



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

2020

EXCAVATION PERMIT

REQUIREMENTS: Excavation Permits are required in order to tunnel under or excavate on, near, or within City streets, right of way, alleys or other public places. A surety bond in the minimum amount of \$10,000.00 or equal to alteration value is required. In some instances, an additional warranty and maintenance bond may also be required. For new access to City utilities, a separate Water & Sewer Access Permit will be required. Once this completed application is submitted to the City for review, the Excavation Permit will not be issued until a pre-construction meeting is arranged between the Contractor and City Superintendent and/or City Engineer. The Excavation Permit will also be held until bonding requirements are in place and all permitting fees paid. A map, sketch, drawing, and/or engineered plans showing the proposed work must be submitted with this application.

*City of Watford City Municipal Code of Ordinances: **CHAPTER II ARTICLE 1 2-108, 2-219 – 2-226.***

PROPERTY INFORMATION

PROPERTY ADDRESS:		ZONING DISTRICT:	
PARCEL NUMBER:	SUBDIVISION:	LOT #	BLOCK #
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)	IS PROPERTY ANNEXED? <input type="checkbox"/> YES <input type="checkbox"/> NO / E.T.A.	LOCATED IN FLOODPLAIN? <input type="checkbox"/> YES* <input type="checkbox"/> NO	

* FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.

PROPERTY OWNER INFORMATION

OWNER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

PERMIT APPLICANT INFORMATION Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

CONTRACTOR INFORMATION

CONTRACTOR BUSINESS NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		
NORTH DAKOTA CONTRACTORS LICENSE NUMBER: _____ CLASS: _____	WATFORD CITY CONTRACTORS BUSINESS LICENSE NUMBER: _____	

▼ Please include the information below if applicable to this specific project. Copies of the bond, licenses and proof of insurance(s) listed below **must** be submitted with this application.

NORTH DAKOTA WATER & SEWER INSTALLERS LICENSE NUMBER: _____
NORTH DAKOTA PLUMBING LICENSE NUMBER: _____ ENDORSEMENT: _____
NORTH DAKOTA ELECTRICIAN LICENSE NUMBER: _____ ENDORSEMENT: _____
LIABILITY INSURANCE COMPANY: _____ POLICY NUMBER: _____
WORKERS COMPENSATION COMPANY: _____ POLICY NUMBER: _____
NORTH DAKOTA ONE CALL TICKET NUMBER: _____ (MUST CALL 811 PRIOR TO WORK)
SURETY BOND IN THE AMOUNT EQUAL TO EXCAVATION VALUE OR MINIMUM \$10,000.00

DESCRIPTIONPlease give a *detailed* description of the proposed work.**PROJECT SPECIFICATIONS**

REQUEST(S) FOR CITY HELP <i>(Parts, equipment, etc.)</i>	
TRAFFIC CONTROL PLAN <i>(Signage, location, duration, etc.)</i>	
SERVICE OUTAGE PLAN <i>(Water/Sewer, Location, Duration, etc.)</i>	
OWNER NOTIFICATION PLAN <i>(Notices to property owners of planned work, outages, detours, etc.)</i>	
RESTORATION PLAN <i>(additions or changes regarding restoration plan details on application)</i>	
ADDITIONAL NOTES	

PROJECT VALUE

Please indicate the total value of the project consisting of labor + materials. An Engineers Estimate or detailed list/bid/estimate showing labor + materials may be required to be submitted.

TOTAL VALUE: \$ _____

PERMIT FEEThe permit fee schedule is based on the total value of the project. Please feel free to calculate the permit fee however, payments will **not** be accepted until the fee calculations are verified by the City.

ADOPTED BY WATFORD CITY CITY COUNCIL Exhibit A- Building and Excavation Permit Fees #2017-20 12/04/2017

APPLICATION FEE SCHEDULE

TOTAL VALUATION	PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$25.00
\$501.00 to \$2,000.00	\$25.00 for the first \$500 plus \$3.00 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001.00 to \$25,000.00	\$65.00 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001.00 to \$50,000.00	\$390.00 for the first \$25,000 plus \$10.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$640.00 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001.00 to \$500,000.00	\$1,015.00 for the first \$100,000 plus \$6.50 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001.00 to 1,000,000.00	\$3,615.00 for the first \$500,000 plus \$5.50 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,000.00 and up	\$6,365.00 for the first \$1,000,000 plus \$4.00 for each additional \$1,000, or fraction thereof.

FEE CALCULATIONS:

TOTAL PERMIT FEE: \$ _____

NOTICE:

Permits are valid for six (6) months from the date of issue. Permits may be renewed thereafter. All applications, fees, and plans are subject to review, verification, and approval by the City Planning, Building, Engineering, and Public Works Departments prior to accepting payment and issuing permits. ALL PAYMENTS MADE TO THE CITY WILL BE NON-REFUNDABLE, NON-TRANSFERRABLE ONCE THE PERMIT IS ISSUED.



