

## **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**

- 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 \$2.0 million general liability insurance. This shall be provided to the City for protection against all claims for possible damage caused by the work.

<b>Fee Schedule:</b>	<b>Permit:</b>	<b>\$20.00</b>
	<b>Inspection:</b>	<b>\$25.00</b>
	<b>Refundable Deposit</b>	<b>\$500 – Boring or Disturbing Area \$1,000 – Cutting Pavement</b>

**Inspections:** Three inspections by the City of Fenton Project Manager 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.
  - Residential driveways shall be a minimum of 6" of concrete within the right-of-way on 4" of compacted aggregate base.
  - Commercial and industrial driveways (including multi-family) shall be a minimum of 8" of concrete within the right-of-way on 4" of compacted aggregate base.
- Residential driveways constructed of concrete shall be a minimum of 4" on 4" of compacted aggregate base on private property.
- Residential driveways constructed of asphaltic materials shall be a minimum of 4" of Type "C" asphalt on 6" of compacted aggregate base on private property.
- Commercial and industrial driveways (including multi-family) constructed of concrete shall be a minimum of 6" in depth on private property on 4" of compacted aggregate base.
- Commercial and industrial driveways (including multi-family) constructed of asphaltic materials shall be a minimum of 4" in depth on 6" of compacted aggregate base on private property.

*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 Planning and Zoning Department has been notified that the backfilling has been completed.
- 10.. Failure to notify the City of Fenton's Planning and Zoning Department 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:**

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:**

**Municipal Approval Only:**

<input type="checkbox"/> New Construction	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Grading/Excavation
<input type="checkbox"/> Additions	<input type="checkbox"/> Occupancy	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Mechanical (exterior units)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Demolition	
<input type="checkbox"/> Interior Finish/Remodel	<input type="checkbox"/> Other: _____	

Is this project located in a Flood Plain? No: \_\_\_\_\_ Yes: \_\_\_\_\_ Rating: \_\_\_\_\_

Value of construction: \$  

**Applicant Signature** \_\_\_\_\_  
**Print Name** \_\_\_\_\_

Note: Applicants for building permits must submit this form with four (4) copies of the site plan approved, signed and dated by the municipal official 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: \_\_\_\_\_

# EXCAVATION PERMIT APPLICATION

(Please type or print)

DATE OF APPLICATION: _____	<b>PERMIT NO.:</b> 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: _____	
<b>NOTE:</b> Inspections shall be requested 24 hours in advance by calling 636-349-8110	
<b>I hereby certify that the above information is correct</b>	Applicant is: _____ Authorized Agent _____ General Contractor _____ Plumber License No. _____ _____ Drainlayer License No. _____ _____ Other _____
<b>Signature of Applicant</b> _____	

(Office Use Only)	
FEES: Permit _____	REMARKS: _____
Inspections _____	_____
Deposit _____	_____
Total _____	

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

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