



**PUBLIC WORKS DEPARTMENT
Encroachment / Excavation Permit Application**

YOU ARE REQUIRED TO HAVE THIS PERMIT IF: You plan to conduct work of any kind within the City’s Right-of-Way, dedicated public easements as well as City property, combined and here and after referred to as the City Managed Property, or “CMP”. This includes but is not limited to: Flagging Operations, Facility and Utility installations, grading, as well as any other process or procedure that requires access and use of the City CMP. PERMIT INSTRUCTIONS & PROCESS DESCRIPTION ARE INCLUDED ON PAGE 3 & 4 OF THIS FORM.

PERMIT ADDRESS OR LOCATION – Describe the location and the limits of the area where Applicant is requesting to perform work in the CMP: _____

This Permit is requested for permission to perform the following activities within the CMP: _____

PERMIT WINDOW REQUESTED: From: ____/____/____ To: ____/____/____

Hours work will be performed: From- ____:____ am/pm To- ____:____ am/pm

No work will be allowed before 7:00 AM and after 6:00 PM unless emergency conditions exist and are approved in writing by the Salem City Engineer. Emergency condition approval must be attached to this permit, and a copy of this permit must remain on the job at all times during construction. If emergency is life threatening, verbal permission may be given by the City Engineer or a City Police Officer if necessary with written documentation of who approved the work, when and what circumstances required emergency work. Send the permission information to the Salem City Engineering Department as soon as possible, and attach a copy with the onsite permit.

Project Manager (General Contractor): _____ Business Phone: _____
 Authorized Representative: _____ Title: _____ Mobile Phone: _____
 Address: _____ Email Address: _____

Facilities Owner (Company Name): _____ Business Phone: _____
 Owner’s Representative: _____ Title: _____ Mobile Phone: _____
 Owner’s Address: _____ Email Address: _____

Sub-Contractors Name: _____ Business Phone: _____
 Representative: _____ Title: _____ Mobile Phone: _____
 Applicant’s Address: _____ Email Address: _____

List all Sub-Contractors; attach extra pages as needed.

Permit is hereby granted to the applicant subject to the following City of Salem Requirements for the accommodation of utilities and facilities within the CMP: All construction under this permit shall adhere to the latest version of the American Public Works Association standards or Salem City Design Standards, whichever are more stringent. Applicant is responsible for obtaining, having on site and adhering to all applicable drawings & specifications, State Occupational Safety and Health Laws, Manual on Uniform Traffic Control Devices (MUTCD) and all other applicable rules and requirements must be adhered to and maintained at all times.

PRECONSTRUCTION MEETING – The City will reserve a time and the appropriate City personnel will be present for pre-construction meetings which will be held prior to a permit being issued and prior to any work within the CMP. The only exception to this requirement will be minor projects with minor impacts which may only require a site visit with the applicant as approved by the Salem City Engineer or designee. Even in this case, the meeting must be documented on this permit. For larger projects, notify all affected entities/utilities of the preconstruction meeting date and time with a documented request that a representative of each entity be present for larger projects. If the pre-construction meeting date and or time needs to be changed after application is approved, it must be re-scheduled with the Salem City Engineer prior to any work being conducted in the CMP.

PRECONSTRUCTION MEETING DATE: _____ **TIME:** _____ **am/pm LOCATION:** _____

UPON APPROVAL OF THE PERMIT, TWENTY FOUR HOUR NOTICE IS REQUIRED BEFORE STARTING WORK UNLESS EMERGENCY CONDITIONS EXIST. CALL SALEM CITY PUBLIC WORKS INSPECTOR AT (801)-423 2770 EXT #208. ALL UTILITY ADDITIONS AND TRENCHES MUST BE INSPECTED PRIOR TO BACK FILLING. CURB, GUTTER & SIDEWALK INSTALLED IN THE CMP MUST BE INSPECTED PRIOR TO POURING OF ANY CONCRETE. INSPECTIONS SHALL BE PERFORMED ONLY DURING SALEM CITY'S REGULAR BUSINESS HOURS.