DO NOT SEND PAYMENT UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY.

TERMS AND CONDITIONS

Excavation on or in City Right of Way shall be subject to the approval of the Watford City Public Works and Engineering Departments and the following terms and conditions, attached hereto and made a part hereof. Plans must be attached to this application. Excavation shall be done in a manner satisfactory to the City Engineer and Public Works Superintendent.

1. The Applicant shall notify The City forty-eight (48) hours prior to excavation. All disturbed areas shall be restored to their original condition in a manner satisfactory to the department. The Applicant shall notify the City once work is completed.
2. The Applicant shall be required to wear an ANSI/ISEA 107-2004 Class II high visibility garment while within the right of way as per the requirements of 23 CFR 634.
3. The Applicant shall repair or replace street structures, appurtenances, and any existing facilities located on, over, or under the right of way which may be damaged as a result of the excavation on or in the right of way.
4. The Applicant must comply with all City Standards and Watford City Municipal Code of Ordinances.
5. Watford City specifically reserves the right to revoke or change the terms and conditions of this permit with or without cause and upon notice to the Owner.
6. The City's review and subsequent approval of this permit request does not relieve the applicant of the responsibility to comply with all Federal and State laws and regulations that govern, but are not limited to, the protection of wetlands, threatened and endangered species, and migratory birds. The applicant is responsible to comply with all Federal and State laws and regulations that govern the protection of cultural resources within the permit application area (e.g., S.106 of the National Historic Preservation Act, 36 CFR Part 800; ND Century Code 55-02-07; ND Century Code 55-03-01.1). The applicant shall be aware of the ND State burial law (ND Century code 23-06-27; Administrative Rule 40-02) and ensure compliance for any discovery of human remains within the permit request area.
7. The Applicant agrees that City's review of the excavation plans, specifications, calculations, and field inspections shall be solely for City purposes and not for the benefit of the Applicant or any third party and shall not be deemed to mean that the Applicant's design and construction is structurally sound and appropriate or meets applicable federal and state regulations, laws, or local ordinances, codes, or industry standards (collectively, "Requirements"). The Applicant affirms that it has taken all of the actions necessary and required for the construction, operation, and maintenance of its facility authorized hereunder, including compliance with all Requirements."
8. Where work on or near the traveled roadway is necessary, proper signs, channelizing devices, warning lights, and other barricades must be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Manual on Uniform Traffic Control Devices (MUTCD), Watford City standards and specifications, and the North Dakota Department of Transportation specifications and standards.
9. It is up to the Applicant or Applicant's designee to schedule inspections. Inspections shall be scheduled at least one work day in advance. Inspection hours are Monday through Friday 08:00 am to 05:00 pm.

SIGNATURE

As the applicant, I certify that all information given on this application is correct, all City Ordinances and Building Codes will be complied with and Utility Companies have been notified as necessary (811). Inspections are a required part of the permitting process and I understand that as a permit holder, it is my responsibility to notify The City when any such inspections need to be performed. Thus, I hereby give authorization to City Staff to access the permitted property as necessary and certify that the structure or property will not be occupied without first obtaining proper inspection(s) and/or the issuance of a Certificate of Occupancy or Final Inspection from the City Building Official. I understand that the City Building Official has the right to withhold the Certificate of Occupancy/Final Inspection until all said requirements and conditions have been deemed satisfactorily completed and all fees associated with the permitting and/or inspection processes have been paid in full. I also understand that once my permits are issued, all payments made to The City will be non-refundable and non-transferrable.

APPLICANT SIGNATURE:

DATE:

____/____/____

▼ OFFICE USE ONLY ▼

ENGINEERING DEPARTMENT

REVIEW DATE: ____/____/____

APPROVED BY: _____
City Engineer Signature

NOTES: _____

PUBLIC WORKS DEPARTMENT

REVIEW DATE: ____/____/____

APPROVED BY: _____
Public Works Superintendent Signature

NOTES: _____

PERMIT #: _____

ISSUED DATE: ____/____/____

ISSUED BY: _____

APPLICATION REVIEWED BY: _____
DATE: ____/____/____



THE CITY OF WATFORD CITY
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REQUIRED INSPECTIONS: Inspections are required for any work inside of the City's right of way or on public infrastructure. It is up to the Applicant or Applicant's designee to schedule inspections. Inspections shall be scheduled at least one work day in advance. Inspection hours are Monday through Friday 08:00 am to 05:00 pm. The City has contracted with a Testing Agency to perform materials testing. It is up to the Applicant or Applicant's designee to contact the City's Testing Agency to schedule all required testing. The Testing Agency's information will be provided at the pre-construction meeting. The Applicant will be billed by the City for the required testing. The following Excavation Notes section is not an all-encompassing list of required inspections or standards. It is the Applicant or Applicant's designee responsibility to fully understand the City's standard drawings, specifications, testing standards, and inspection requirements. **All work and testing must conform to the City of Watford City Standards and Specifications or the NDDOT Standard Specifications for Road and Bridge Construction.**

