

**TOWN OF FOXFIELD**

PERMIT NO. \_\_\_\_\_

PERMIT FEE: \$150.00

ENGINEERING REVIEW & INSPECTION FEE: \$403.50

FEE TO BE PAID AT TIME OF APPLICATION: \$553.50

**RIGHT-OF-WAY USE PERMIT**

DATE: \_\_\_\_\_

- BORE     
  STREET CUT     
  DRIVEWAY (INSTALL/ RECONSTRUCT)     
  CULVERT     
  TRENCH     
  OTHER

PERMITEE (CONTRACTOR): \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONSTRUCTION SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY OWNER(S): \_\_\_\_\_

WORK LOCATION/ADDRESS: \_\_\_\_\_

THE APPLICANT HEREBY REQUESTS PERMISSION TO PERFORM THE BELOW DESCRIBED WORK WITHIN THE PUBLIC RIGHTS-OF-WAY IN THE TOWN OF FOXFIELD. ALL WORK SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THE TOWN OF FOXFIELD'S MUNICIPAL CODE. PLEASE GIVE A BRIEF DESCRIPTION OF THE WORK TO BE ACCOMPLISHED UNDER THIS PERMIT AND ATTACH A SKETCH OF THE WORK AREA.

\_\_\_\_\_

\_\_\_\_\_

A TRAFFIC CONTROL PLAN SHALL BE SUBMITTED FOR ALL WORK WITHIN THE PUBLIC RIGHTS-OF-WAY.

TOTAL S.F. OF PAVEMENT DISTURBANCE: \_\_\_\_\_ TOTAL COST OF PROJECT: \_\_\_\_\_

COMMENCEMENT DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

- APPLICANT REQUESTS THE CLOSURE OF A STREET DURING CONSTRUCTION (A DETOUR PLAN IS REQUIRED)  
 CLOSURE DATE: \_\_\_\_\_ OPENING DATE: \_\_\_\_\_  
 STREET WILL NOT BE CLOSED DURING CONSTRUCTION  
 A DETOUR IS REQUIRED (DETOUR PLAN MUST BE SUBMITTED FOR REVIEW AND APPROVAL)  
 A DETOUR IS NOT REQUIRED

APPLICANT WILL BE REQUIRED TO SCHEDULE FINAL INSPECTION PRIOR TO PERMIT CLOSEOUT. FAILURE TO COMPLETE THE FINAL INSPECTION AND CORRECT ANY DISCREPANCIES WITHIN 30 DAYS OF THE COMPLETION DATE AS SHOWN ABOVE WILL RESULT IN FORFEITURE OF THE APPLICANT'S BOND AND A REVOCATION OF THE PERMIT.

APPLICANT MUST ATTACH A CERTIFICATE OF INSURANCE INDICATING LIABILITY COVERAGE AND WORKERS COMPENSATION PRIOR TO THE REVIEW OF THIS PERMIT.

BY SIGNING THIS PERMIT, THE APPLICANT AGREES TO ALL STATED TERMS AND CONDITIONS.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**TOWN OF FOXFIELD USE ONLY**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS PERMIT EXPIRES: \_\_\_\_\_

\* WITH ATTACHED CONDITIONS  
 PAVEMENT RESTORATION FEE:  NO  YES  
 AMOUNT: \_\_\_\_\_

PERMIT CLOSEOUT DATE: \_\_\_\_\_

DEPOSIT (if required) \_\_\_\_\_  
(TO BE PAID PRIOR TO ISSUANCE OF PERMIT)

