



# SPECIAL USE PERMIT APPLICATION

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Permit No.: \_\_\_\_\_

### UTILITY INFORMATION:

Name of Utility: \_\_\_\_\_ Project Number (If Applicable) \_\_\_\_\_

Utility's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

Onsite Contact: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT INFORMATION:

Name of Applicant(s): \_\_\_\_\_ Project Number (If Applicable) \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

Onsite Contact: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT INFORMATION: *(please attach a location map)*

Address: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Right-of-way (ft) \_\_\_\_\_ Sidewalks (ft/panels) \_\_\_\_\_ Streets: Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_

Work to commence on \_\_\_\_\_ and take approximately \_\_\_\_\_ days to complete.

### SPECIAL INSTRUCTIONS:

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



5490 Fifth Street, Cottleville, MO 63304

Department of Public Works and Engineering Services

Phone: (636) 498-6565 Fax: (636) 498-6575

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REQUIRED DOCUMENTATION:

- Application/Permit Fee \$... Please make a check payable to the City of Cottleville. This permit fee will be paid prior to the release of the cash deposit or bond. Permit fees are based on the Development Fee Schedule
A cash deposit or bond in the amount of \$... The applicant has two (2) years from the date this permit is issued to request a refund of any cash deposited with the City of Cottleville and required for the purposes stated in Section 229.320.0, RSMo, as amended. After two (2) years all such cash deposits not used or refunded will be deemed relinquished to the City of Cottleville.
Insurance Certificate (Contractor to provide proof of Occurrence Based Liability Insurance in the form of an Insurance Certificate submitted to the Department of Public Works, on Accord Form, naming the City of Cottleville as additional insured in a minimum amount of \$2,303,326 for all claims arising out of a single accident or occurrence and \$345,499 for any one person in a single accident or occurrence. The Utility may post renewable annual Certificates if it is easier.)
A location map where work is to be performed.

ADDITIONAL INFORMATION:

- A. Permission is granted only for work within the City of Cottleville public right-of-way.
B. Hours of operations shall be limited to 7:00 a.m. and 6:00 p.m. daily.
C. The City of Cottleville (Police and Engineering) and the Cottleville Fire Protection District shall be notified 24 hours prior to the commencement of any partial or complete traffic shut-downs.
D. Adequate warning signs shall be installed and maintained by permittee as described in the submitted details and in St. Charles County Specifications. Warning signs shall be placed to notify the driving public at least 24 hours in advance of the commencement of operations. However, we reserve the right to require changeable message boards if the construction inspector deems it necessary.
E. All work areas will be backfilled, compacted, and restored to original condition in accordance with City requirements and inspected by a Public Works Inspector. Backfill shall be full height compacted granular beneath all pavement repairs in accordance with St. Charles County Specifications.
F. No excavated area shall be left open overnight. Excavated roadways must be plated overnight. Proper safety fencing and other means of barricading including approved equipment required at all times.
G. Contractor may not damage adjacent utility facilities, structures or conduits or resident drain laterals in the process of either excavation or boring. In the event such damage is in evidence, the Contractor shall be solely responsible to verify that such damage did not occur as a result of their



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operations. Such verification may include camera views of infrastructure or re-excavation as required.

- H. Road repairs of concrete systems will consist of complete replacement of any disturbed concrete panels or curb and gutter sections, as determined by Director of Public Works.
- I. Road repairs of asphalt systems will consist of sawcutting and complete replacement of any disturbed roadbed and compacted fill materials to a width of not less than 4 feet beyond total cut or disturbed materials.
- J. No equipment may be left parked overnight along work corridors and must be moved to an acceptable staging area daily unless authorized in advance by Director of Public Works.
- K. As determined by the Director of Public Works, contractor must place door hangers or otherwise confirm advance notification to alert residents, citing work requirements and contact information.

**APPLICATION AGREEMENT:**

By affixing signatures to this application form, the Utility Company and Applicant hereby verify that: they are familiar with the specific requirements relative to this application; and they take full responsibility for this application.

Permitee (Owner, Developer, Contractor or Agent) shall protect, indemnify, and hold harmless the City of Cottleville from any loss, damage, liability, and expense for all injuries, including death to persons or damage to property directly or indirectly arising or growing out of the performance of the work described above. Permitee shall hold the City of Cottleville harmless from and shall answer and defend any action instituted against the City of Cottleville for any loss, damage, or injury sustained by any person from the performance of the work described above. The Permitee also consents to allowing access and inspection of the work by City employees.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this application, including any plans submitted, is public information. I authorize reproduction of any plans/reports for purposes of application processing and reporting.

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Applicant's Signature	Print Name	Date
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This application is made with my full knowledge and consent.

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Utility's Signature	Print Name	Date
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