



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

# EXCAVATION PERMIT APPLICATION

**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. **DO NOT SUBMIT PAGE 5 OF THIS DOCUMENT.**  
*City of Watford City Municipal Code of Ordinances: CHAPTER II ARTICLE 1 2-108, 2-219 – 2-226.*

## PROPERTY INFORMATION

PROPERTY ADDRESS:

SUBDIVISION:

IS PROPERTY ANNEXED?

YES     NO / E.T.A.

LOCATED IN FLOODPLAIN?

YES\*     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:

▼ 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

## DESCRIPTION

Please give a *detailed* description of the proposed work.


## PROJECT SPECIFICATIONS

This section shall be completed by the Applicant.

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>	
SITE PLAN <i>(Shall be submitted with application to show location of excavation.)</i>	
ADDITIONAL ITEMS	

## 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 FEE

The 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:

**PERMIT FEE TOTAL:**

\$ \_\_\_\_\_

**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 CRF 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 two work days 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 Inspector. I understand that the City Inspector 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: \_\_\_\_\_  
\_\_\_\_\_

**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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# EXCAVATION 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 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. 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 main to the sanitary sewer main.
    - 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 main to the sanitary sewer main.
    - The City Inspector shall take GPS shots for locations of wye, cleanout, etc.
- **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.