

Excavation & Encroachment Permit Application

Permit # _____

Date _____

Office processed date _____

OWNER INFORMATION

Name: _____

Physical Address: _____

Mailing Address: _____

City, St., Zip: _____

Phone No.: _____

Cell/Work: _____

Email: _____

CONTRACTOR INFORMATION

License# _____

Company: _____

Mailing Address: _____

City, St., Zip: _____

Business Phone No.: _____

Construction Contact: _____

Cell Phone: _____

Email: _____

Job Location (w/nearest cross-streets) _____

Job Dates - from _____ to _____

Job Contact (best contact person on job site): Name _____ Phone: _____

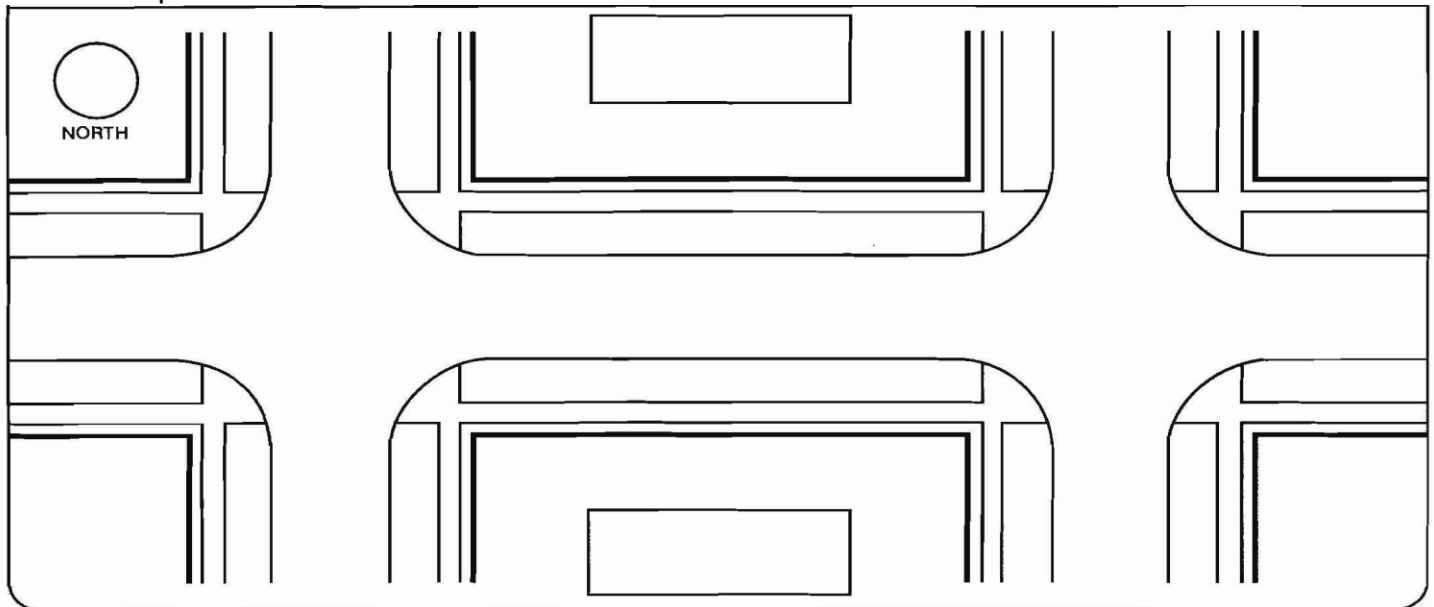
Email: _____ Payment Date: _____ Check # _____

Work Description	Work Type		Traffic Control (Check all that apply & attach plan)	Cut Info (Check all that apply)
<input type="checkbox"/> Install	<input type="checkbox"/> Water	<input type="checkbox"/> Manhole	<input type="checkbox"/> Flaggers	<input type="checkbox"/> Asphalt
<input type="checkbox"/> Repair	<input type="checkbox"/> Sewer	<input type="checkbox"/> Culvert	<input type="checkbox"/> One lane closure	<input type="checkbox"/> Concrete
<input type="checkbox"/> Abandon	<input type="checkbox"/> Electric	<input type="checkbox"/> Ditch	<input type="checkbox"/> Road closure	<input type="checkbox"/> Curb & Gutter
<input type="checkbox"/> Encroach	<input type="checkbox"/> Gas	<input type="checkbox"/> Storm drain	<input type="checkbox"/> Parking restriction change	<input type="checkbox"/> Gravel
<input type="checkbox"/> Bore/Plow	<input type="checkbox"/> Telephone	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Special ROW usage	<input type="checkbox"/> Native material
	<input type="checkbox"/> Cable	<input type="checkbox"/> Right of Way	<input type="checkbox"/> Speed limit reduction	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Communications	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

Are Boring/Trenchless Construction Methods Being Utilized Under This Permit?

