

EXCAVATION PERMIT CHECKLIST

Complete These Forms

- ST. LOUIS COUNTY/MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION
- EXCAVATION PERMIT APPLICATION
- INCIDENTAL USE/ROW LICENSE AGREEMENT

Present These Documents

- Two (2) copies of drawing showing location of excavation
- Proof of \$3.0 Million Comprehensive Liability Insurance when required by the City.

Pay These Fees (due prior to processing)

- \$45.00 Fees (\$20.00 Permit + \$25.00 Inspection)
- Deposit:
 - \$500.00 Refundable Deposit – Boring or Disturbing Area
 - OR
 - \$1000.00 Refundable Deposit – Cutting Pavement

CITY OF FENTON
625 NEW SMIZER MILL ROAD
636-349-8110
636-343-5657 FAX

REQUIREMENTS FOR AN EXCAVATION

1. **No street or right-of-way opening shall be made on public streets within the City of Fenton without first obtaining a permit from the Community Development Department.** Applicant shall furnish proof of a minimum of \$3.0 million general liability insurance. This shall be provided to the City for protection against all claims for possible damage caused by the work.

| | | |
|----------------------|---------------------------|-------------------------------------------------------------------------------|
| Fee Schedule: | Permit: | \$20.00 |
| | Inspection: | \$25.00 |
| | Refundable Deposit | \$500 – Boring or Disturbing Area \$1,000 – Cutting Pavement |

Inspections: Three inspections by the City are required while the work is in progress to ensure the work is completed according to City codes. Work that is completed without inspections may result in providing evidence that the work was performed according to code and may be costly. Please call this office for the following inspections:

1. When the area is dug out
2. Framed with rock down
3. While pouring concrete or laying asphalt. **One-day notice is necessary.**

When the work, cleanup and restoration of the disturbed area has been completed, call our office (636-349-8110) for a final inspection. An inspection will be performed to ensure the disturbed area has been restored to its original condition. If approved, the refund will be mailed to the applicant in approximately ten days.

2. Before the work can begin, applicant must notify Missouri One Call (1-800-344-7483), Missouri American Water Co. (314-991-3404), and Charter Communications (636-207-7011).
3. In residential areas, landscaped areas must be restored to the same condition as it was previous to the excavation, which means that all lawn areas must be re-established by sodding with a high quality sod blend and not by seeding.
4. Any and all excavations in a **street** shall be done in accordance with the following specifications and requirements:
 - Except in the case of emergencies, no excavation will begin without 72 hours notice to the City of Fenton's Planning and Zoning Department regarding starting time and location. This information is necessary for proper notification to the Police, Public Works Department and the Fenton Fire Protection District.
 - Saw cut pavement 1' wider on both sides than intended excavation to allow for a 1' lip of undisturbed soil on both sides. This shall only apply to pavement which is more than 5 years old. Concrete pavement 5 years old or less shall require full slab replacement.
 - Pavement shall be removed by hand to prevent chipping, scarring or other damages from

occurring to the saw cut edges. Should any damages occur to edges during excavation, the pavement shall be re-cut to allow for damaged area to be removed.

- Permittee will be required to place around openings, excavations or obstructions such barriers, barricades, lights, warning flags and danger signs as may be required by the Public Works Department to protect the safety of the general public.
- No opening or excavation in any street shall extend beyond the centerline of the street before being backfilled and the surface of the street made passable to traffic. A minimum of one lane of traffic shall be provided on all streets at all times.
- Where one lane of traffic is necessary, it shall be flagged until both lanes can be opened to traffic.
- No **cleated** equipment shall be used on the pavement.
- Excavation may be temporarily closed with metal plates which must be securely tacked. This temporary closure shall not remain for more than 3 consecutive days.
- After an excavation begins, the work shall be executed in a diligent and expeditious manner. When completed, the street shall be restored to its original condition so as not to obstruct public places or travel thereon more than is reasonably necessary.
- Street shall be permanently restored within a period of time not to exceed 10 days from the date of completion of the project.
- Excavated material shall be replaced with backfill in layers or courses not to exceed 12" in compacted thickness; and, shall be compacted using pneumatic tampers, vibrators, compactors or other approved means to a level 16" below top of pavement. **Compaction by water will not be permitted.**
- Base shall consist of a compacted thickness of 4" of 1" minus.
- Concrete pavement shall be replaced with 7" (residential) and 9" (commercial) of consolidated 6 sack Meramec concrete with a slump not to exceed 5". If applicant wishes to be able to open the roadway earlier (in three days instead of seven) 7 sack Meramec concrete may be used for early strength.
- Asphalt pavement shall be replaced with consolidated 6 sack Meramec concrete with a slump not to exceed 5" and at a thickness of 8" leaving 2" for "C" mix overlay. Concrete shall be primed and fabric installed as necessary prior to topping with a compacted thickness of type "C" mix asphaltic concrete equal to that of the adjacent area.

