PERMIT #_____

PERMIT APPLICATION FOR CONSTRUCTION WORK IN PUBLIC RIGHT-OF-WAY

PUBLIC WORKS DEPARTMENT

City of Council Bluffs, Iowa

Public Works Department
Engineering Division
Right Of Way Office
Office 712-328-4635

Location of Work Address: _____
Street, City, State, Zip

Property Owner Name: _____

Address: _____
Property Owner's Address if different than location of work address

Applicant Name: _____ Company Name: _____

Copy of Insurance on File with City ☐ Yes ☐ No (If No a copy must be placed on file prior to receiving a permit)

Applicant Address: _____
Street, City, State, Zip

Phone #: (_____) _____ - _____ Cell Phone #: (_____) _____ - _____ Fax Phone #: (_____) _____ - _____

Applicant E-mail address: _____

Applicant: (Select one) ☐ Property Owner ☐ Contractor ☐ Sub-Contractor ☐ Business

Application Date: ___/___/_____ Proposed Work Start Date: ___/___/_____ Completion Date: ___/___/_____

Description of Work: _____
Indicate on attached drawing location of improvements

Check All That Apply:

☐ Residential Driveway (New) ☐ Sidewalk (New) ☐ Sewer Connection (New) ☐ Commercial Driveway (New)

☐ Residential Driveway (Repair) ☐ Sidewalk (Repair) ☐ Sewer Connection (Repair) ☐ Commercial Driveway (Repair)

☐ Excavation in Street ☐ Excavation between Curb and Property Line ☐ Water Service ☐ Other

***Contractor is responsible for scheduling all required inspections and being present during the inspection process.**

Applicant Signature:_____

By signing this application, I hereby agree to abide by the terms of the Standard Permit Conditions and if applicable, any Supplemental Permit Conditions, if a permit is issued.

APPROVED by:_____ Date ___/___/_____

DISAPPROVED by:_____ Date ___/___/_____
Signature from the Right-of-Way Division or Engineering

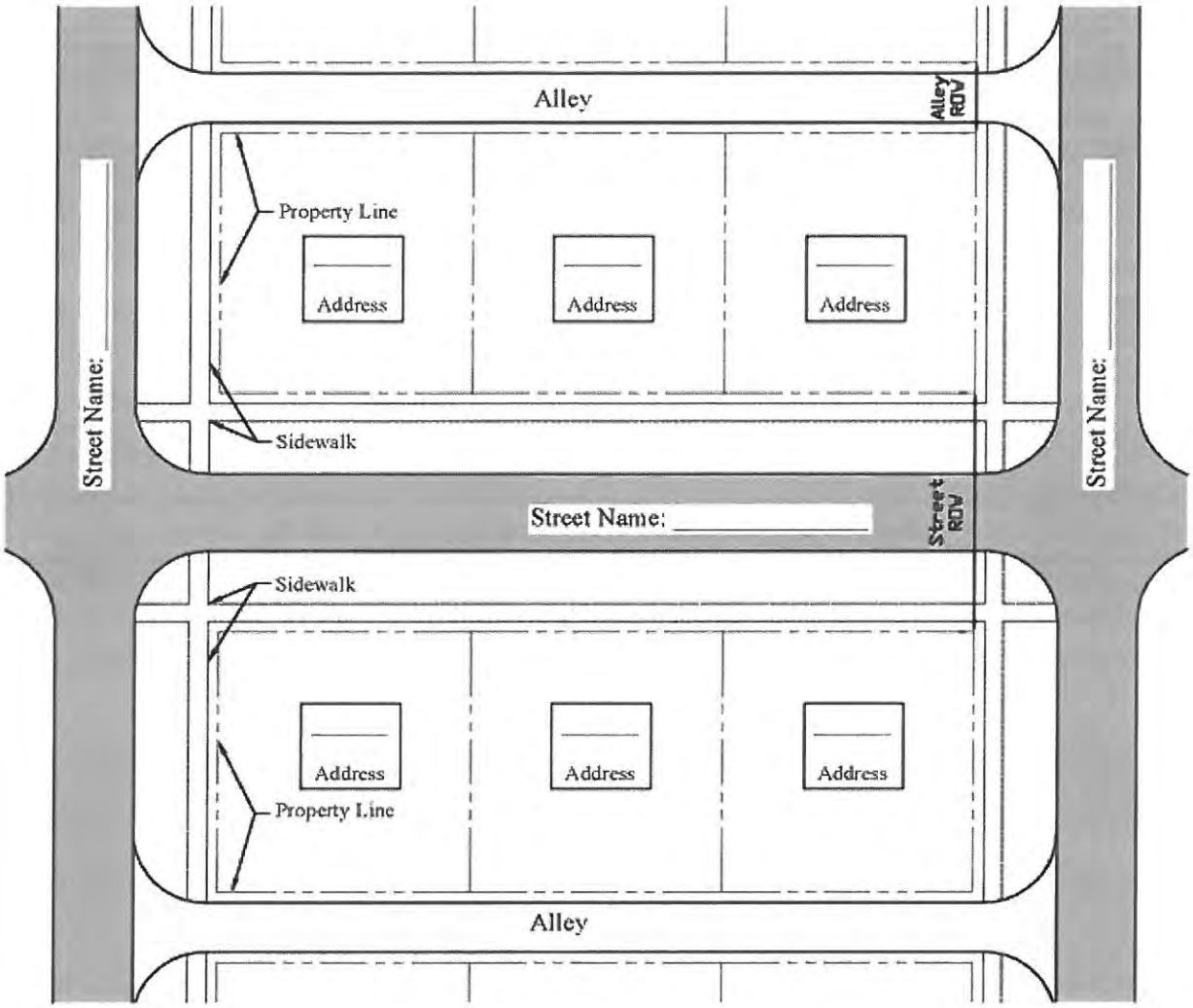
Applicant Signature:_____ Date _____
Signature to Authorize Charge to Credit Card on file with the City Treasurer for this permit only