___ Yes (Refer to Sections 13, 14, 15, & 26 of the conditions and Requirements portion of this document) ___ NO

Use sketch area provided or attach sketch:



The applicant acknowledges that the information provided herein is accurate to the fullest extent of their knowledge. **FURTHER, the applicant attests that they are familiar with requirements and specifications in the most recently adopted City of Alamosa Construction Standards.**

Applicant Print Name: _____

Applicant Signature: _____ Date _____

Do not write below – Office Use Only

<i>Asphalt</i>	<i>Concrete</i>	<i>Curb & Gutter</i>
Dimensions (sq ft)	Dimensions (sq ft)	Dimensions (sq ft)
Special Instructions:	Special Instructions:	Special Instructions:

Condition and costs:

Permit Fee	\$25
Native material, Gravel excavation, not listed	\$200
Asphalt cut 5-8 yrs	\$150/sf
Asphalt cut 8-10 yrs	\$100/sf
Asphalt cut 10+ yrs: like new; good; fair; poor; severe	\$25/sf; \$20/sf; \$15/sf; \$10/sf; \$5/sf
Sidewalk Cut	\$10/sf, waived with sw replacement
Bore or Plow fee after 10 linear feet	.10 per foot
Operating without an approved permit	\$300/day
Street not opened to traffic by 7:00 p.m. each day	\$150/day
Temporary cold patch not applied in 72 hours	\$50/day
Hot bituminous patch not applied within 15 days	\$50/day
Failure to provide adequate traffic control	\$250/day
Sweeping (road and/or sidewalk)	\$100/hour
Slopes and drainage not restored to original condition.	Cost of repair or \$100 per Sq. Yd.
Road Closure	\$ ADTx\$1.00/day (\$500.00 min.)

	Total Cost:
Permit Fee: _____	\$ 25.00
Condition 1: _____	\$ _____
Condition 2: _____	\$ _____
Condition 3: _____	\$ _____
Condition 4: _____	\$ _____
Condition 5: _____	\$ _____
Condition 6: _____	\$ _____
Condition 7: _____	\$ _____
Condition 8: _____	\$ _____
Condition 9: _____	\$ _____
Condition 10: _____	\$ _____
Subtotal : _____	\$ _____

<i>Permit Fee</i>		
Date: _____		
Amount due: \$ _____		
Cash Receipt # _____		
Check Receipt # _____		
Invoice #(if bill to) _____		
APPROVED City Representative Name: _____	Sign: _____	Date: _____
PERMIT EXPIRES		

<i>Initial Inspection (if needed)</i>	<i>Final 2-Year Inspections (Required)</i>
Date: _____	Date: _____
Streets: <input type="checkbox"/> Pass <input type="checkbox"/> Fail Water/Sewer: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Inspector _____	Inspector _____
Notes _____	Notes _____

Must be submitted with application:

CONTRACTORS: Proof of Insurance and Active Insurance Bond (See #3)

ALL WORK: TRAFFIC CONTROL PLANS (See #12) and SKETCH OF PROPOSED WORK OR PLAN & PROFILE DOCUMENT WHERE REQUIRED (See #29).

CITY OF ALAMOSA RIGHT-OF-WAY PERMIT CONDITIONS & REQUIREMENTS

Street Pavement Preservation

After any street has been newly constructed, reconstructed, or paved, the newly paved surface shall not thereafter be cut or opened for a period of **5 years**. The Public Works Director may grant exemptions to this prohibition in order to facilitate development on adjacent properties, provide for emergency repairs to subsurface facilities, provide for underground service connections to adjacent properties or allow the upgrade of underground utility facilities. (Guidelines for this exception can be found in the City of Alamosa 2022 Construction Standards).

General Conditions and Standards

The following requirements must be met for all excavations and/or encroachments within City of Alamosa Right-of-Way (ROW).

