



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

# CONSTRUCT/REPAIR PERMIT APPLICATION

## REQUIREMENTS

APPLICATION FEE:  
\$10.00

A Construct/Repair Permit is required in order to construct, reconstruct, alter, grade, or repair any public street, sidewalk, driveway, curb, or gutter inside of the public right of way. All work must conform to City Standards, the City Driveway/Access Management Guidelines, and City Ordinances. A detailed plan, drawing, or sketch must be submitted with this application. 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. **DO NOT SUBMIT PAGES 4 AND 5 OF THIS DOCUMENT.**

City of Watford City Municipal Code of Ordinances: **CHAPTER II ARTICLE 1.**

## PROPERTY INFORMATION

PROPERTY ADDRESS:		ZONING DISTRICT:	
PARCEL NUMBER:	SUBDIVISION:	BLOCK:	LOT:
IS PROPERTY ANNEXED? <input type="checkbox"/> YES <input type="checkbox"/> NO / E.T.A.		LOCATED IN FLOODPLAIN? <input type="checkbox"/> NO <input type="checkbox"/> YES *	

\* FLOODPLAIN DEVELOPMENT  
PERMIT IS **REQUIRED**

## PROPERTY OWNER INFORMATION

OWNER NAME(S):	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

## APPLICANT INFORMATION

Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

## CONTRACTOR INFORMATION

CONTRACTOR BUSINESS NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

▼ Please include the information below.

NORTH DAKOTA CONTRACTORS LICENSE NUMBER: _____	CLASS: _____
WATFORD CITY CONTRACTOR BUSINESS LICENSE NUMBER: _____	
NORTH DAKOTA ONE CALL TICKET NUMBER: _____ (MUST CALL 811 PRIOR TO WORK)	
COPIES OF CURRENT LIABILITY INSURANCE, WORKERS COMP., AND SURETY BOND ON FILE WITH CITY	

## TYPE OF WORK

RESIDENTIAL	NON-RESIDENTIAL	DRIVEWAY	CURB
APPROACH	SIDEWALK	PUBLIC STREET	GUTTER

## DESCRIPTION

Please give a detailed description of the proposed work.

## SUBMITTALS

To be submitted at the time of submitting the application, as applicable. Site Plans shall be submitted with all applications. Site plans shall include location of the work, all dimensions (width of driveway, width of curb removal, edge of driveway distance to lot lines, etc.) for the work, and include a reference to standard drawings the construction will be completed per, at a minimum.

CONCRETE MIX DESIGN	ASPHALT MIX DESIGN	CURING COMPOUND SUBMITTAL
SITE PLAN DRAWING/SKETCH	JOINT SEALANT SUBMITTAL	

## TERMS AND CONDITIONS

Construct & Repair 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. Construct & Repair 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 construction. 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 construction 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 construction 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** two work days in advance. Inspection hours are Monday through Friday 08:00 am to 05:00 pm.
10. If a culvert is required for a driveway, it is the responsibility of the applicant to purchase, install, and adequately size the culvert to meet design requirements. The City recommends a minimum culvert size of 18 inches.
11. The Applicant agrees to perform all work in accordance with this permit, and to indemnify and hold harmless the City, its officers, and employees from any and all liability, judgments, costs, expenses, and claims growing out of damages, or alleged damages, of any nature whatsoever, to any person or property arising out of performance or nonperformance of said work, or the existence of said driveways.

### 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.**

**APPLICANT SIGNATURE:**

*As the applicant, I certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.*

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: \_\_\_\_\_  
\_\_\_\_\_

**PAYMENT:**

INVOICE NUMBER: \_\_\_\_\_

DATE CREATED: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

PAYMENT AMOUNT: \$ \_\_\_\_\_

CARD  CASH  CHECK # \_\_\_\_\_

PAYMENT DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PERMIT #:**

\_\_\_\_\_

ISSUE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ENTERED: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_



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# CONSTRUCT / REPAIR PERMIT INFORMATION

**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 two work days 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 to the Applicant. The Applicant will be billed by the City for the required testing. The following Construct and Repair 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 (NDDOT Specifications).**

## **CONSTRUCT / REPAIR NOTES**

- **General:**
  - a. Subgrade 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:**
  - a. Aggregate base under concrete and asphalt shall meet the standards as listed in the NDDOT Specifications, Section 816, Aggregate Class 5.
  - b. Aggregate surface courses shall meet NDDOT Specifications, Section 816, Aggregate Class 13.
  - c. 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.
  - d. Depending on the amount of aggregate base needed, a gradation test may be required.
  - e. 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.
  - f. The City Inspector shall be provided a ticket for the aggregate installed.
  - g. 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.
- **Concrete:**
  - a. 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.
    - 1. <https://www.dot.nd.gov/dotnet2/view/std drawings.aspx>
    - 2. <https://www.cityofwatfordcity.com/Department/PublicWorks/Watford-City-Standards>
    - 3. <https://www.cityofwatfordcity.com/Department/Engineering/Driveway-and-Access-Management-Guidelines>
  - b. The City Inspector shall verify concrete forms, dowels, expansion joints, etc. are installed properly for sidewalk, curb and gutter, concrete street patch, and driveway/approach prior to placing concrete.
  - c. The City Inspector shall verify that the driveway/approach meets spacing and width requirements prior to installation.
  - d. The City Inspector shall verify that the sidewalk installation meets ADA requirements prior to installation.
  - e. The concrete mix design shall meet the NDDOT standards for its applicable use and should be approved prior to placement. Concrete shall meet the following specifications:
    - 1. Concrete Street Patch: NDDOT Specifications, Section 550 and Section 802.01 C.4 "Well Graded Aggregate"
    - 2. Curb and Gutter: NDDOT Specifications, Section 748 and Section 802 Concrete Class AE
    - 3. Sidewalks and Driveways: NDDOT Specifications, Section 750 and Section 802 Concrete Class AE
  - f. A concrete mix design shall be provided for approval and concrete must be tested to ensure it meets the requirements of the NDDOT Specifications in accordance with the NDDOT Field Sampling and Testing Manual. For projects that require a total amount of concrete less than 5 CY, testing will not be required.
  - g. **Epoxy coated bars shall be utilized for both tie bars and dowels. Tie bars and dowels that are drilled into pavement shall have epoxy resin injected into the hole.**
  - h. Concrete cure shall meet NDDOT Specifications, Section 810 and shall be applied within 30 minutes of placing/screeding the concrete. All exposed sides of the concrete shall be cured.

- **Asphalt:**
  - a. Regarding Hot Mix Asphalt Patching, the asphalt shall meet the NDDOT Superpave 45 Mix Properties and utilize Asphalt Cement PG 58-28 or PG 64-34. The City shall approve of the Hot Mix Asphalt Mix Design prior to placement.
  - b. Place Hot Mix Asphalt per the NDDOT specifications and manufacturers recommendations.
  - c. The City Inspector shall be called to inspect the patch prior to and during paving.
    - 1. A saw cut shall be utilized to provide a clean edge around the asphalt patch.
    - 2. Tack coat meeting NDDOT Specifications, Section 401 and shall be applied between asphalt lifts and along concrete faces that are being paved against.
    - 3. Density testing shall be completed. It is up to the Applicant or Applicant's designee to contact the City's Testing Agency to schedule all required testing. The Applicant will be billed by the City for the required testing.
    - 4. The City Inspector shall be provided a ticket for the Hot Mix Asphalt upon placing it.
    - 5. Depending on the amount of Hot Mix Asphalt placed, additional testing may be required.
- **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.