



### RIGHT OF WAY PERMITS ARE REQUIRED FOR

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



## EXCAVATION ROW PERMIT APPLICATION

61 PINEDALE SOUTH ROAD, WYOMING 82941-709

PHONE: (307) 367-4136

FAX: (307) 367-2578

- If the restoration work is not performed in a timely or sufficient manner then 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.
- Emergency Excavations will be required to sign the "Emergency waiver" prior to commencing. Businesses who regularly perform emergency excavations are encouraged to have an extra bond on file for such times.
- Excavations will not be permitted after November 1st or before April 15th, without special permission from the Town.
- Work is limited to 7 am to 7pm 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 Town Engineer 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 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 need be canceled, notify Town Hall.
- Town Engineering and Zoning, Hayley Ryckman 367-4136 (backfill design)
- Public Works Department, Josh Wilson 367-2348 ( inspections)

### 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.



**TOWN OF**  
**PINEDALE**  
**WYOMING**

EXCAVATION ROW PERMIT APPLICATION

61 PINEDALE SOUTH ROAD, WYOMING 82941-709

PHONE: (307) 367-4136

FAX: (307) 367-2578

<b>OWNER</b>	PROPERTY OWNER NAME:
	MAILING ADDRESS:
	PHONE: <span style="float: right;">EMAIL:</span>
<b>CONTRACTOR</b>	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):
	MAILING ADDRESS:
	PHONE: <span style="float: right;">EMAIL:</span>
<b>CONTACT</b>	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER):
	MAILING ADDRESS:
	PHONE: <span style="float: right;">EMAIL:</span>
<b>LEGAL (site of excavation)</b>	LOT: <span style="margin-left: 100px;">BLOCK:</span> <span style="float: right;">ADDITION:</span>
	LOT SIZE / AREA: <span style="float: right;">STREET ADDRESS:</span>
	ZONE: <span style="float: right;">PIDN:</span>
	LOCATION DESCRIPTION:

<b>ROW EXCAVATION DESCRIPTION</b>	LENGTH OF EXCAVATION (feet):
	TYPE OF WORK: <input type="checkbox"/> WATER/SEWER CONNECTION <input type="checkbox"/> UTILITY CROSSING <span style="margin-left: 150px;"><input type="checkbox"/> OTHER</span>
	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

A copy of the DEQ permit to discharge water (if necessary)

<b>FEES AND BOND</b>	PERMIT FEE:
	BOND AMOUNT: <span style="float: right;">NAME OF FINANCIAL INSTITUTION:</span>
	CERTIFICATE NUMBER: <span style="float: right;">BOND START DATE:</span> <span style="float: right;">BOND END DATE:</span>

*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 TOWN USE**

PAYMENT:  CASH  MO  CREDIT  CH#



Property Address: \_\_\_\_\_  
Permit Number: \_\_\_\_\_

# INSPECTION FORM

The Contractor shall provide a 24 hour inspection notice to the Town at 307-367-4136.

**New Water Services**

**New water connection**

\_\_\_\_\_ Spec reference 1,2, and 7

**Water meter pit inspection prior to backfill (spec reference 3 and 4)**

\_\_\_\_\_ Top of meter pit is level to the ground, and will drain away from pit

\_\_\_\_\_ Pit is level, and placed on concrete support blocks and bedded in clean drain rock

\_\_\_\_\_ Pit and water connections are installed in correct orientation (inlet and outlet)

\_\_\_\_\_ Pressure test passes

**Water meter installation**

\_\_\_\_\_ Meter installed and AMR programed

\_\_\_\_\_ Water and sewer billing established

**New Sewer Service**

\_\_\_\_\_ Spec reference 5, 6, 7

**Demolitions**

**Water Service**

\_\_\_\_\_ Water service is off and the meter AMR is deactivated properly

\_\_\_\_\_ Water service is disconnected and capped in the horizontal at the property line.

If an exception is granted, provided details below and an attachment.

**Sewer Service**

\_\_\_\_\_ The sewer service should be disconnected and capped in the horizontal at the property line.

**Right of Way Excavation**

\_\_\_\_\_ Inspection prior to backfill

\_\_\_\_\_ Surface work reviewed and meets standard

\_\_\_\_\_ Reviewed to lift bond

**Setback Certification**

\_\_\_\_\_ Required by licensed surveyor OR \_\_\_\_\_ Completed by town, attach sketch with setbacks

**Grease Trap Installation**

\_\_\_\_\_ Submittal of grease trap specification

\_\_\_\_\_ Inspection of trap

\_\_\_ **A map showing water and sewer utility locations for new construction and demolitions should be attached.**

Once this form is completed, it shall be filed with the permit.