5. General regulations for all **driveways**.

- All driveways must be paved with concrete or asphaltic materials.
- Any portion of all driveways **in the right-of-way** shall be paved with concrete.
 - Driveways connecting a Residential Lot to the edge of pavement of the adjacent Street shall be a minimum of six (6) inches of concrete on four (4) inches of compacted aggregate base.

- Driveways connecting a Commercial/Business, Multi-Family Complex, or Industrial Lot to the edge of pavement of the adjacent Street shall be a minimum of eight (8) inches of concrete on four (4) inches of compacted aggregate base.
- Driveways constructed of concrete and located on a Residential Lot shall be a minimum of four (4) inches on four (4) inches of compacted aggregate base.
- Driveways constructed of Asphalt and located on a Residential Lot shall be a minimum of four (4) inches of Type "C" Asphalt on six (6) inches of compacted aggregate base.
- Driveways constructed of concrete and located on a Commercial/Business, Multi-Family Complex, or Industrial Lot shall be a minimum of six (6) inches in depth on four (4) inches of compacted aggregate base.
- Driveways constructed of Asphalt and located on a Commercial/Business, Multi-Family Complex, or Industrial Lot shall be a minimum of four (4) inches in depth on six (6) inches of compacted aggregate base.

Exception: Driveways in the "R-1" Single Family Residential Districts shall be exempt from the surface requirements on private property.

6. Permittee shall be held responsible for all costs and expenses due to defective workmanship and/or materials resulting in defective pavement for a period of one year after the date of completion of the excavation.
7. If surface restoration requires repairs, the permittee shall be notified and is expected to make necessary repairs. If, however, a defect presents a condition too hazardous to be left while this procedure is followed, City crews will make immediate corrections and charge the permittee for the cost of the work at unit prices.
8. To ensure adherence to these requirements, the City is to be notified 24 hours prior to backfilling and again before installation of concrete.
9. Permittee shall be held responsible for any injury to persons or damage to property during progress of the work and for a period of 14 days after the City has been notified that the backfilling has been completed.
10. Failure to notify the City prior to backfilling of excavation or failure to meet any and all provisions of the ordinance and the accompanying requirements may result in the forfeiture by the contractor of the excavation deposit.

General regulations for **sidewalks:**

- Sidewalks shall be replaced from joint to joint.
- Sidewalks shall be constructed of Portland Cement Concrete with a thickness of at least 4" (except at driveways where the thickness shall be at least 6") on a base consisting of a compacted thickness of 4" of 1" minus.

ST. LOUIS COUNTY / MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION

| | |
|----------------------------|-------------------|
| Application Date: _____ | Permit No.: _____ |
| Dep \$ _____ Fee \$ _____ | Total: _____ |
| Payment Method: _____ | |
| Deposit Refund Date: _____ | |

CITY OF FENTON, 625 New Smizer Mill Road, Fenton, MO 63026

PLEASE PRINT

PROJECT INFORMATION:

Parcel Address: _____ Locator # _____
 Project Address _____
 Tenant Name: _____
 Description of Work: _____ Sq. Ft.: _____

Property Owner Name
& Address: _____

Prop. Owner Phone No.: _____

Applicant Name & Address: _____

Applicant Phone No.: _____
Applicant Email: _____

Municipal and St. Louis County Approval*:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> New Construction <input type="checkbox"/> Additions <input type="checkbox"/> Land Disturbance <input type="checkbox"/> Sign Permit <input type="checkbox"/> Interior Finish/Remodel | <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Occupancy <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____ |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Municipal Approval Only:

Parking Lots
 Excavation
 Clearing
 Other: _____

Is this project located in a Floodplain? No: _____ Yes: _____ Rating: _____

Value of construction: \$

Applicant Signature _____
Print Name _____

* I certify that I am the Property Owner/Agent for the owner and/or otherwise authorized to perform this work.

