

**Charleston Town Public Works Department Instructions and
Application for Excavations within Town Rights-of-Way / June 2019**

1. Prior to any excavation, the Applicant shall give adequate notice to each public or private utility company or cable operators which may have any underground facilities located in the area(s) of the proposed excavation. Notification to “Blue Stakes” shall fulfill this requirement.
2. The applicant shall be responsible for and shall repair and pay for any damage to any underground facilities or utilities. 48 hours notice is required from application date to start date. The work will commence not less than 2 business days or more than 7 business days from such notice and shall include the excavation location, detentions and/or duration. The foregoing notice shall also be given to the Town’s Public Works Director within the times provided above.
3. Signals, guards, barricades and lights shall be erected at the work site and maintained in accordance with the manual of Uniform Traffic Control Devices Standards to prevent accidents. The applicant and person(s) performing the excavation shall do so in a careful and prudent manner.
4. The applicant shall restore the street to the same condition in which it existed prior to said excavation after completion of work as soon as is reasonably possible but not to exceed 14 days.
5. Applicant shall remove rocks, rubbish, and all other materials, which exist because of the excavation, from the street, and shall be responsible for maintaining the surface of the excavation area free from settlement and deterioration for a period of 2 years after first restoration.
6. If the excavation is through asphalt, concrete, or stone, the excavator shall make the cut perpendicular at the side and ends from the surface to the full depth along the length and width of all excavations. In all cases, precautions shall be taken as to ensure a neat, clean excavation cut.
7. The applicant shall notify the Public Works Director at least 24 hours prior to back filling, indicating the specific time the trench is to be back filled. All work must be inspected by the Town prior to back filling. Failure to obtain such inspection may result in applicant being required to re-open the excavation at the applicant’s sole expense to permit proper inspection. An additional inspection fee may be charged where more than one inspection is necessary.
8. All road closures require a detour plan. This plan must be approved by the Town dealing with all emergency response services. The applicant shall not permit any excavation to remain open in any Town street for a period of more than 2 days, nor close any Town street or restrict traffic thereon without the prior permission of the Town.
9. All work shall be performed strictly in accordance with any technical requirements or construction standards adopted by the Town by regulation or as prescribed by the Town Engineer. A permit is required for inspection notification.

10. Compaction test results must be forwarded to the Town Public Works Director in order to close out the permit. Compaction test results need to be identified by the permit number and address of the job. In all cases, excavated material will be removed from the job site, and new material, which is satisfactory to the Town, shall be brought and tamped until proper compaction reached, unless a variance is obtained from the Public Works Director or the Town Engineering Department.
11. If excavation is done by machine, the applicant shall do such excavation with either a trenching machine or pull shovel which does not have cleats, spikes or other protruding parts which will come in contact with the surface when such machine is in motion. Such machine shall not have a cutting width exceeding 40 inches.
12. Asphalt restoration shall be done, if required, using a lay down machine or leveling box (depending upon the size of the excavation), and shall be a minimum of 3 inches. A roller shall be used to furnish the restoration, and provide for a smooth clean finish. This work shall be finished within 14 days of the time the excavation is made.
13. The applicant shall guarantee the condition of the restored excavation, and accomplish any and all required maintenance on said restoration work for a period of 2 years. It is recognized that any costs incurred by the Town because of applicant's failure to repair any failure of the restoration work, after notice to the applicant, shall be paid by the applicant within 30 days.
14. The applicant shall indemnify and hold the Town and its officers, agents and employees harmless from any and all claims, liability, demands, or damages for any and all injury to persons or property arising in any manner out of or by reason of the excavation and related work. This indemnification shall include any and all costs incurred by the Town in the enforcement of the provisions of this permit and any Town Ordinances pertaining hereto including engineering review fees, attorney's fees, and other costs and expenses.
15. The applicant shall produce or verify that a current \$10,000 blanket license and permit bond is on file to cover all excavations made and maintenance of such excavations for the period of 2 years from date of filing of said bond. A \$3,000 license and permit bond shall be required per each single cut if the excavator does not wish to file a blanket bond with the Town. All contractors/developers must be licensed by the State of Utah and bonded with the Town before work can be started. The applicant must produce or verify that a current Certificate of Insurance, with the Town as an additional insured, is on file. Coverage to be a minimum of \$1,000,000. The current excavation permit fee is set at \$1,000.00 payable prior to the permit issuance.
16. Native fill shall not be put back in the excavation.
17. Upon approval of the application, the Town Public Works Director will prepare a permit for the signature of the applicant. Applicant will be notified when permit is approved.

18. The permit is restricted by winter conditions from October 15 to May 1st, depending on weather conditions. Permission can be given from the Public Works Director during the restricted time if warranted by weather conditions or emergency.

19. NO ROAD LESS THAN 5 YEARS OLD CAN BE CUT THROUGH. THESE NEWER ROADS MUST BE DRILLED UNDERNEATH INSTEAD.

I, the undersigned applicant, hereby acknowledge that I have read the instruction and provisions of permit and the Ordinance of Charleston Town pertaining to the same and agree to assume all duties, and obligations provided therein. Further, I agree to indemnify and hold the Town and its officers, agents and employees harmless from any and all claims, liability, demands, or damages for any and all injury to persons or property arising in any manner out of or by reason of the excavation and related work. This indemnification shall include reimbursement of any and all costs incurred by the Town in the enforcement of the provisions of this permit and any Town Ordinances pertaining hereto including engineering review fees, attorney's fees, and other costs and expenses.

Site Address _____ Phone # _____

_____ Fee Paid \$ _____

I have received a copy of this application and instructions:

Applicant/Excavator Date

Permit approved by _____
Mayor Kozlowski 435-671-2500 Date

Additional Instructions _____

Completion Inspection and Approval by _____

Date _____.