



West Jordan City
Engineering Department
7960 South 4000 West
West Jordan, UT 84088
Phone: 801-569-5070
Email: wjrow@westjordan.utah.gov

Public Right-of-way Encroachment Permit Application & Agreement

Application Date:			Permit #	
Permittee Name / Title:			Date Issued	
Address:			Date Expired	
City	State	Zip Code	City Works #	
Phone:	Email:	WEST JORDAN USE ONLY		

Contractor Information:

Contractor Performing Work:			Job #
License #		Office Phone:	
Address:		24/7 Foreman Phone:	
City	State	Zip Code	
Superintendent Name:			
24/7 On-site Foreman:		Cell Phone:	
Email:			

Nature of Work (Job Specific)

A permit is required for any encroachment into any City right-of-way, City easement, or City utility system, including but not limited to construction, maintenance, and obstruction to vehicle or pedestrian traffic.

**FAILURE OF THE PERMITTEE TO FOLLOW THE PROVISIONS OF THIS PERMIT SHALL
RESULT IN THE RETRACTION OF THE PERMIT BY WEST JORDAN CITY AND LOSS OF
PRIVILEGES TO WORK WITHIN WEST JORDAN CITY'S RIGHT - OF WAY.**

1. Standards / Location of Work

The above indicated Contractor, (hereinafter referred to as "Permittee") is hereby granted subject to Title 8, Chapter 8 of the West Jordan City's Municipal Code, City's Policies and Design Criteria Manuals, Construction Specifications Manual, Standard Drawings Manual, State Occupational Safety and Health Laws, Manual on Uniform Traffic Control Devices (MUTCD), Instructions to Flaggers, the approved plans, and any special limitations set herein, permissions for the purpose of

_____ within the right - of - way limits at the following
location(s): _____.

2. Prior to Work

Prior to work being performed in the public right-of-way, the Permittee will make proper provisions for protecting the public safety and property. This permit is a binding agreement between the Permittee and West Jordan City and shall be only for the **location** as listed above.

For any excavation in the public right-of-way, as listed on the Current Uniform Scheduled of Fees and Services charges will be calculated upon approval of permit - **REQUIRED**

_____ Feet Long _____ Feet Wide _____ Feet Deep

The work permitted here within shall commence on _____ and shall be diligently prosecuted to completion on or before _____.

Initial permit is valid for 45 days.

Required Documents for Application:

Application must be signed and dated by the authorized party

Attach Certified Traffic Control Plan

Bore profile for all roadway crossings

Site map with the following information included:

- ☐ Right - of - way offsets
- ☐ PUE off sets
- ☐ Existing Utilities
- ☐ Proposed running alignment
- ☐ Proposed running depth
- ☐ If any additional permit are required - a copy of the approved permit will be submitted.

Performance Bond:

The Permittee shall provide to West Jordan City a performance bond for a three (3) year prior to approval or completion of the work to guarantee satisfactory performance. **The three (3) year period is required to be stated on the bond.**

Liability Insurance:

The Permittee shall provide to West Jordan City a copy of Workers Compensation Insurance and Liability Insurance. **The City it's elected officials, appointed officials, employees, volunteers, and agents** must be additionally insured under the policy.

The Permittee shall be responsible for any liability or personal injury involved through neglect. The Permittee holder agrees to indemnify the West Jordan City, it's elected officials, appointed officials, employees, volunteers, and agents against all claims, demand's costs, damages, attorney fees or other expenses of any kind by such neglect.

3. Notice of Work to Begin

☐ Initial of the Permittee understanding

Before work permitted herewith is commenced, the Permittee shall notify wjrow@westjordan.utah.gov, at least 24 hours prior to the work beginning.

The following information is required in the email:

West Jordan City Permit Number (located at the top of the approved permit)

Location of work

Confirmed Start Date

Confirmed Completion Date

If emergency services, school districts, UDOT, UTA, road closures or detours apply a permit is required two (2) working days in advance. Additional approval maybe required through West Jordan City Administration (the City Administrator's Office).

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Initial of the Permittee understanding

Residence required to be notified 5 days prior to work beginning

Commencement of said work is understood to indicate that the Permittee will comply with all instructions and regulations of West Jordan City with respect to performance of said work and that the Permittee will properly control and warn the public of said work to prevent accident.