EXCAVATION NOTES

- **Excavation:**
 - a. General:
 - The City Testing Agency shall be called to perform testing for backfill material. Compacted backfill shall be compacted to 98% of maximum dry density as determined by ND T 99 in maximum one (1) foot lifts under paved surfaces and 90% of maximum dry density in maximum one (1) foot lifts under non-paved surfaces and the moisture content shall meet specifications within right of way. Aggregate Base Course for backfill shall be compacted to 98% of maximum dry density as determined by ND T 99 in maximum six inch lifts under paved surfaces and 90% of maximum dry density in maximum six inch lifts under non-paved surfaces and the moisture content shall meet specifications within right of way. Testing shall be performed every 300 feet.
 - b. Gate Valves and Water Mains:
 - The City Inspector shall be called to verify that the gate valves are installed on an 18" x 18" x 6" concrete block and set plumb.
 - The City Inspector shall witness a pressure test of the main in accordance with AWWA C 600-93 Section 4. Pressure shall be brought to 150 psi after all air has been removed from the lines. The test will be continued or held for a period of no less than two hours.
 - The City Inspector shall be called to verify that a 7.50 ft minimum of cover is maintained over the watermain to finished grade.
 - The City Inspector shall take GPS shots for locations of valves, curb stops, saddles, etc.
 - The City Inspector shall verify 10 feet of separation from the outside of the water service to the sanitary sewer service.
 - Tracer wire shall be maintained and tested to verify it is in working condition.
 - c. Sanitary Sewer Mains:
 - The City Inspector shall witness a leakage test of the main in accordance with Uni-Bell Specification Uni-B-6-79, Recommended Practice for Low-Pressure Air Testing of Installed Sewer Pipe.
 - The City Inspector shall verify slope of main.
 - Deflection tests will be performed and shall be witnessed by the City Inspector.
 - Televising of the sanitary sewer line may be required.
 - The City Inspector shall verify 10 feet of separation from the outside of the water service to the sanitary sewer service.
 - The City Inspector shall take GPS shots for locations of wye, cleanout, etc.
 - Tracer wire shall be maintained and tested to verify it is in working condition.
- **Patching and Installation of Public Streets, Sidewalks, Curb and Gutter, and Driveways/Approaches Inside of the City Right of Way:**
 - a. Aggregate Base Course:
 - NDDOT Class 5 aggregate shall be use for aggregate base.

- The City Inspector shall be provided a ticket for the aggregate installed.
- Depending on the amount of aggregate base needed, a gradation test may be required.
- Aggregate base shall be compacted until the surface is tightly bound and shows no sign of rutting or displacement until roller operation. Aggregate base course shall be compacted in maximum six inch lifts. The City Inspector may allow other compaction methods when placing aggregate under sidewalks, driveways, or medians.
- The City Inspector shall verify the depth of the aggregate base prior to asphalt or concrete being placed and shall verify the depth of concrete/asphalt to be placed.

b. Hot Mix Asphalt Patching:

- Hot Mix Asphalt shall meet the NDDOT Superpave 45 Mix Properties and utilize Asphalt Cement PG 58-28. The City shall approve of the Hot Mix Asphalt Mix Design prior to placement.
- Place Hot Mix Asphalt per the NDDOT specifications.
- The City Inspector shall be called to inspect the patch prior to and during paving.
- The City Inspector shall be provided a ticket for the Hot Mix Asphalt upon placing it.
- Depending on the amount of Hot Mix Asphalt placed, additional testing may be required.

c. Installing Concrete:

- The City Inspector shall verify concrete forms for sidewalk, curb and gutter, and driveway/approach prior to placing concrete.
- The City Inspector shall verify the public street, sidewalk, curb and gutter, and driveway/approach are meeting the City's or NDDOT standards prior to pouring.
- The City Inspector shall verify that the driveway/approach meets spacing and width requirements prior to installation.
- The concrete mix design shall meet the NDDOT standards for its applicable use and should be approved prior to placement. The City Inspector shall be provided a ticket for the concrete upon placing it.
- Acceptance testing will be done per the NDDOT Field Sampling and Testing Manual.
- The concrete needs to be cured per the NDDOT specifications.

- **Restoration:**

- a. The area inside of the City's right of way needs to be restored properly per City Standards or NDDOT Standards and verified by the City Inspector.