



City of Van Meter
310 Mill Street, PO BOX 160
Van Meter, IA 50261
Phone: 515-996-2644 opt 4 Email: permits@vanmeteria.gov

Right of Way Permit

In order to promote public safety and convenience, and to assure that excavation and construction by private owners, public utilities and contractors within City owned right-of-way or public ground is done in a uniform and workmanlike manner, the following provisions shall apply:

Permits Are Required for all excavation and construction within City owned right-of-way or public grounds. This permit is issued by the Public Works Department upon application by the property owner, licensed contractor or public utility performing the work.

Excavation and Construction includes installation, repair and replacement of driveways and sidewalks, the installation, repair and replacement of all public and private utilities, grading, and other activities completed within City owned right-of-way.

Minor Repairs means work personally performed by property owners to existing sidewalks or driveways located on City owned right-of-way and public grounds abutting their property. This may include crack repair, removal and replacement of existing driveways to the same line and grade, or resurfacing. This excludes any work required to the street curb cut. A permit is required for these minor repairs when done by the property owner, there is no fee for this permit.

Street Curb Cut Work includes work done to the actual street surface or curb and gutter section. This work must be completed by a contractor licensed by the City. The contractor shall apply for the permit and pay the associated permit fee.

All work requiring excavation in the right-of-way must be completed by a licensed contractor, this includes installation of new driveways, widening of existing driveways and sidewalks, any utility installation or repairs, or any curb cut work.

License Required of contractors, non-exempt utilities, persons (other than the property owner completing minor repairs) performing excavation or construction in City owned right-of-way.

Fees -- all applicants, other than property owners personally performing minor repairs to sidewalks or driveways as defined above, shall pay a permit fee in the amount of \$50 for each excavation as established by the City Council. Notice must be provided to permits@vanmeteria.gov 1 week prior to any work commencing.

Backfilling and Restoration -- any person excavating in the streets or City owned right of way or public grounds shall be responsible for the backfilling of the excavation and the restoration of the pavement or surfacing according to City Standard Specifications.

Permits are issued within one working day upon review of the completed application unless there is a discrepancy or the application violates City Code.

Any questions pertaining to Construction in the Public Right-of-Way should be directed to Public Works, City of Van Meter, 515-996-2644 opt 4.



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Right-of-Way Construction Permit Application

Upon approval, this permit is valid for 6 months from date of issuance. Notice is required 1 week prior to work commencing.

Date Submitted: _____

Project Address: _____

Project Owner: _____

DESCRIPTION OF WORK (Mark all that apply.)

☐ new ☐ repair ☐ remove ☐ replace ☐ install ☐ relocate

<u>WATER</u> ☐ service tap ☐ main ☐ cut-off ☐ hydrant	<u>GAS</u> ☐ service ☐ main ☐ cut-off
<u>SEWER</u> ☐ service ☐ main ☐ cut-off	☐ pole ☐ anchor ☐ ug cable ☐ sump pump drain
☐ driveway approach ☐ curb & gutter	☐ grind curb ☐ sidewalk ☐ Other _____

Contractor: _____

Address: _____

Phone: _____

Contact: _____

Email: _____

STREET SURFACING TYPE

☐ Concrete ☐ Asphalt ☐ Gravel ☐ Concrete w/ asphalt overlay ☐ N/A

SKETCH



The permit holder must erect and maintain all barricades, warning devices and signs as required by the Iowa Manual on Uniform Traffic Control Devices.

The signor hereby applies for a permit to perform the work described above on City streets, alleys, public utility easement or other public grounds. The undersigned further certifies that all affected utility companies have been or will be notified of the proposed construction and their facilities will be located utilizing IOWA ONE-CALL (1-800-292-8989) prior to commencement of the work. All work will be performed in accordance with applicable City Ordinances of the City of Van Meter.

The permit fee is \$50 per excavation. This permit expires 6 months from the date of approval. However, the applicant/contractor must provided no less than 1 week of notice to Public Works prior to commencement of work each time work is performed. Please email permits@vanmeteria.gov to provide notice.

Requests for inspections shall be made 24 hours in advance: (515) 996-2644 opt 4

Applicant's Signature: _____

Date: _____

Special Terms and Conditions: _____

Public Works Director

Signature: _____

Date Approved: _____

Special Terms and Conditions

The right of way permit is contingent on all conditions of this letter being met during the construction period. Any of these conditions not met without approval from the public works director will void this permit and the contractor will not be allowed to work in the city right of way until corrections have been made.

1: No roads may be fully or partially blocked during construction without city approval.

2: All public and private utilities shall be verified by hydroexcavating or hand digging before crossing them by boring or excavating. NO ASSUMPTIONS BY THE CONTRACTOR ARE TO BE MADE ON DEPTH OF ANY UTILITY! WATER, SEWER AND SUMP SERVICES ARE PRIVATE AND TO BE LOCATED BY THE CONTRACTOR!!!

3: NO underground utility work is to take place without a cleared Iowa One Call ticket. This means that all parties have responded to locate their utilities or cleared the work area.

4: Restoration for disturbed areas is to take place no more that 10 days after the work in a given area is completed.

5: A copy of these conditions must be on site at all times with the contractor.

6: Using the "settling method" for back fill is unacceptable. Excavations must be compacted to within 8" from finish grade and topsoil to be relaced. Areas are to be seeded and mulched and watered.

7: no work is to take place out side of the ROW or PUE.

8: No vulgar or foul language is to be used at any time.

9: Trash will be removed from job sites daily.

10: No personal vehicles from the work site crews shall be parked on streets in neighborhoods. Company vehicles only.

11: Mud, Dirt, rock, debris shall be cleaned from the road surface and not left on roads overnight. Areas where dirt was piled on the road must be broomed after the work is completed.

12: A letter from the contractor shall be delivered to the residents by hand or mail 48 hours in advance of working in and area. The letter shall include a name and phone number for a representative from the contractor, scale of work and time estimate for completion of work.

13: The city would like to meet with the excavating contractor 72 hours before any work takes place. Please call Drew McCombs, 515-240-0512, to schedule.

Drew McCombs