

For Your Information

Cottonwood Heights
Community Development Department
1265 E Fort Union Blvd #250
Cottonwood Heights, UT 84047 (801) 944-7000

Cottonwood Heights
Information Form

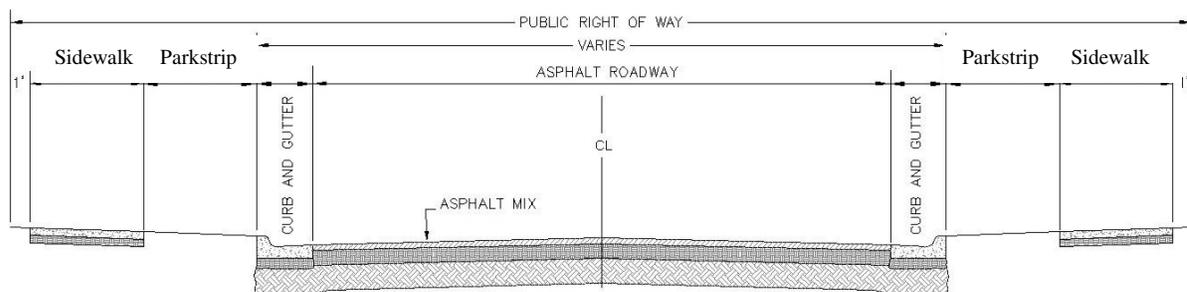
E-1

Excavation Permit

Applying for an Excavation Permit

All construction work that occurs within the public right-of-way (ROW) requires an Excavation Permit. Typically, the public ROW is defined as all areas in the street, inclusive of sidewalk and park strip (see illustration). All utilities that are located in the ROW require an excavation permit. The permit allows the City to assure that all applicable standards and regulations are followed during the excavation and surface restoration process.

The following information describes the process of applying for and obtaining an Excavation Permit. Please note that it is unlawful for any person or entity to engage in any utility work within City of Cottonwood Heights ROW without first procuring an Excavation Permit.



The Excavation Permit Application Process:

1. Pick up an Excavation Permit application from the Cottonwood Heights Community Development Department. It is advisable at this step to talk to the Public Works Inspector regarding the Excavation Permit process and to find out if there may be any additional requirements or concerns for your particular location. You may contact Mike Dolan (801) 842-6033.
2. Submit completed application and applicable fees along with all required submittal materials.
3. For any excavation activity that takes place within the right-of-way of the State roadway, all applicable permits and approvals must also be obtained from the Utah Department of Transportation (UDOT). Please note that all permits and approvals from UDOT are in addition to the Cottonwood Heights Excavation Permit.

Bonds needed:

- Curb, gutter & sidewalk bond: \$1000 minimum
- Road cut bond: Amount is based on cut size (14.16.040) no less than 3 years.
- Additional Bonding: Amount depends on complexity of permit

Excavations That Require Bonds:

Please note that Cottonwood Heights City Code requires the following excavation types to file with the City a bond in a form acceptable to the City Attorney:

- Work where public amenities are involved in a remove and replace situation.
- Where significant modification of existing features is proposed.

The amount of the bond will typically be for the total amount of the improvement. Please contact the Cottonwood Heights Public Works department for more information and specific amounts.

Items to be submitted:

1. Excavations permit application, completed and signed.
2. Current copy of Utah Contractors License.
3. Evidence of licensure as a public works contractor.
4. Insurance with Cottonwood Heights for a min. 1,000,000. Submit original certificate.
5. Road cut bond for amount determined in chart 14.16.040 good for no less than 3 years with Cottonwood Heights named. Acceptable bonds – Cash, Letter of Credit, Escrow.
6. Payment of applicable fees.
7. Drawing of the project with appropriate scale, indicating scope of excavation activity.
8. Traffic control plan (M.U.T.C.D. compliant)
9. Street Closure. All road closures must have a city approved traffic control plan, approved by the Fire, Police and City Engineer. 7 day noticing is required, after approval of the plan.
10. Fax Sieve Analysis and Marshall to Mike Dolan at 801-842-6033 24 hours prior to compaction test.