1. All construction within City of Alamosa rights-of-way shall comply with the latest edition of the City of Alamosa Design Criteria and Construction Specifications Manual.
2. A permit fee of **\$25.00 + condition cost** must be paid to the City before a permit will be issued.
3. Contractors must have proof of insurance and active insurance bonds provided by a federally certified bonding company or provide a certified check in the amount specified by the Public Works Director, at their discretion, but not to exceed 125% of the estimated cost of repairs to the city right-of-way prior to the permit being issued. Contractors must have an active business license with the City and produce evidence of general liability insurance coverage for the work with limits of not less than five hundred thousand dollars (\$500,000) per occurrence.
4. The Permittee shall not be eligible for an excavation permit without first having obtained a City of Alamosa contractor's license, available through the public works department. **SAID LICENSE SHALL BE SUBJECT TO REVOCATION FOR FAILURE TO COMPLY WITH ALL REQUIREMENTS OF AN EXCAVATION PERMIT INCLUDING FAILURE TO APPLY.** Exception: private citizens may excavate sidewalks adjacent to their property without being a licensed contractor within the City of Alamosa for the purpose of repairing or replacing said sidewalk. However, all construction shall abide by the standards set forth in the current City of Alamosa construction specifications pertaining to sidewalks.
5. The permittee shall perform any other requirements deemed necessary by the Director of Public works or Designated Representative for the particular circumstances of the project and so specified hereon.
6. If the asphalt is between five years and eight years old, a fee of \$150.00 per square foot will be charged. If the asphalt is between eight years and ten years old, a fee of \$100.00 per square foot will be charged. If the asphalt is over ten years old, square foot fees will be charged based on the pavement condition as determined by the Streets Superintendent as follows: Like New, \$25/sf; Good, \$20/sf; Fair, \$15/sf; Poor, \$10/sf; Severe, \$5. Cutting sidewalks shall be charged \$10 per square foot, unless the applicant is replacing sidewalks, in which case the fee will be waived. A flat fee of \$200.00 will be assessed for cutting gravel, or native material roadways

and rights of way, and all other situations.

7. Contractor agrees to guarantee all work under this Permit for a period of two (2) years from the date of final acceptance by the City.
8. Work must only be done pursuant to the Permit **Monday through Friday between 7 A.M. and 7 P.M.** Any work done outside of these hours is a violation of this Permit and will be assessed a **\$100 fine per day**.
9. No cleated or tracked Equipment shall work on any pavement surface without mats or other appliances adequate to prevent damage to such surface without permission from the Director of Public Works or Designated Representative.
10. **CALL BEFORE YOU DIG.** All utilities must be located prior to cutting the street with at least 48 hours' notice in advance of excavation. Call the Utility Notification Center at 811 for locates.
11. All work must be completed by the dates(s) on the permit. If an extension is required, the Public Works Department must be notified prior to the expiration of the permit in order to ensure emergency services are notified in a timely manner.
12. **Traffic Control Plans** are required in all cases 24 hours in advance. The Traffic Control Plans should include a drawing of the street where the work zone will be located along with the nearest cross street noted as well. Street names, north arrows, type of traffic control devices, distances between, and location of excavation on the street should also be noted. A minimum of one lane must remain open at all times, unless an alternate reasonable route approved in advance by the Public Works Director or Designated Representative is available for traffic. A certified Flagger may be required to facilitate traffic flow safely through a construction zone. The Contractor shall adhere to the Manual on Uniform Traffic Control Devices (MUTCD) for all traffic control plans. Any equipment or other obstructions left on the road surface after sunset must be barricaded with lighted barricades. Inadequate traffic control will result in a **\$100 fine per day**.
13. Any new installation crossing perpendicularly, or running parallel to and within four (4) feet horizontally of **ANY** city owned facility shall be made beneath the level of the city owned improvement so as not to impede or otherwise constrain the city's ability to maintain infrastructure.
14. Service installations which do not disturb asphalt, concrete, or gravel surfaces, and do not exceed the distance of ten (10) linear feet within the right-of-way, will not be assessed in addition to the base fee. This would apply to service installations on the same side of the roadway, or for a single road bore to provide individual utility services.
15. Linear installations parallel to the roadway and within the right-of-way but not within the paved or traveled way will be assessed at a rate of \$0.10 per linear foot plus the base fee. This rate will only apply to underground (bore) or plowed installations only.
16. Utility "potholing" must be patched with a 2'x2' hot asphalt patch, properly compacted with road base, sand, or other suitable material to ensure long-term stability and rideability of the distress. In no event shall a pothole be refilled with native or inadequate material.
17. Excavations that undermine the surface material adjacent to the excavation in the opinion of City inspector personnel shall be backfilled with Class 5 road base and compacted to the below standards.
18. **Compaction testing of subgrade and road base backfills is required** in all excavations in City ROW. Subgrade soil backfills shall be compacted to a minimum of 95% of the Standard Proctor Density at +/-2% of optimum moisture. Road base backfills shall be compacted to a minimum of 95% of the Modified Proctor Density at +/-

2% of the optimum moisture. Testing frequency and additional requirements may be referenced in the current edition of the City of Alamosa Construction Specifications Manual under section 5.4, available online at <http://www.cityofalamosa.org> under Documents and Forms/Public Works. Failed compaction tests shall require re-excavation, re-compaction and additional testing at the Contractor's expense. Failure to provide passing compaction tests before paving shall result in an extended warranty period of five (5) years.

