

South Jordan City
ENCROACHMENT PERMIT
APPLICATION

For work in the Public Right-of-Way



Engineering Department
South Jordan City
1600 West Towne Center Drive
South Jordan, Utah 84095

Brad Klavano, PE, PLS
Director of Engineering/City Engineer

For Questions, contact: Cindy Felt or Corinne Cowdell at (801) 254-3742



ENCROACHMENT PERMIT APPLICATION

Permit #: _____

Date of Application: _____

Address of Work: _____

Subdivision / Lot #: _____

Description of Work: _____

Owner: Name _____

Address _____

Email _____ Phone _____

Contractor: Name _____

Address _____

24-hour contact name: _____ 24-hour phone: _____

Email address: _____

License # _____ Blue Stake # _____

Estimated Start Date: _____

Estimate Completion: _____

NOTE: THE FOLLOWING ITEMS MUST BE ON FILE WITH THE CITY PRIOR TO ISSUANCE OF A PERMIT

1. If homeowner doing work – signed Waiver form in lieu of permit fee, bond, and insurance.
2. If licensed contractor is doing work -- Certificate of General Liability Insurance.
3. Improvement Security in a form acceptable to the City Engineer and City Attorney.
4. Approved M.U.T.C.D. Traffic Control Plan and a sketch of work being done showing all dimensions, property lines, existing improvements, and proposed improvements.

The applicant (or owner’s representative) acknowledges that he/she has read the content of this application, will familiarize themselves with the applicable City of South Jordan standards, specifications, and ordinances, and will abide by those standards. It is understood that nonconformance with these documents may result in rejection and removal of work, and the costs associated with the work will be applicant’s responsibility. The applicant assumes all responsibilities to construct the improvements in compliance with applicable city ordinances, specifications, and drawings.

Signature of Applicant (or authorized agent)

Date

Print Name

The City of South Jordan requires that all work completed within the Public Way, as defined in the South Jordan City Code Title 12, obtain an Encroachment Permit from the Engineering Department.

- Public Way – Means and includes all public rights-of-way and easements, public footpaths, walkways, and sidewalks, public streets, public roads, public highways, public alleys, public drainage-ways, public owned parks and any other public-owned property.

Following are the steps to obtain an Encroachment Permit:

1. Complete the information requested in this packet, sign and date where indicated, and submit with the following items to Cindy Felt in the Engineering Department at City Hall. The following items shall be submitted with the application (*unless waived by the City Engineer*):
 - a. Permit Fee - **\$245.28** (plus \$50/day traffic control and any other applicable fees).
 - b. Insurance Documents –
 - The **PERMIT HOLDER shall** provide the CITY copies of workers compensation insurance and liability insurance **naming the CITY, its elected officials, appointed officials, employees, volunteers, and agents as additionally insured.** The **PERMIT HOLDER shall** be responsible for any liability or personal injury involved through neglect. The **PERMIT HOLDER** agrees to indemnify the CITY against all claims, demands, costs, damages, attorney fees or other expenses of any kind by such neglect. **Note: The above underlined verbiage shall be on your liability insurance under special items.**
 - c. Location Map showing the location of the work to include a five hundred foot (500') radius of the area showing structures, street names, centerline of streets, north arrow, and the scale of the drawing.
 - d. Drawing showing the work to be completed. (The City Engineer may require Engineered Plans stamped by a licensed civil engineer in the State of Utah.)
 - e. Traffic Control Plan that conforms to the latest edition of the Federal Highway Administration's Part IV of the Manual on Uniform Traffic Control Devices (MUTCD), and provides all other necessary safeguards to protect the public and public property.
 - f. Work Schedule that includes estimated start date and estimated completion date.
2. After the submittal is reviewed by city staff (typically within five working days), an amount for the bond/security shall be determined (minimum bond amount is \$5,000.00). The CITY will notify the applicant of the bond/security amount as well as any corrections needed to the plans and required conditions.
3. Applicant shall make any corrections that are necessary to the plans and resubmit the plans with the bond/security in the amount specified and on forms approved by the CITY.
4. Applicant will then sign the Encroachment Permit (with the approved drawings and Traffic Control Plans attached). This permit must be at the work site at all times during construction. Failure to do so will require all work on the project to cease.

5. Applicant shall call and notify the Engineering Department two (2) working days prior to the commencement of any work. An Engineering Inspector will be assigned to the permit and will set a time to meet the applicant at the site to review the specifics of the permit and construction.
6. At the completion of the Final Inspection and acceptance of the work by the CITY Engineering Inspector, a one (1) year warranty period will begin. The bond/security will be retained by the CITY for this one (1) year period. At or around the 12th month, a warranty inspection will be completed by the CITY. If any deficiencies are discovered, the applicant shall correct them within two (2) weeks of notification of the deficiencies, or the CITY may use the bond/security to make the necessary repairs. Upon satisfaction of the warranty period, the bond/security shall be released to the applicant if not used by the CITY as outlined.