## PERMIT CONDITIONS

1. THIS PERMIT IS REQUIRED FOR ANY PLACEMENT OF FACILITIES, CONSTRUCTION, EXCAVATION, ENCROACHMENT, AND/OR WORK ACTIVITIES WITHIN OR UPON ANY PUBLIC RIGHT-OF-WAY IN THE TOWN OF FOXFIELD.
2. ALL WORK MUST CONFORM TO THE APPROVED CONSTRUCTION PLANS AND THE REQUIREMENTS OF THE TOWN OF FOXFIELD ROADWAY DESIGN AND CONSTRUCTION STANDARDS
3. PERMITTEE SHALL NOTIFY THE TOWN CLERK AT LEAST 48 HOURS, BUT NOT MORE THAN 96 HOURS IN ADVANCE OF COMMENCING WORK.
4. PERMITS ARE ISSUED SUBJECT TO THE APPROVAL OF CITY, COUNTY, STATE, OR OTHER GOVERNMENTAL AGENCIES HAVING EITHER JOINT SUPERVISION OVER THE SECTION OF ROAD, OR AUTHORITY TO REGULATE LAND USE BY MEANS OF ZONING AND/OR BUILDING REGULATIONS. IT SHALL BE THE APPLICANT'S RESPONSIBILITY TO DETERMINE THE NECESSITY OF AND TO OBTAIN ANY SUCH PERMITS, EASEMENTS AND APPROVALS WHICH MAY BE REQUIRED.
5. A PAVEMENT RESTORATION FEE MAY BE REQUIRED PER THE TOWN'S MUNICIPAL CODE, CHAPTER 11, ARTICLE 5.
6. PERMITS MAY BE EXTENDED AT NO EXPENSE, AT THE OPTION OF THE TOWN CLERK, IF PRESENTED PRIOR TO THE EXPIRATION DATE INDICATED ON THE PERMIT.
7. PERMITTEE MUST PAY REQUIRED FEES AND PROVIDE INSURANCE AND BONDING, IF REQUIRED, PRIOR TO THE ISSUANCE OF THE PERMIT.
8. REPAIRS OR DAMAGE CAUSED TO EXISTING FACILITIES AS A RESULT OF WORK CARRIED OUT UNDER A VALID PERMIT SHALL BE THE RESPONSIBILITY OF THE PERMITTEE.
9. NO REFUNDS SHALL BE MADE ON ANY PERMIT FEE.
10. BONDS – A NON-CANCELLABLE PERMIT BOND PER THE TOWN'S MUNICIPAL CODE, CHAPTER 11, ARTICLE 5, IN THE AMOUNT OF THE COST OF CONSTRUCTION OR \$20,000.00, WHICHEVER IS GREATER, PER PERMIT PAYABLE TO THE TOWN OF FOXFIELD SHALL BE REQUIRED IN THE NAME OF THE PERMITTEE PRIOR TO THE ISSUANCE OF ANY PERMIT. SAID BOND SHALL ASSURE THAT THE PERMITTEE COMPLIES WITH ALL OF THE TOWN STANDARDS AND SPECIFICATIONS AND SHALL ASSURE RECOVERY BY THE TOWN OF ANY EXPENSE INCURRED, WITHIN A PERIOD OF TWO (2) YEARS FOLLOWING THE EXPIRATION DATE OF A PERMIT, TO THE AMOUNT OF SAID BOND, DUE TO FAILURE OF THE PERMITTEE TO COMPLY WITH THE PROVISION OF THESE STANDARDS OR TO OTHERWISE CAUSE EXPENSE TO THE TOWN AS A RESULT OF THE WORK PERFORMED. THE BONDING REQUIREMENTS MAY BE WAIVED IF THE PROPOSED WORK IS COVERED BY AN EXISTING SUBDIVISION IMPROVEMENTS AGREEMENT WITH APPROPRIATE COLLATERAL.
11. ANY PERMIT DETERMINED TO BE WITHOUT AN ADEQUATE BOND AS REQUIRED, SHALL BE SUBJECT TO IMMEDIATE REVOCATION BY THE TOWN.
12. MUNICIPALITIES, QUASI GOVERNMENTAL AGENCIES, SPECIAL DISTRICTS, MUTUAL COMPANIES, ELECTRIC, GAS, AND COMMUNICATIONS UTILITIES MAY PROVIDE A LETTER OF RESPONSIBILITY IN LIEU OF POSTING THE REQUIRED BOND. SUBJECT LETTER OF RESPONSIBILITY SHALL BE IN THE FORMAT AS DESCRIBED IN THE PERMIT PROCEDURES AND BONDING REQUIREMENTS.
13. IT SHALL NOT BE ACCEPTABLE FOR THE TOWN TO RECEIVE CASH DEPOSITS, CERTIFIED CHECKS, OR SIMILAR SECURITY IN LIEU OF A BOND. BONDS AND LETTER OF RESPONSIBILITY SHALL BE FILED IN THE OFFICE OF THE TOWN CLERK.
14. INSURANCE SHALL CONFORM TO THE REQUIREMENTS OF THE TOWN'S MUNICIPAL CODE, CHAPTER 11, ARTICLE 5.
15. WHEN WORK DONE UNDER A PERMIT RESULTS IN A REPAIR BEING MADE TO THE STREET OR OTHER TOWN PROPERTY INVOLVED, SAID REPAIR SHALL CAUSE THE STREET OR OTHER PROPERTY TO BE RETURNED TO A CONDITION EQUAL TO OR BETTER THAN ORIGINAL, WITHIN THE LIMITS OF CAREFUL, DILIGENT WORKMANSHIP, GOOD PLANNING AND QUALITY MATERIALS. SAID REPAIR SHALL BE ACCOMPLISHED IN THE LEAST POSSIBLE TIME AND WITH THE LEAST DISTURBANCE TO THE NORMAL FUNCTIONING OF THE STREET OR OTHER PROPERTY.
16. ALL BACKFILL MATERIAL, COMPACTION, AND RESURFACING OF ANY EXCAVATION MADE IN THE TOWN PROPERTY WILL BE DONE IN ACCORDANCE WITH SPECIFICATIONS AND STANDARDS OF THE TOWN.
17. STOP WORK ORDERS – ANY PERSON, CORPORATION, QUASI-GOVERNMENTAL AGENCY, SPECIAL DISTRICT, MUTUAL COMPANY, ELECTRIC, GAS, OR COMMUNICATION UTILITY CORPORATION, INCLUDING CABLE TV, WHO WITHOUT FIRST HAVING OBTAINED A PERMIT AND/OR WHO HAVING MADE A PAVEMENT CUT OR EXCAVATION IN A PUBLIC RIGHT-OF-WAY WHICH HAS SETTLED, HAS FAILED, OR WHICH HAS NOT BEEN REPAIRED IN CONFORMANCE WITH ESTABLISHED TOWN STANDARDS, SHALL BE SUBJECT TO A "STOP WORK ORDER" ISSUED BY THE TOWN WHEREUPON THAT PERSON, CORPORATION, OR UTILITY SHALL, EXCEPT FOR EMERGENCY REPAIR WORK, DISCONTINUE ALL WORK WITHIN PUBLIC RIGHTS-OF-WAY WITHIN THE TOWN. PERMITTEE MAY BE SUBJECT TO PERMIT REVOCATION, REIMBURSEMENT OF TOWN COSTS, AND/OR PENALTIES IN ACCORDANCE WITH SECTIONS 11-5-240, 11-5-250, AND 11-5-260 OF THE TOWN'S MUNICIPAL CODE.
18. PERMIT EXEMPTION – PROPERTY OWNER MAINTENANCE OF ADJACENT DITCH(S), DRIVEWAY CULVERT(S), AND DRIVEWAY(S). A CHANGE IN DRIVEWAY SURFACE(S), AND/OR REPLACEMENT OF CULVERTS ARE NOT EXEMPT AND WILL REQUIRE A PERMIT APPLICATION.