

# HARRISON COUNTY ENGINEER

DEPARTMENT OF SECONDARY ROADS  
301 NORTH 6<sup>TH</sup> AVENUE P.O. BOX 171  
LOGAN, IOWA 51546-0171

PHONE: 712-644-3140

FAX: 712-644-3412

Permit Identification No. \_\_\_\_\_

Description of Work \_\_\_\_\_

Section-Twp-Range/City \_\_\_\_\_

(Attach a plan view of utility and material used)

## UTILITY PERMIT APPLICATION

This is a Utility Permit Application for telecommunications, electric, gas, water and sewer utilities. The applicant agrees to comply with the following permit requirements. Compliance shall be determined by the sole discretion of the County Engineer as deemed necessary to promote public health, safety and the general welfare. These requirements shall apply unless waived in writing by the County Engineer prior to installation.

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

1. Location Plan. An applicant shall file a completed location plan as an attachment to Utility Permit Application. The location plan shall set forth the location of the proposed line on the secondary road system and include a description of the proposed installation. Private utilities shall be responsible for conspicuously marking their utility in advance of proposed excavation in the vicinity.
2. Written Notice. At least 5 working days prior to the proposed installation, an applicant shall file with the County Engineer a written notice stating the time, date, location and nature of the proposed installation.
3. Inspection. The County Engineer may provide an inspector during the installation of all lines to insure compliance with this Utility Permit. The inspector shall have the right, during reasonable hours and after showing proper identification, to enter any installation site in the discharge of the inspector's official duties, and to make any inspection or test that is reasonably necessary to protect the public health, safety and welfare.
4. Inspection Fee. The utility shall only be charged an inspection fee for that work contracted by the utility to a private company. Only that work constructed within the right-of-way shall require inspection by the County.

5. Remittance of Fees. The applicant shall pay actual costs directly attributable to the installation inspection conducted by the County.
  
6. Requirements. The installation inspector shall assure that the following requirements have been met:
  - A) Construction signing shall comply with the Manual on Uniform Traffic Control Devices.
  - B) Depth – (Add additional depth if ditch has silted to the thickness of the deposited silt.) The minimum depth of cover shall be as follows:
 

Telecommunications . . . 36”	Gas. . . . 48”
Electric . . . . . 48”	Water. . 60”
Sewer . . . . . 60”	
  - C) The applicant shall use reference markers in the right of way (R.O.W.) boundary to locate line and changes in the alignment as required by the County Engineer. A permanent warning tape shall be placed one (1) foot above all underground utility lines.
  - D) All tile line locations shall be marked with references located in the R.O.W. line.
  - E) No underground utility lines shall cross over a crossroad drainage structure.
  - F) Residents along the utility route shall have uninterrupted access to the public roads. An all-weather access shall be maintained for residents adjacent to the project.
  - G) A joint assessment of the road surfacing shall be made by the applicant and the County Engineer both before and after construction. After construction, granular surfacing shall be added to the road by the applicant to restore the road to its original condition. After surfacing has been applied, the road surface shall be reviewed by the County engineer once the road has been saturated, to determine if additional surfacing on the roadway by the applicant is necessary.
  - H) All damaged areas within the R.O.W. shall be repaired and restored to at least its former condition by the applicant or the cost of any repair work caused to be performed by the County will be assessed against the applicant.
  - I) Areas disturbed during construction which present an erosion problem shall be solved by the applicant in a manner approved by the County Engineer.
  - J) All trenches, excavations, and utilities that are knifed shall be properly tamped.
  - K) All utilities shall be located in the shoulder unless otherwise approved in writing by the County Engineer prior to installation.
  - L) Road crossings shall be bored. The depth below the road surface shall match the minimum depth of cover for the respective utility.
  
7. Non-conforming Work. The County Engineer may halt the installation at any time if the applicant’s work does not meet the requirements set forth in the Utility Permit.
  
8. Emergency Work. In emergency situations, work may be initiated by an applicant without first obtaining Utility Permit. However, a Utility Permit must be obtained within fourteen (14) days of initiation of the work. All Emergency work shall be done in conformity with the provisions of this ordinance and shall be inspected for full compliance.
  
9. County Infraction. Violation of this permit is a County infraction under Iowa Code section 331.307, punishable by a civil penalty of \$100 for each violation. Each day that a violation occurs or is permitted to exist by the applicant constitutes a separate offense.

10. Hold Harmless. The utility company shall save this County harmless of any damages resulting from the applicant's operations. A copy of a certificate of insurance naming this County as an additional insured for the permit work shall be filed in the County Engineer's office prior to installation. The minimum limits of liability under the insurance policy shall be \$1,000,000.
  
11. Permit Required. No applicant shall install any lines unless such applicant has obtained a Utility Permit from the County Engineer and has agreed in writing that said installation will comply with all ordinances and requirements of the County for such work. Applicants agree to hold the County free from liability for all damage to applicant's property which occurs approximately as a result of the applicant's failure to comply with said ordinances or requirements.
  
12. Relocation. The applicant shall, at any time subsequent to installation of utility lines, at the applicant's own expense, relocate or remove such lines as may become necessary to conform to new grades, alignment or widening of R.O.W. resulting from maintenance or construction operations for highway improvements.

Date	Name of Company
	By _____

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RECOMMENDED FOR APPROVAL:

Date	County Engineer
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APPROVAL:

Date	Chairperson, Board of Supervisors
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**NOTE:** Utility owner is responsible to be aware of any proposed construction or locate requests in the vicinity of this utility line and responsible to protect this utility line from road or utility construction or maintenance in the right of way that may occur at any time. Unless the utility owner is registered with the Iowa-One-Call system, contractors will not be notified and will not be aware of this utility line. The utility owner shall install warning signs at the right of way line or fence line to warn contractors.