Utility Location via BLUESTAKES:

Please be aware that, by State Law, all excavators are required to notify Utility Location Services (AKA, Bluestakes) before ANY excavation is undertaken. If an excavator does not have verification of location, the responsibility of restoration of these utilities, if disturbed, shall be that of the excavators. Please note that the City is not responsible for assuring that these services are activated.

Avoiding Common Problems:

The City of Cottonwood Heights recognizes that the timely issuance of excavation permits is of the utmost importance to many contractors. As a result we recommend that applicants for excavation permits keep in mind the following factors that could result in unwanted delays in the approval process:

- **Utility conflicts and complications.** In order to insure that our activity is permitted at your proposed location, it is recommended that you contact all applicable utility companies in your work zone.
- **Untimely applications.** Applicants should be aware that the typical application process takes at least 24 hours. This time increases with the complexity and scope of the project. In any case, if the excavation work involves other utilities or extensive pavement work, the applicant should be aware that the approval process may take up to 1 week to fully process the permit.
- **Building improvements associated with Excavation Permits.** Improvements to residential or commercial spaces often require building permits and certificates of occupancy prior to the commencement of occupancy. For more information regarding whether or not you need a building permit, please refer to the ***Cottonwood Heights Information Form B-1, Do I need a Building Permit?*** Keep in mind that the building permit does not cover any work in the ROW.

Inspection requirements

Notify the inspector 48 hours before commencing work – Mike Dolan at 801-842-6033. Penalties will be assessed if work begins without activation. See attached Fee Schedule.

Construction Requirements

1. See Cold Temperature requirements for temperatures below 55 degrees.
2. Underground utility installations must be bored, unless an exception has been approved by the Engineering Department.
3. Extensions to the 45 day permit must be approved by the Engineering Department.
4. Restoration shall take place with seventy-two (72) hours from the time of excavation.
5. Repair of excavations parallel to traveled lanes and over 300 square feet in area shall commence within ten (10) days from the commencement of excavation and be completed within fifteen (15) days from the commencement of the excavation.
6. Only a minimal open trench (To be determined by City Inspector) will be allowed overnight.
7. All construction activities will utilize Best Management Practices (BMP's).
8. All excavation and construction shall comply with all applicable ordinances and laws of the City of Cottonwood Heights and of the state of Utah and also with the manual on uniform traffic control devices – federal highway administration.

Moratorium Standard

This standard applies to the cutting of streets:

- New Streets 2 years
- Overlaid Streets 2 year
- Reconstructed Streets 2 years
- Fort Union Boulevard 5 years

New, Overlaid, and Reconstructed streets shall be milled down a min. depth of 2 inches, 15 feet from edge of cut and at width of travel lane or at Engineers discrepancy.

Cold Weather Paving

- Cold weather paving is only allowed when roadbed temperatures are between 40° and 49°
- Add 1 inch of asphalt pavement to designed residential section
- Add 2 inches of asphalt pavement for designed major road sections
- No paving below 40° Fahrenheit (All paving done with temperatures below 40° will be considered temporary.)

Fee Schedule for Excavation

Asphalt	\$.50 sq ft (\$250 min)
Soil	\$.25 sq ft (\$125 min)
Road Closure/Lane Closure	\$50/day per lane residential collectors \$200/day per lane - all others
Concrete	\$1 sq ft. (\$100 min)

Fee Schedule for Penalties

Extension Fee	\$50
Stop Work Order for no permit	200% Regular Permit Fee
Other Stop Work Orders	\$100
Weekend Inspection Fee 48 hours of notice required	\$100 min. for two hours \$50 per hour after.
Failure to Notify Inspector 48 before commencing work	\$200 per incident
Failure to comply/complete	\$200/day

Helpful Phone Numbers:

The following numbers may be helpful for your work in Cottonwood Heights:

Bluestakes	801-532-5000
Questar Gas	801-324-3389
Qwest Communications	801-972-8169
Unified Fire Department	801-743-7230
Cottonwood Heights Improvement District	801-943-7671
Cottonwood Heights Public Works	801-562-6400
Utah Department of Professional Licensing	801-530-6091
Rocky Mountain Power	801-220-7203
Utah State Department of Commerce	801-530-4829