

# WARREN COUNTY UTILITY PERMIT APPLICATION

This is a Utility Permit Application for telecommunications, electric, gas, water, and sewer utilities. The applicant agrees to comply with the following permit requirements. The County reserves the right to inspect and approve any construction work performed within its right-of-way as it relates to the condition of the highway. Compliance shall be determined by the sole discretion of the County Engineer. These requirements shall apply unless waived in writing, due to unique local conditions, by the County Engineer prior to installation. Any such waiver shall be attached to the permit. This permit is not intended to conflict with any utility owner's rights or duties mandated in Chapters 388, 390, 474, 476, 476A, 477, 478, 479, 479A and 480 or by the Iowa Utility Board or other state or federal regulations.

Applicant/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Location of work to be performed: \_\_\_\_\_

Brief Description (i.e., type facility, location): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will there be a sub-contractor performing the work? YES  NO

Sub-Contractor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Location Plan. An applicant shall file a completed location plan, along with a set of detailed drawings describing the proposed work, as an attachment to this Utility Permit Application. The location plan shall set forth the location of the proposed line on the secondary road system and include a description of the proposed installation and/or construction.
- Notice of Work. At least five (5) working days prior to the proposed installation, an applicant shall file with the County Engineer a notice stating the time, date, location, and nature of the proposed installation and/or construction. Additionally, the applicant agrees to give notice to the Engineer's Office five (5) working days prior to the actual work beginning, the applicant and/or designated contractor shall notify the Engineer's Office of the intent to begin work.
- Inspection. The County Engineer may provide an inspector during the installation of all lines to ensure compliance with this Utility Permit. The inspection shall be limited to any construction work performed within the right-of-way as it relates to the condition of the right-of-way. The utility facility owner shall provide reasonable cooperation.
- Inspection Fee. The Utility Permit will be issued by the County Engineer contingent upon the applicant's agreement to pay the actual costs directly attributable to the installation inspection, if any, conducted by the County Engineer. Pre-payment of such costs is not required if the applicant posts a surety bond or other proof of financial responsibility, which posting or showing may be made on an annual basis. Otherwise, a prepaid inspection fee made payable to the County Treasurer's Office may be assessed as follows:

Telecommunications	\$1,000	Sanitary Sewer	\$1,000	Electric	\$1,000
Water	\$1,000	Storm Sewer	\$1,000	Gas	\$1,000

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## WARREN COUNTY ENGINEER'S OFFICE

Upon completion of the installation, the County Engineer shall provide a statement for services rendered to the applicant. Such statement shall be paid within thirty (30) days of receipt. In the event of a prepaid inspection fee, the County Engineer shall provide a statement for services rendered and refund any excess payment to the applicant within forty-five (45) days.

5. Requirements. The applicant shall meet the following requirements:

A. Construction signing shall comply with the Manual on Uniform Traffic Control Devices. All work shall conform to the Iowa Department of Transportation Construction Manual, Statewide Urban Design Standards (SUDAS), AASHTO Roadside Design Guide, and criteria set forth therein.

B. The minimum cover of utility facilities in the right-of-way shall be:

Communications – 36 inches	Water or Sewer – 60 inches
Electric – 48 inches	Gas – 48 inches

In critical situations where necessary cover cannot be obtained, other protective measures may be approved. The County reserves the right to waive the minimum depth of installation where rocky terrain and/or other circumstances make it difficult to obtain the desired depth. The County shall determine the minimum depth in these situations. The County Engineer may require additional depth in areas identified as being silted or scheduled for future excavation.

C. The applicant shall use reference markers in the right-of-way (ROW) boundary to locate line and changes in alignment.

D. All tile line locations encountered during construction shall be protected in accordance with I.A.C. 199-9.2(479).

E. No underground utility lines shall cross over a driveway or crossroad drainage structure.

F. Residents along the utility route shall have uninterrupted access to the public roads. An all-weather access shall be maintained for residents adjacent to the project.

G. A joint assessment of the road surfacing may be made by the applicant and the County Engineer both before and after construction. After construction, granular surfacing shall be added to the road at the applicant's cost, if necessary, to restore the road to its original condition. After surfacing has been applied, the road surface may be jointly reviewed by the County Engineer and the applicant once the road has been saturated, to determine if additional surfacing on the roadway by the applicant is necessary.

H. Areas within the ROW, including culverts, shall be cleaned and restored to as good a condition as before the construction. Any sod removed or torn up shall be replaced with either a combination of seeding, fertilizing, and mulching or sodding at the discretion of the County Engineer. All work shall be done by the applicant in compliance with the current specifications of the Highway Division of the Iowa Department of Transportation at their expense or the cost of the repair work caused to be performed by the County will be assessed against the applicant.

I. Areas disturbed during construction which create an erosion problem shall be resolved by the applicant in a manner approved by the County Engineer.

J. All trenches, excavations, and utilities that are knifed shall be properly tamped and compacted.

K. Road crossings shall be bored. The depth below the road surface shall be a minimum depth of 48 inches for all utility facilities.

L. Guy wires, poles, cabinets, and other fixtures that can be classified as obstructions shall not be installed within the roadway clear zone as defined by IDOT I.M. 3.215.

M. All equipment shall be removed from the right-of-way between the hours of 30 minutes before sunset to 30 minutes after sunrise.

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**WARREN COUNTY ENGINEER'S OFFICE**

- 6. Non-conforming Work. The County Engineer may halt the installation at any time if the applicant's work does not meet the requirements set forth in this Utility Permit.
- 7. Emergency Work. In emergency situations, work may be initiated by an applicant without first obtaining a Utility Permit. However, the County Engineer shall be notified via telephone or fax as soon as possible and a Utility Permit must be requested within five (5) days of initiation of the work. All emergency work shall be done in conformity with the provisions of this permit and may be inspected for full compliance.
- 8. County Infraction. Violation of this permit is a county infraction under Iowa Code Section 331.307, punishable by a civil penalty for each violation.
- 9. Hold Harmless. The utility company shall hold this County harmless from any damages resulting from the negligence of the applicant. A copy of a certificate of insurance naming this County as an additional insured for the permit work or proof of self-insurance shall be provided to the County Engineer prior to installation. The minimum limits of liability under the insurance policy or proof of self-insurance shall be \$1,000,000.
  - A. The County shall be held harmless for any unintentional damage to utilities assets that may occur during normal maintenance or construction activities by County personnel.
- 10. Permit Required. No applicant shall install any lines unless such applicant has obtained a Utility Permit from the County Engineer and paid the required fee of \$50.00. Applicants agree to hold the County harmless from liability for all damage to applicant's property which occurs proximately as a result of the applicant's failure to comply with said ordinances or requirements. **The permit shall be at the project site at all times.**
- 11. Relocation. The applicant shall, at any time subsequent to installation of utility lines, at the applicant's own expense, relocate or remove such lines as may become necessary to conform to new grades, alignment or widening of ROW resulting from maintenance or construction operations for highway improvements.
- 12. Term of Permit. In accordance with Section 320.5 of the Code of Iowa, applicable gas mains and water mains described in Section 320.4 shall be granted a permit for a period not to exceed twenty (20) years. At the end of the twenty years, if neither of the parties' object in writing, the permit will automatically renew itself for 20 years.

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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RECOMMENDED FOR APPROVAL:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Warren County Engineer)

(This permit expires 180 days from the date of issuance.)