The Applicant should be aware of the following items (not intended to be an all-inclusive list):

1. **The applicant shall repair all pavement cuts in the roadway to the adopted City Policy on road repairs (policy included in this packet).**
2. The City Standard Notes (to be used on the plans as applicable). Also the South Jordan City Construction Specifications are available at <http://www.sjc.utah.gov/> or the CITY Engineering Dept. These are not intended to be all inclusive of the CITY standards, specifications, and plans. It is the applicant's responsibility to familiarize himself/herself with all of the CITY standards, specifications, codes, and policies.
3. Applicant shall be aware that any street cuts requested to be started or to be completed between October 15 to November 15, and February 15 to March 15, will require a special construction plan submitted and approved by the City Engineer before the street cut can be started or completed. In addition, all street cuts requested to be started or completed between November 15 and February 15 must have written permission from the City Engineer and Public Works Director.

NOTE:

INCOMPLETE APPLICATIONS DELAY THE REVIEW PROCESS. IT IS NECESSARY TO SUBMIT ALL REQUIRED DOCUMENTS.



SOUTH JORDAN CITY

Street Repair/Repaving Policy

The following is City policy for repairing and repaving streets that are cut or excavated (*these requirements comply with the City adopted LTAP Program for street maintenance*). Street Age shall be based upon the date the street was first constructed, re-constructed, or receives an asphalt overlay. In other words a reconstruction or an overlay of a street shall bring the street to a new condition. All roadwork/cuts in **Jordan Gateway** shall require full removal and complete replacement of the concrete slab(s) being cut or damaged.

Street Age: 0 through 5 years old

- Street shall require an overlay over the full width of the street. The thickness of the overlay shall be a minimum of two (2) inches, paving fabric is required, milling/grinding is required. The distance of the overlay beyond the trench repair shall be per the requirement of the City Engineer and the Public Works Director. The City Engineer and Public Works Director may modify the conditions above as the site conditions may dictate.
- Prior to the overlay the trench will be reconstructed per City Standards (see attached).

Street Age: 6 through 10 years old

- Street shall require a Type II slurry seal over the full width of the street. The distance of the slurry seal will be per the requirement of the City Engineer and the Public Works Director.
- Prior to the overlay the trench will be reconstructed per City Standards (see attached).

