



424 N. Sappington Road Glendale, Missouri 63122 (314) 965-3600 fax (314) 965-4772

APPLICATION FOR RIGHT-OF-WAY CONSTRUCTION/EXCAVATION PERMIT

Applications must be submitted with a \$50.00 permit fee and a scaled site plan or survey showing proposed work on right-of-way. To protect against damage to City right-of-way, a refundable escrow payment of one thousand dollars (\$1,000.00) for each separate and distinct excavation is required. Escrow payments must be paid via a check or money order. If you would also like to pay the fee by check, two separate checks for the fee and the escrow payment are required. *Additional information regarding permits is available on page 2.*

Location/Property Address: _____

Applicant (Contractor or Property Owner): _____

Applicant Address: _____

Applicant Phone & Email _____

Type of Construction:

- Driveway/Curb Cut Storm Water Discharge Retaining Wall
- Utility Excavation Sidewalk Grading/Landscaping
- Other Modification

Project Description: _____

Is work area located in street? ____ Yes ____ No

Will this work require a lane or street closure? ____ Yes ____ No

Purpose or Nature of Work: _____

Utility or Contracting Company Name: _____

Utility or Contracting Company Address: _____

Contact Person: _____ Phone (Office): _____

(Cell) _____

Dimensions of Excavation _____ **Wide x** _____ **Long x** _____ **Deep**

The City of Glendale Public Works Department has a maximum of 48 hours to perform pre-construction inspection of work area, after which time this permit will be either issued or denied. No work can take place until permit issuance. Permits will expire after 90 days from date of issuance. After work has been completed the Public Works Department must complete a post construction inspection of the work area in order for deposit/escrow release.

\$50.00 Fee _____ \$1,000.00 Escrow _____ Recv'd by _____

Estimated Cost of Construction \$ _____

Signature of Applicant _____ Date: _____



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OFFICE USE ONLY

Engineered Plans Required: YES NO

Other conditions of approval: _____

Application approved _____ Date: _____

Public Works Inspector

Driveway Apron Form Construction Inspection: APPROVED DENIED Date: _____

Post Construction Inspection: APPROVED DENIED Date: _____

Signature _____

Public Works Inspector

ARTICLE IV. EXCAVATIONS AND CONSTRUCTION

SECTION 520.220: DEFINITIONS

As used in this Article, the following terms shall have these prescribed meanings:

STREET OR DRIVE: For the purposes of this Article, shall be considered to be that portion set aside for a thoroughfare over which pedestrians, private or public vehicles may pass inclusive of walk or grassed area between walk and paving and between walk and private property, whether public or private, and consisting of a combination of road and utility easements.

CONSTRUCTION: As used in this Article, is more particularly described as and is intended to refer to the following types of construction done on any public street or easement:

Street construction, driveway construction (that part of the driveway which is located on public property); breaking of any street curb; construction of sidewalks (whole or in part); construction of any retaining wall; construction of any fence or setting of any posts of any type or construction; grading on public or private property where public street is used or crossed; construction of any storm or sanitary sewers located in any public street or easement; relocation of any storm or sanitary sewer; connection with any storm or sanitary sewer; or any type of work of any kind whatsoever done on any street or easement. (R.O. 2010 §§535.060, 535.230(D); C.O. 1948 c. 7 §§2-1--2-4; CC 1970 §§28-6, 28-23; Ord. No. 876 §1, 1-13-50; Ord. No. 1245 §1, 5-24-61)

SECTION 520.230: PERMIT REQUIRED -- APPLICATION

Every person before making any excavation or construction for any purpose whatsoever in the streets or drives, alleys or other public places in the City, shall procure from the City a permit, which permit shall only be granted when in the opinion of the City the excavation requested is necessary. Each separate and distinct excavation shall require a permit. Such application shall describe the work to be done and the size and location of any proposed excavation. (R.O. 2010 §535.240; CC 1970 §28-24; Ord. No. 1245 §2, 5-24-61)

SECTION 520.240: PERMIT FEES -- DEPOSITS GENERALLY -- INSURANCE -- BONDS

- A. A permit under this Article shall be issued by the City Administrator upon receipt of:
 - 1. A written request.
 - 2. A fee of fifty dollars (\$50.00) paid to the City General Revenue Fund.
 - 3. A deposit of one thousand dollars (\$1,000.00) for each separate and distinct excavation.
 - 4. Proof of adequate insurance and protection to the City against all claims for damages arising from the prosecution of the work.
- B. In lieu of a deposit by cash or cashier's check, the person making the excavation may post a surety bond or escrow agreement, to be approved by the City, which bond or escrow agreement will ensure to the City that the backfill and resurfacing provided for in this Article will be completed by the person making the excavation by the completion date as set forth on the permit. If the backfilling and resurfacing are not completed within the specified completion date, the City may use the deposit bond of this escrow agreement or any necessary portion thereof to complete the backfilling and resurfacing. The provisions of this Section do not apply to the Metropolitan Sewer District. (R.O. 2010 §535.250; CC 1970 §28-25; Ord. No. 1245 §3, 5-24-61; Ord. No. B06-04 §1, 5-17-04)

Note: Please contact City Hall at (314) 965-3600 for inspections. Please give 24-hour's notice when scheduling an appointment for these inspections. Inspections are done Monday – Friday between 7:30 a.m. – 3:00 p.m.