

## **WORK MAY NOT BEGIN UNTIL PERMIT IS APPROVED**

### **ALL WORK MUST BE COMPLETED AS PER THE FOLLOWING CODES:**

- Wasatch County Code <https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Preface>
- 2017 APWA, as amended (American Public Works Association) <http://utah.apwa.net/>
- UDOT <https://www.udot.utah.gov/connect/business/standards/>

## **RIGHT-OF-WAY EXCAVATION PERMIT APPLICATION INSTRUCTIONS**

***This permit is required for any excavating work within the County Right-of-Way or in the adjacent public utility easement. This permit is typically used for utility installations. All disturbed areas must be re-seeded. Avoid cutting asphalt pavement if possible. Road cuts and paving are not allowed between October 15<sup>th</sup> and April 15<sup>th</sup>.***

1. Complete Application by person, company, or public utility responsible for the Work. Applicant must be the property owner or have written permission from the owner to make application. In the alternative, if the applicant has written permission to use the property, attach the easement, franchise agreement, or license agreement to the application.
2. You must have a license agreement or franchise agreement to work within county right-of-way and/or owner(s) parcel(s). This is applicable to all utilities and infrastructure being installed. A franchise agreement is typically an agreement that covers all approved permits throughout the county for a specific number of years. A license agreement covers one approved permitted project. More information can be found in Title 5 of Wasatch County Code:  
[https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title\\_5\\_-UTILITY\\_FRANCHISES](https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_5_-UTILITY_FRANCHISES).
  - a. Please email your request for either a license agreement or franchise agreement to [engineering@wasatch.utah.gov](mailto:engineering@wasatch.utah.gov). If you are requesting a franchise agreement for all County projects, please await response from Legal. If you are requesting a license agreement for this project only, please submit the following information:
    - i. address of site work
    - ii. description of work being completed
    - iii. licensee address
    - iv. attachment showing scope of work
  - b. Legal will then review and draft the agreement, and you will receive further instructions from engineering to execute the agreement.
3. Call Blue Stakes 1-800-662-4111 or <http://www.bluestakes.org/>
4. Provide a detailed drawing of worksite showing location, parcel(s), description of planned disturbance, and dimensions (Length, Width and Estimated Depth of Excavation). View our county map here:  
<https://experience.arcgis.com/experience/de4679a719754351af621c85d08b4c4e>
5. If an asphalt cut is required, calculate the area of asphalt pavement to be removed, and explain why other alternatives are not practical.
  - a. All asphalt pavement removals require a saw-cut and a T-patch per APWA plan detail 255.
  - b. Replace all disturbed shoulders per WCC 14.02.07 Pavement Component Minimum Thickness.
  - c. Re-seed all disturbed soils and replace any disturbed pre-existing landscaping.
6. If disturbing more than 1 acre, provide a Storm Water Pollution Prevention Plan/NOI. Apply at <https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits>
7. If work is within 30 feet from the bank of a stream, or within a stream, a Stream Alteration Permit will be required which can be found here: <http://www.waterrights.utah.gov/strmalt/forms.asp>
8. Any grading within a FEMA Floodplain or near water ways will require a Floodplain Permit. Contact the Wasatch County Planning Department at 435-657-3205.

9. When impacting traffic, provide a Traffic Control Plan (TCP) in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).
10. Provide a Certificate of Liability Insurance. Per Wasatch County code 14.02.04 the following requirements must be met:
  - a. A certificate of insurance listing Wasatch County as a certificate holder. Please list Wasatch County as the Certificate Holder under the Certificate Holder box on the Certificate of Insurance. Wasatch County's address is 25 N Main St, Heber City, UT 84032.
  - b. All insurance policies required shall give Wasatch County 30-days notice in the event of cancellation and 10 days for non-payment of premium. This can be listed in the Description of Operations field on the Certificate of Insurance. Please submit the certificate of insurance only, as Wasatch County is not responsible for, nor obligated to acknowledge additional documents, please exclude those from the submission.
  - c. The required insurance coverages shall remain in effect for a minimum of the term of the work and permit, and in addition to requiring proof of required insurance through that term, the County may also require proof the insurance will not expire within 30 days.
  - d. A minimum of \$1,000,000 of noncontributory CGL per occurrence, \$2,000,000 general aggregate, and \$2,000,000 products-completed operations aggregate. CGL shall include personal injury, medical expenses, death, and property damage. Claims made policies must remain in effect for 3 years from the completion date.
  - e. Workers Comp at or above Utah Minimums.
  - f. Commercial Automobile Liability insurance that provides coverage for owned, hired, and non-owned automobiles, in the minimum amount of \$1,000,000 combined single limit or \$750,000 bodily injury and \$250,000 property damage.
  - g. All insurance shall be licensed in Utah and have an A- or greater rating under A.M. Best, or an A or greater rating under Moodys or Standard & Poors.
11. You may need to provide a copy of the approved engineer's estimate, and a bond may be required prior to approval of the permit per section 14.02.04 of the county code. Engineering will reach out to you if required.
12. Pay applicable permit fees. The system will notify you by email once the permit has been reviewed and ready to accept payment. Once you pay the fees in the portal, you will receive an email of your approved permit to begin work.
  - a. Keep the permit with you on the jobsite, and work to be completed stays within the scope of the approved permit.
  - b. Contact Engineering before beginning work, for inspections, and closeout of the permit before the permit expires.

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