***Note:** Applicants for building permits must submit this form and a site plan approved, signed, and dated by the City of Fenton at the time the building permit application is submitted to St. Louis County, Department of Public Works.

| | | |
|---------------------------------------|-----------|---------------|
| Zoning Classification: | Approved: | Not approved: |
| Comments: | | |
| Zoning Signature: | Date: | |
| <i>Community Development Director</i> | | |

ST. LOUIS COUNTY PERMIT APPLICATION NUMBER: _____

CITY OF FENTON
 625 NEW SMIZER MILL ROAD
 FENTON, MO 63026
 (636) 349-8110

EXCAVATION PERMIT APPLICATION

(Please type or print)

| | |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| DATE OF APPLICATION: _____ | PERMIT NO.: EX- _____ - _____ |
| PROJECT ADDRESS: _____ | |
| APPLICANT: Name: _____ | Phone: _____ |
| Address: _____ | City: _____ State: _____ Zip: _____ |
| INSURANCE CARRIER: _____ | Address: _____ Phone: _____ |
| Certificate of Insurance Must Be Provided | |
| PLUMBING CONTRACTOR: _____ | Address: _____ Phone: _____ |
| DRAINLAYER CONTRACTOR: _____ | Address: _____ Phone: _____ |
| GENERAL CONTRACTOR: _____ | Address: _____ Phone: _____ |
| SUBCONTRACTOR: _____ | Address: _____ Phone: _____ |
| NUMBER OF EXCAVATIONS: _____ | DEPTH OF EXCAVATION: _____ LENGTH OF EXCAVATION: _____ |
| IS STREET TO BE CLOSED? Y N | ARE PLANS ATTACHED? Y N |
| TYPE EXCAVATION: _____ Water Tap _____ Sewer Tap _____ Boring _____ Septic Tank _____ Other _____ | |
| TYPE OF BACKFILL: _____ METHOD OF COMPACTION: _____ | |
| DESCRIPTION OF WORK: _____ | |
| NOTE: Inspections shall be requested 24 hours in advance by calling 636-349-8110 | |
| I hereby certify that the above information is correct | Applicant is: _____ Authorized Agent |
| | _____ General Contractor |
| | _____ Plumber License No. _____ |
| | _____ Drainlayer License No. _____ |
| Signature of Applicant _____ | _____ Other _____ |

| | |
|----------------------------------|----------------|
| <small>(Office Use Only)</small> | |
| FEES: Permit _____ | REMARKS: _____ |
| Inspections _____ | _____ |
| Deposit _____ | _____ |
| Total _____ | _____ |

| | | |
|------------------------------|------------------------------------|----------------------------------------|
| Zoning Classification: _____ | Approved: <input type="checkbox"/> | Not Approved: <input type="checkbox"/> |
| COMMENTS: | | |
| Approval Signature _____ | | Date: _____ |

Incidental Use/ROW License Agreement

Licensee agrees that its use of the ROW, as authorized by this license, is subject to the applicable ordinances of the City of Fenton and agrees to comply with the same.

As a condition of use of the ROW for an incidental use, the Licensee shall be solely responsible and liable for the maintenance and repair of _____, near or at _____, at its expense, and Licensee agrees that the City shall have no obligation or responsibility to maintain or repair the same.

Licensee further agrees that he/she is liable for all damages to the ROW or other property caused or in any way arising out of Licensee's use of the ROW authorized by this license. Any such damage shall, at the City's discretion, either (1) be fully repaired by the Licensee to the City's satisfaction at no cost to the City or (2) the Licensee shall reimburse the City for all of its costs associated with repair of the same.

As a condition of use of the ROW, Licensee agrees, to defend, indemnify, and hold harmless the City, its officers, engineers, representatives, agents and employees from and against any and all liabilities, damages, losses, claims or suits, including costs and attorneys' fees, for or on account of any kind of injury to person, bodily or otherwise, or death, or damage to or destruction of property, or any other circumstances, sustained by the City or others, arising from Licensee's use of the ROW. To the extent required by law to enforce this provision, Licensee agrees that this indemnification requires Licensee to obtain insurance.

Applicant Name

Applicant Signature

Date