

**Table 9a. Street Excavation and Work within the Public Rights-of-Way
and Easements Permit Application Process**

All contractors submitting plans for review are required to comply with the following procedures.

The administrative charge for a permit is \$50.00.

Cost of a permit: When the City deems at its sole discretion that plan review and inspection of a construction project exceeds the expertise of the City to perform, the City shall retain external expertise to perform plan review and inspections services. When the City determines that a project requires the use of external expertise to conduct plan review and/or inspections, the City shall negotiate a Reimbursable Services Agreement (RSA) between the City and the construction contractor. The RSA shall fully cover the City's costs plus a five (5) percent administrative charge.

1. Permits are valid for one hundred twenty (120) days, after which they automatically become void and must be updated and re-approved by the City before any construction will be permitted.
2. The Contractor shall have one (1) copy of the approved permit, the approved construction plans, and the approved traffic control plan (if required) at the job site at all times.
3. Two (2) complete sets of prints of the project drawings or schematics shall be submitted to the City for review.
4. The following items shall be included on the plan:
 - a. North arrow and scale
 - b. Existing and proposed streets with names and widths
 - c. Driveway locations with accurate width
 - d. Easement and right-of-way information recorded with the Borough
 - e. All existing utilities (type and location)
 - f. Proposed utility location showing approximate dimensions in relation to right-of-way and/or easement line
 - g. Legend of symbols
 - h. Minor construction notes indicating the type of excavation and or boring under streets and driveways or other permanent structures. Additional information may be required by the City as necessary.
 - i. A traffic control plan will be required for all work that includes temporary lane reductions or closures. The traffic control plan shall be approved by the City of North Pole prior to any permit being issued.