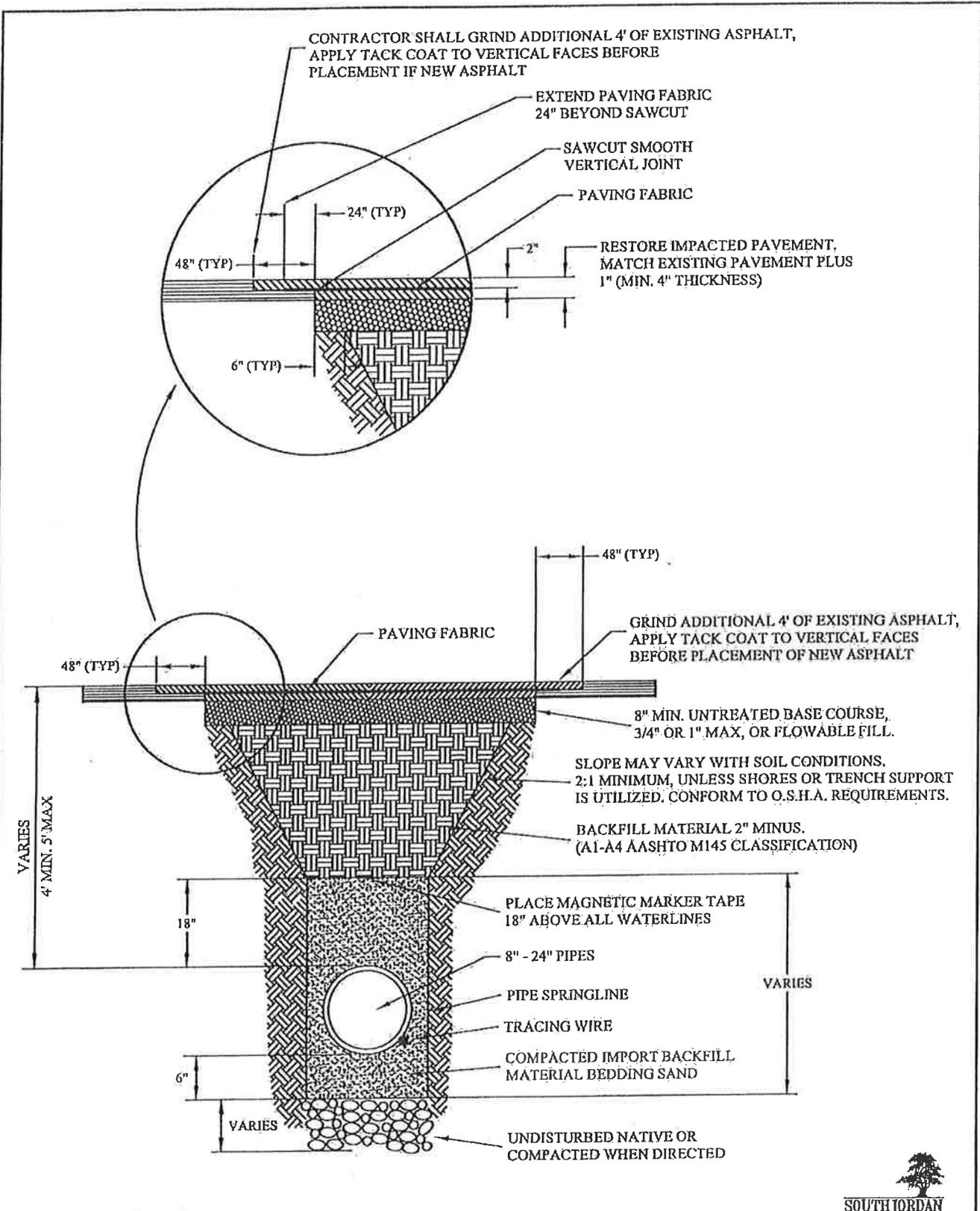
Street Age: 11 years old and beyond

- Reconstruct the trench per City Standards.

Street Widening:

- A development that widens an existing street shall be required to remove the pavement to centerline of the side of the street that is being widened. The street shall be re-constructed (this includes road base and asphalt) to centerline along the length of the development. The purpose of the reconstruction is to ensure that the cross section of the road from centerline to the new curb and gutter meets City Standards. This condition may be waived by the City Engineer if the developer's Civil Engineer shows that the installation of the new curb & gutter and asphalt pavement strip will meet the City Standards for the cross section of the roadway from centerline to the new curb and gutter.

It should be noted that if there are cuts in the roadway beyond the pavement work the repaving shall be as per the requirements listed above, depending on the age of the street.



PREPARED BY: _____



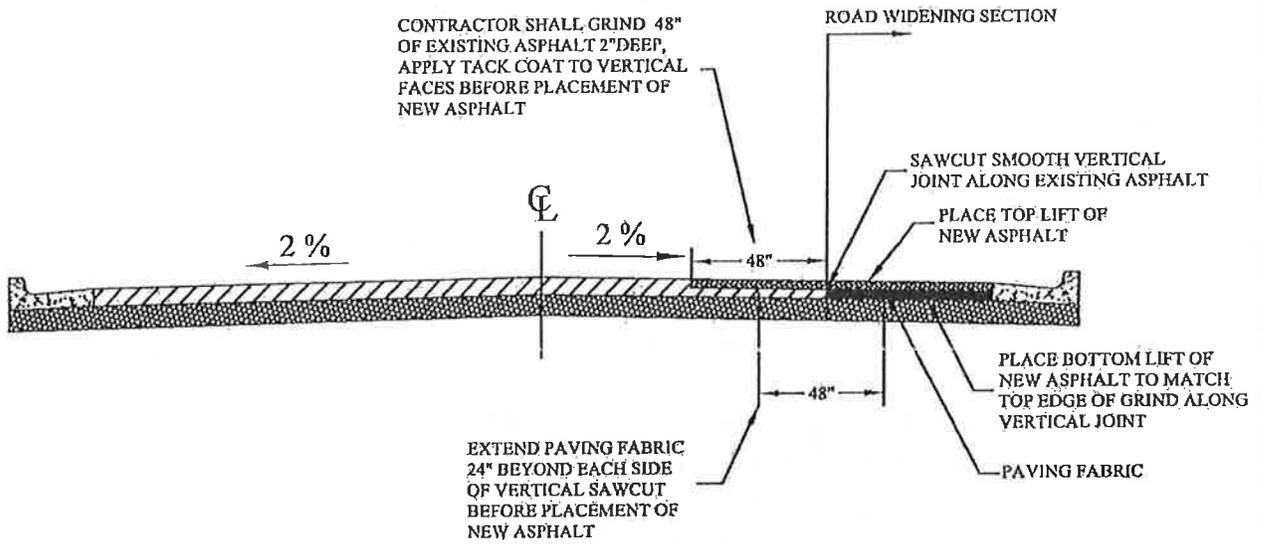
SOUTH JORDAN CITY

**TRENCH CROSS SECTION
TERMINOLOGY & STANDARD SIZES**

STANDARD
DRAWING
3010

DATE	REVISIONS	BY

DRAN#
KS
DATE
1/06



NOTE: PER CITY STREET REPAIR / REPAVING POLICY, IF CONSTRUCTION PLANS DO NOT REQUIRE REMOVAL OF EXISTING ROADWAY TO CENTERLINE CONTRACTOR SHALL JOIN NEW PAVEMENT PER THIS STANDARD

PREPARED BY: _____



SOUTH JORDAN CITY

DATE	REVISIONS	BY

DRAWN:
KS
DATE
1/06

ROAD WIDENING

STANDARD
DRAWING
3012