



Engineering Department
7960 South 4000 West
West Jordan, UT 84088
Phone: 801-569-5070

West Jordan City Public Right - of - way
Encroachment Permit Application & Agreement

APPLICATIONS & INQUIRES SENT TO PERSONAL EMAILS WILL NOT BE REVIEWED
ALL APPLICATIONS AND INQUIRES MUST BE SENT TO WJROW@WESTJORDAN.UTAH.GOV ONLY

Application Date:		West Jordan Use Only	Permit #	
Permittee Information:				
Company Name				
Name / Title				
Address				
City		State		Zip
Phone		Email		

Contractor Information:				
Contractor Performing Work		Job #		
Office Phone		24/7 Foreman Phone		
Address				
City		State		Zip
Superintendent Name		Phone		
Email				

Nature of Work (Job Specific)

A permit is required for any encroachment into any West Jordan City Right-of-Way, West Jordan City Easement, or West Jordan 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 PRIVILAGES 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**

Public Utility Easement

_____ Feet Long _____ Feet Wide _____ Feet Deep

Public Right-of-Way

_____ Feet Long _____ Feet Wide _____ Feet Deep

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

Initial permit is vail 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 - **STAMPED BY A CERTIFIED ENGINEER**

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 period prior or 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

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Initial of the Permittee understanding

Before work permitted herewith is commence, 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 to the permit is required two (2) working days in advance. Additional approval maybe required through West Jordan City Administration (the City Administrator's Offices.)

Initial of Permittee understanding

Residence required to be notified 5 day 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 accidents.

4. Notice of Work Completion

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/punch list if more than 5 items project 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 it's original or better conditions

☐ All traffic control has been removed

☐ All required final reports have been submitted to the Engineering Inspector

Concrete Tests

Compaction Tests

Asphalt Tests

Backfills

Gradation and Compaction

As Built Drawings (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

Initial of the 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

Initial of the 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

Initial of the Permittee understanding

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

8. Temporary Asphalt Patching

Initial of the 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

Initial of the 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 profiles)

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 the asphalt patch. 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 obstruction to vehicle and pedestrian traffic. My execution of the activities allowed by the 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 of failing to comply with this permit and agreement.

_____	_____	_____
Permittee Name / Signature	Permittee Name (Printed)	Date

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