(The information in this box is to be completed by the Salem City Engineer or his/her designated representative)

REQUIREMENTS CHECKLIST	Submitted		Submitted
<input type="checkbox"/> SITE PLAN*	_____	<input type="checkbox"/> PUBLIC WORKS INSPECTIONS	_____
<input type="checkbox"/> TRAFFIC CONTROL PLAN	_____	<input type="checkbox"/> HOLD HARMLESS FORM*	_____
<input type="checkbox"/> EXCAVATION PLAN (INCLUDE DIMENSIONS)	_____	<input type="checkbox"/> CERTIFICATE OF INSURANCE	_____
<input type="checkbox"/> SWPPP	_____	<input type="checkbox"/> PERMIT BOND	_____
<input type="checkbox"/> CLEANUP & RESTORATION PLAN*	_____	<input type="checkbox"/> PERFORMANCE BOND	_____
<input type="checkbox"/> MATERIAL QUALITY/QUANTITY	_____	<input type="checkbox"/> ENCROACHMENT AGREEMENT	_____
<input type="checkbox"/> BACKFILL PROCEDURES	_____	<input type="checkbox"/> PUBLIC NOTIFICATION	_____
<input type="checkbox"/> STORM WATER MITIGATION PLAN	_____	<input type="checkbox"/> UTILITIES/ENTITIES NOTIFICATION	_____
<input type="checkbox"/> COMPACTION REQUIREMENTS	_____	<input type="checkbox"/> INSPECTION FEE	_____
<input type="checkbox"/> ROADWAY PATCHING & CG & S	_____	<input type="checkbox"/> EMERGENCY, FIRE AND SAFETY ISSUES ADDRESSED	_____
Minimum permit fee is \$50.00 plus asphalt cut (see table below):			
Years since Resurfaced:			
0-1	\$0.60 per sq. ft.		
1-3	\$0.40 per sq. ft.		
4+	\$0.30 per sq. ft.		
OTHER CONDITIONS AND/OR LIMITATIONS: _____			

- **ALL ITEMS THAT HAVE A CHECK IN THE BOX ARE REQUIRED, AND MUST BE SUBMITTED AND APPROVED PRIOR TO ANY WORK TAKING PLACE IN THE CMP, WITH THE EXCEPTION OF ITEMS THAT ARE COMPLETED DURING THE PROCESS OF THE PROJECT.**
- **BOXES THAT HAVE NOT BEEN CHECKED ARE NOT REQUIRED FOR YOUR PERMIT TO BE APPROVED.**

SPECIAL LIMITATIONS:

***This Permit and/or agreement, provides the Applicant Salem City's approval only.** You are responsible for obtaining clearance from all other applicable Governing Bodies, Service Districts as well as affected property owners, encompassed within your project area.

***All road closures must be conducted according to MUTCD rules and guidelines and the approved traffic control plan including certified flaggers during the entire closure period.**

***Other permits may be required by the Salem City and other entities depending on location and conditions of the project area.**

I the applicant agree that once the permitted work begins, I will diligently pursue the completion of the work in the CMP and in associated work zones. All work shall be completed and all disturbed surfaces or objects will be restored on or before the end of window date above. Project area will be cleaned up, barricaded, and taped off to identify the work zone in order to protect the public from job hazards at the end of each work day. In the event work is commenced under the permit and the applicant fails or refuses to restore the streets or any other improvements within the CMP to their preconstruction condition or better, the City may, at its election, correct any deficiencies or otherwise complete the work at the expense of the Applicant. Upon receipt of an invoice of the cost incurred by the City, Applicant shall agree to immediately pay the amount due. If action is required to be filed in court to collect the amount due, the applicant shall be liable for the City's cost and fees, including any and all attorney's fees.

By applying for, and the City issuing this Permit, the Applicant agrees to comply with all instructions, conditions, requirements, and regulations of the City of Salem with respect to performance of the work described in the Permit. Applicant will properly control and warn the public of said work within the CMP and work zones to prevent any accidents. Applicant shall defend, indemnify and hold the City harmless from all damages or claims, including attorney's fees arising out of any and all actions performed under this permit by applicant, and their employees, agents, or contractors, including failure to comply with the terms and conditions in this permit. Applicant shall be required to pay for all required City inspection fees. Applicant shall not perform any work in the CMP beyond the area indicated on this Permit.

If Applicant fails to comply with the City's regulations, specifications, or instructions pertinent to this Permit, the City Engineer, Public Works Inspector or their duly authorized representative may suspend the work by verbal order until the violation is corrected. If applicant fails or refuses to promptly comply, the City Engineer, Public Works Inspector or their authorized representative may issue a written order stopping all or any part of the work. When satisfactory corrective action is taken, an order permitting resumption of work may be issued.

Permit #: _____

By carrying out the activities allowed under this permit, I, the applicant, understand that all provisions, limitations and restrictions of the permit and any related attachments must be strictly adhered to. I also understand and agree to all penalties for failing to comply with all aspects of this permit. I further understand that I am required to review and understand this permit in its entirety including all applicable attachments.

Applicant's Authorized Representative: _____ Date: _____

Approved by (City Engineer Representative): _____ Date: _____ **PERMIT #** _____

Permitted Work Completed: _____ **Date:** _____