19. Backfill the excavation in accordance with the standards set forth in the City of Alamosa Standard Construction Specifications.
20. All roadways shall be patched within 72 hours of cutting, or within 24 hours of completion of underground and backfill work, unless prohibited by cold or inclement weather. Prior to patching, the contractor shall monitor the condition of the cut area weekly and immediately repair all potholes and bumps in the temporary surface. If weather does not allow asphalt placement within 72 hours, cold mix shall be placed in the street cut for the interim period until hot mix can be placed. If cold mix is used, the Contractor shall return to the site bi-weekly to monitor surface condition and perform needed maintenance.
21. After completion of the work necessitating an excavation, the excavated area shall be refilled and returned as near as possible to its condition prior to the excavation, including all pavement, cement and other surface material, within five (5) days. Applicant shall restore all slopes and drainage ditches to original condition prior to the permitted work. In some cases, the Applicant may be asked to reseed ditches. All surfaces not completed within this time frame are subject to replacement by the City of Alamosa at a cost of \$100.00 per square yard to be billed to the contractor.
22. Asphalt shall be saw-cut for a clean straight edge prior to new asphalt placement. Asphalt thickness shall be matched to existing conditions plus (1) one inch. Placement shall be done in lifts, not to exceed 3 inches. A minimum thickness of 3 inches of asphalt is required. Contact the City Inspector for an inspection review of the subgrade prior to paving. The minimum patch dimensions shall be 2 ft. by 2 ft. Refer to Section 5.13 of the current edition of the City of Alamosa Construction Specifications Manual for all asphalt patching requirements.
23. Open hole limits - all trenches shall conform to appropriate federal, state and local safety regulations. Every effort shall be made to guard the safety of the general public. OSHA regulations for trench safety shall be adhered to. Open trenches are not allowed overnight without prior approval of the Public Works Director or designated representative.
24. If within twenty-four hours after the City gives the Contractor notice of a defect, failure or abnormality of the work and the Contractor neglects to make, or undertake with due diligence to make the necessary repairs or adjustments, the City is hereby authorized to make repairs or adjustments or order the work to be done by a third party. The cost of the work plus 25% shall be paid by the Contractor.
25. Contractor must give City inspector personnel 24 hours' notice before proceeding with work (719-589-6631).
26. **Any contractor installing utility conduits via a boring method, either crossing or longitudinal to City Sewer System infrastructure, that may or may not be located in easement, tract, or street rights of way, shall provide CCTV video documentation of the sewer main line and service line condition along the alignment of utility conduit installation.** The CCTV documentation shall be conducted immediately after completing the new utility conduit installation. A video copy of the documentation with a plan view schematic showing orientation of the sewer system and utility conduit alignment shall be provided to the City for review prior to approval of the work.

27. It is the responsibility of the Applicant to ensure that work being done does not adversely impact water quality. In some cases a water quality control plan may be required.
28. The "**Required Inspections**" matrix on this permit form details the different individual inspections that are required in order to obtain final sign off on this permit by City inspectors. Different types of jobs will require different inspections; therefore some permits may require more or less inspection work than others. Failure to obtain a sign off by City inspectors in any of the indicated areas will prevent final sign off of this permit. Refer to the latest copy of the City of Alamosa Design Criteria and Construction Specifications Manual for testing frequency and type specifications. Failure to obtain a final inspection by the City of Alamosa Inspector will result in the City notification of the contractors bonding company.
29. **Project Sketch Page** - The Contractor shall provide a plan and profile of the work to be done, including street names, street edges, sidewalks (if appropriate), approximate locations of all utilities in relation to the work being done, the type and location of work being done, a north arrow, and other pertinent information. If the Contractor is unable to install the proposed utility where it is shown in this sketch, the Contractor shall submit an additional "as-built" sketch to show the actual work location.
30. Applicant or his agent shall present a copy of this permit for inspection on demand by any member of the Alamosa City Government, upon proper identification being shown.
31. Applicant assumes full responsibility for any and all damages or claims resulting from the performance of work for which the Permit was issued. Applicant agrees to indemnify and hold the City of Alamosa harmless from any and all claims, demands and suits, including City attorneys' fees, arising from or related in any way to the performance of work for which the Permit was issued.
32. Applicant represents to the City that its employees, agents and subcontractors who will perform the work for the Permit has been issued will be fully covered by Worker's compensation insurance when performing the work.
33. These fees in no way release the applicant from restoring roadways to original or better condition. The street cut fees are in addition to the base fee and linear footage fees. All fees are cumulative.
34. Fees will not be charged for utility relocations due to city capital improvement projects, but a permit must still be issued.
35. Fees will not be charged to governmental agencies, tax based agencies or utility districts, however a permit must still be issued to track the quality of the work that is performed. These agencies are still subject to the City of Alamosa's Construction Standards and are liable for damages and poor-quality workmanship.
36. This fee structure governs the cost of the construction Guidelines they are an appendix to.