Standard Permit Conditions for
Construction Work in Public Right-of-Way

The applicant agrees that if granted a permit to perform work within the public right-of-way (ROW) as described in the permit application form, the following stipulations or conditions shall govern.

1. The applicant must file the proper permit application form with the Public Works Building Division at 209 Pearl Street, Council Bluffs, Iowa, 51503
2. All FEES must be paid upon obtaining a permit (see the attached schedule of fees) prior to commencing work.
3. All permits must be obtained prior to commencing construction work within the Public Right-of-Way (ROW). In the case of emergency repairs please consult with the Public Works ROW department concerning the issuance of the proper permits.
4. Individual issued permits will remain on file for 60 days from the approval date of the permit. If the work is not begun during that time, the permit will become null and void with the exception of sites where the work is phased. A new permit will have to be obtained at the time the work is to be done for permits that expire.
5. The applicant shall notify Iowa One Call at 1-800-292-8989 prior to any excavation for utility locates.
6. All insurance forms shall be current and on file with the City of Council Bluffs prior to a permit being issued and commencement of work.
7. All construction work shall conform to the current edition and any revisions or amendments of the SUDAS Specifications and the City of Council Bluffs Supplemental Specifications.
8. All surfacing shall be replaced to its original condition satisfactory to the Public Works Department. Grass surfaces may be seeded and mulched or sodded.
9. The applicant shall assume all responsibilities for sediment and erosion control during the construction process.
10. Parks Department shall be notified immediately of any damage to tree trunk, limbs, or roots within the drip line of any City tree.
11. The applicant agrees to provide all traffic control measures required. Said applicant shall furnish, erect and maintain the necessary traffic control such as barricades, signs and flaggers as required. All traffic control shall be in accordance with the "Manual on Uniform Traffic Control Devices for Streets and Highways" as adopted by the Iowa Department of Transportation.
12. The applicant shall be responsible for notifying all appropriate departments such as Public Works Traffic Division of any lane closures or street closures. This notification shall be a minimum of 48 hours in advance of the closure.
13. The City ROW shall have a uniform cross slope with a maximum 2% slope from the property line to the back of curb.
14. All sidewalks and sidewalk curb ramps shall meet the Americans with Disabilities Act (ADA) as identified in Chapter 12 of the SUDAS manual.
15. The longitudinal slope of the sidewalk shall match the top of curb line or in the instance where there is no curb the longitudinal slope shall match the apparent centerline of the roadway. Any pavement irregularities such as dips, valley gutters, or potholes shall be ignored. The sidewalk cross slope shall be a maximum 2% with the target cross slope being 1.50%. The sidewalk through the driveway shall meet these cross slope requirements also.
16. The applicant agrees to abide by Supplemental Conditions attached to the permit.
17. Applicant / Contractor shall be responsible for scheduling any required inspections. All inspections require 24 hours advanced notice. The applicant / contractor shall be present during the inspection to answer questions or provide information as requested by the City inspector.
18. An inspection is required prior to the placement of concrete. Placing concrete without a prior inspection is at the risk of the applicant / contractor and burden of proof to standards shall be theirs.
19. Sidewalk and driveway approaches require a final inspection that shall be scheduled with the applicant / contractor present to respond to questions or provide information to the City inspector in order to close out the permit.

Please Indicate on the drawing the location of the work to be completed.



*Additional drawings may be provided to clarify the work to be completed.

Provide additional description or information of features to be constructed:

_____

_____

_____

Typical Information:

Driveway width at property line _____FT.

Distance to street corner or property corner _____FT.

Type of connection _____

Material to be used _____ _____

Material dimensions _____

Other _____