Fees received:** \_\_\_\_\_

Final inspection completed: \_\_\_\_\_ Date \_\_\_\_\_

Approval to release deposit/bond: \_\_\_\_\_ Date \_\_\_\_\_