



EXCAVATION ROW PERMIT APPLICATION

69 PINEDALE SOUTH ROAD / PO BOX 709

PINEDALE WYOMING 82941

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

paz@townofpinedale.us

A RIGHT-OF-WAY PERMIT IS REQUIRED IF:

- All excavations within the Town of Pinedale right-of-way (ROW), such as driveway installations, installation and maintenance of utilities, sidewalk, boardwalk, curbs, gutters, and street paving within any street, digging up, breaking, excavating, tunneling, and/or 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.

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:

- Completed Excavation Application including application fee
- 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)
- Financial Guarantee
- 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
- Construction Plan
- Traffic Safety Plan: All traffic control must conform to Municipal Uniform Traffic Control Devices (MUTCD)
- 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
- Pre-Application Meeting and Neighbor Notification
- A copy of the DEQ permit to discharge water (if there will be water discharged into the ROW)
- Any relevant information Planning & Zoning 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 1 year
- 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



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- If the restoration work is not performed in a timely or sufficient manner, 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
- Excavations will not be permitted after November 1st or before April 15th, without special permission from the Town
- Work should generally be performed from 7 a.m. to 7 p.m. 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 Planning & Zoning Administrator 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

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 that work be re-excavated so proper inspection can take place
- 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 must be canceled, please notify Town Hall
- Director of Public Works, Abram Pearce 367-4136
- Planning & Zoning Administrator, 367-4136

RIGHT-OF-WAY PERMIT FEE SCHEDULE

The right-of-way excavation fee and bond schedule are set by resolution. Please contact the Town or refer to townofpinedale.us for the current fee schedule.



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OWNER	PROPERTY OWNER NAME:
	MAILING ADDRESS:
	PHONE: _____ EMAIL: _____
CONTRACTOR	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):
	MAILING ADDRESS:
	PHONE: _____ EMAIL: _____
CONTACT	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):
	MAILING ADDRESS:
	PHONE: _____ EMAIL: _____
LEGAL SITE OF EXCAVATION	LOT: _____ BLOCK: _____ ADDITION: _____
	LOT SIZE / AREA: _____ STREET ADDRESS: _____
	ZONE: _____ PIDN: _____
	LOCATION DESCRIPTION:
RIGHT-OF-WAY EXCAVATION DESCRIPTION	LENGTH OF EXCAVATION (FEET): _____
	TYPE OF WORK: <input type="checkbox"/> WATER/SEWER CONNECTION <input type="checkbox"/> UTILITY CROSSING <input type="checkbox"/> OTHER
	SURFACE: <input type="checkbox"/> UNPAVED <input type="checkbox"/> DIRT AREA <input type="checkbox"/> PAVED <input type="checkbox"/> SIDEWALK
	NUMBER OF CUTS: _____
	WILL GROUNDWATER BE ENCOUNTERED DURING EXCAVATION? <input type="checkbox"/> NO <input type="checkbox"/> YES
	PROPOSED DATES FOR PROJECT: _____
	DESCRIPTION: _____

APPLICATION CHECK LIST

Site Plan Financial Guarantee
 Certificate of Liability Insurance Proof of Workman's Compensation Insurance
 Construction Work Plan Traffic Control Plan
 Pre-Application Meeting and Neighbor Notification
 Copy of the DEQ Permit to Discharge Water (if necessary)

FEES & BOND	PERMIT FEE: _____ BOND AMOUNT: _____
	NAME OF FINANCIAL INSTITUTION: _____
	CERTIFICATE NUMBER: _____
	BOND START DATE: _____ BOND END DATE: _____

I hereby acknowledge that I have read this application and stated that the information contained herein is accurate to the best of my knowledge and agree to comply with all Town Ordinances and State Laws regulating building construction. I agree to contact the Town of Pinedale to schedule all required inspections. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.

Signature _____ Date _____

FOR OFFICIAL USE

PAYMENT:	<input type="checkbox"/> CASH	<input type="checkbox"/> MO	<input type="checkbox"/> CREDIT	<input type="checkbox"/> CH#	DATE: _____
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