4. Notice of Work Completion

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Initial of Permittee understanding

After work completion herewith approved permit has been completed, the Permittee shall notify wjrow@westjordan.utah.gov for a Work Completion Inspection, walk through / punchlist if more than 5 items projects incomplete and not ready for inspection:

The following information is required in the email:

West Jordan City Permit Number (located at the top of the approved permit)

Location of work

Confirmed Completion Date

Prior to notice of permit completion, Permittee agrees the following has been completed:

Right-of-way has been restored, repaired, to West Jordan City Standards to its original or better conditions

All traffic control has been removed

All required final reports have been submitted to the Inspector

Concrete Tests

Compaction Tests

Asphalt Tests

Backfill

Gradation and Compaction

As Builts (if required)

A final completion inspection will be completed for approval, with the final approval of completion from the Engineering Inspector the permit will be closed out.

A final inspection will be completed within 48 hours of Work Completion notification.

If additional time is required for permit, the Permittee shall notify wjrow@westjordan.utah.gov, additional fee's may apply with the approval of the extension.

The following information is required for a extension request:

West Jordan City Permit Number (located at the top of the approved permit)

Location of work

Reason for requested extension

Requested completion date

If the Permittee fails to meet or notify of completion within the time indicated herein, West Jordan City will apply an extension fee and additional fee's will be accessed.

Permit has **not been closed** out until, a final inspection has been completed and the work has been accepted by the Engineering Inspector.

5. Limits of Work Area

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Initial of Permittee understanding

Permittee shall not perform any work in West Jordan City's right-of-way beyond those areas of operation stipulated on this permit.

This permit is no way allowing the Permittee to access private properties; the individual property owners must grant Permittee access with required documentation.

6. Suspension of Work

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Initial of Permittee understanding

If Permittee fails to comply with West Jordan City's regulations, specifications, or instructions pertinent to this permit, the City Engineer or duly authorized representative, may give a verbal order to suspend the work until the violation is corrected.

If Permittee fails or refuses to comply promptly, the City Engineer or duly authorized representative may issue a written stop work order on all or any part of the work, until corrective action has been taken and approval has been given by the City Engineer or duly authorized representative.

7. On-Site Permit Requirements

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Initial of Permittee understanding

Permittee is required to provide all approved plans and documents of permit on site at all times. The Inspector shall be granted access to the approved permit at all times.

8. Temporary Asphalt Patching

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Initial of Permittee understanding

Asphalt patching to roads between October 15 and March 1 will be considered temporary only and must be replaced after March 1 following APWA standards.

9. Special Limitations

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Initial of Permittee understanding

All road closures require upper management approval.

Permittee is required to call for Blue Stakes and check for existing utilities in the area prior to excavation (bore profile).

Saw cuts and tack coat joints, replacement of asphalt to the existing depth plus 1-inch, with a minimum of 4-inches, or as directed by West Jordan City Engineer.

Untreated base course with 97% compaction for the full depth of the trench with 6-inch lifts.

Permittee is responsible for repairing and or restoring any portion of the roadway damaged during construction.

Permittee is responsible to restore shoulder to it's original or better conditions to include: reseeding, replacing sidewalk, fencing, pipe, culverts, or signs removed or damaged during construction.

Striping is to be replaced with the same material within 48-hours of completion of permit. The materials must maintain West Jordan City standard specifications for 6-months.

No storage or backfill material or pipe will be allowed within the ASHTO Clear Zone. Excavations to be backfilled daily if possible.

Permittee will comply with all applicable environmental SWPPP laws.

Steel drum vehicles or steel tracked vehicles or equipment shall use minimum 3/4 inch plywood over railroad concrete pavement to protect the concrete while crossing the railroad track area.

Concrete paved roadways, the permittee is responsible for all panels that have 2-inch holes bored into the panel. If these panels fail in the future due to the bores, the Permittee will be required to replace the affected panels.

Acceptance by Permittee

I, as the Permittee, understand that a permit is required for encroachment into any West Jordan City Right-of-way, West Jordan Easement, or West Jordan Utility System, including but not limited to construction, maintenance, and obstructions to vehicle and pedestrian traffic. My execution of the activities allowed by this permit is conclusive evidence that I have accepted all provisions, limitations, restrictions, and attachments of this permit and agreement. I understand and agree to all penalties for failing to comply with this permit and agreement.

Permittee Name / Signature

Title

Date

Permittee Name (Printed)

West Jordan City Use Only Processed and Approved by:	
West Jordan City Engineering Inspector	Date
West Jordan City Traffic Engineer	Date
West Jordan City Engineer	Date