

CLAYTON COUNTY 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 discretion of the Clayton County Engineer as deemed necessary to promote public health, safety and the general welfare. These requirements shall apply unless waived in writing by the Clayton County Engineer prior to installation.

Applicant Name	
Address	
City, State & Zip Code	
Telephone Number	
Contact Person	
Email	

1. Location Plan. An applicant shall file a completed location plan as an attachment to this Utility Permit Application. The location plan shall set forth the location of the proposed line on the Clayton County secondary road system and include a description of the proposed installation.
2. Written Notice. This utility permit application shall be requested a minimum of thirty (30) working days prior to date of approval to include necessary documentation. After permit approved work may begin with at least five (5) working days notice prior to the proposed installation. An applicant shall file with the Clayton County Engineer a written notice stating the time, date, location and nature of the proposed installation.
3. Inspection. The Clayton County Engineer shall provide a full-time inspector during the installation of all lines to insure compliance with this Utility Permit Application. 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 Permit Application will be issued by the Clayton County Engineer upon payment of the required prepaid inspection fee or bond made payable to Clayton County and sent to the Clayton County Engineer. The fees shall be as follows:

Telecommunications	\$1,000	Electric	\$1,000	Gas	\$1,000
Water	\$1,000	Sewer	\$1,000		

Inspection fees shall be based on increments of three (3) miles or each individual site. If distance is greater than three (3) miles or if number of sites is greater than one, fee shall be increased proportionately.

Fee shall cover all expense incurred by Clayton County including labor, mileage, equipment, fringe benefits, etc.

5. Remittance of Fees. The applicant shall pay actual costs directly attributable to the installation inspection conducted by the Clayton County Engineering Department. Payment shall be made out of the prepaid inspection fee. Within thirty (30) days after completion of the installation, the Clayton County Engineer shall remit any unused portions of the prepaid inspection fee to the applicant along with a statement for services rendered. Applicant with

bond on file shall be billed at the end of the project and applicant will be given thirty (30) days to pay bill before the bond is used to pay said costs.

6. Requirements. The installation inspector shall assure that the following requirements have been met:

- a) Construction signing (furnished by applicant) shall comply with the Manual of 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"	Electric	40"	Sewer	60"
Gas	48"	Water	60"		
- c) The applicant shall use reference markers in the right of way boundary to locate line and changes in alignment as required by the Clayton County Engineer. Applicant shall strive to install permanent warning tape above all underground utilities at a point one (1) foot below the ground surface. Above ground marker post at 500' intervals on same side of road as utility and both sides of roadway at road crossings.
- d) All tile line encountered during utility installation shall be repaired by the applicant and the locations shall be marked with references located in the right of way boundary.
- e) No underground utility lines shall cross over a crossroad drainage structure.
- f) Residents along the utility route shall have uninterrupted access to 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 Clayton County Engineering Department 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 Clayton County Engineering Department once the road has been saturated, to determine if additional surfacing on the roadway by the applicant is necessary. After construction completion, post restoration shall be within five (5) working days. If granular surfacing is not added to return roadway to original condition Clayton County shall apply granular surfacing and all cost incurred, including blading that may be required shall be billed to the applicant.
- h) All damaged areas within the right of way 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 Clayton 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 Clayton County Engineer. All areas disturbed shall be reseeded by applicant.
- j) All trenches, excavations and utilities that are knifed shall be properly tamped.
- k) All utilities shall be located between the bottom of the backslope and the bottom of the foreslope, unless otherwise approved in writing by the Clayton County Engineer prior to installation.
- l) All road crossing shall be bored. The depth below the road surface shall match the minimum depth of cover for the respective utility.
- m) Any excavation left open during non working hours shall be barricaded with snow fence around excavation and delineated by signing and flashing lights all furnished and maintained by applicant.

7. Non-conforming Work. The Clayton County Engineer may halt the installation at any time if the applicant's work does not meet the requirements set forth in this Utility Permit Application. In the absence of the Clayton County Engineer the inspector may halt installation until the Clayton County Engineer is available.

8. Emergency Work. In emergency situations, work may be initiated by an applicant without first obtaining a Utility Permit Application. However, a Utility Permit application must be obtained within fourteen (14) working 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.

In emergency situations, Clayton County may work without the 48 hours prior notification by using One Call and requesting an emergency response by the applicant.

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 Clayton County harmless of any damages resulting from the applicant's operations. A copy of a certificate of insurance naming Clayton County as an additional insured for the permit work shall be filed in the Clayton County Engineer's Office prior to installation. The minimum limits of liability under the insurance policy shall be \$1,000,000.

Clayton County shall be held harmless for any installation of the applicant which may later be found to not meet the requirements of the permit.

11. Permit Required. No applicant shall install any lines unless such applicant has obtained a Utility Permit from Clayton County Engineer and has agreed in writing that said installation will comply with all ordinances and requirements of Clayton County for such work. Applicants agree to hold Clayton County free from liability for all damage to applicant's failure to comply with said ordinances or requirements. Permit is valid for one year from date of approval. Copy of permit shall be on the job site.

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 right of way resulting from maintenance or construction operations for highway improvements.

Clayton County assumes no responsibility for damages to the applicant's property occasioned by any construction or maintenance operations on said highway right of way which do not conform to the provisions of this permit. Clayton County shall notify the applicant 48 hours prior to work being done.

13. Applicant shall provide cross sections and profile to Clayton County, of the finished project(s) showing where applicant's property has been placed, within 60 days after project is completed.

14. Permit Required for:

- a. Poles, guys and anchors located on right of way to insure clear zone requirement compliance.
- b. Reconstruction is new poles and conductor, which may require inspection.
- c. Service drops to utility line will require permit but may not require inspection.

15. Permits Not Required for:

- a. Facilities which cross over right of way with poles, guys and anchors located on private right of way.
 - b. Maintenance activities of above ground utilities. 'Maintenance' is replacement of existing poles in nearly same location.
 - c. Replacement of cross arms, conductors, cut outs, arrestors etc which do not change location of facilities on Clayton County right of way.
 - d. Maintenance activities of underground utilities to repair cable or replace short, less than 500', lengths of existing cable in the same location, but a phone call to Clayton County Engineer's Office detailing location is required.
16. All proposed work which requires the Clayton County Engineer's Office specific approval or waiver shall be clearly identified on the plans and summarized on an attached list which makes reference to the location and sheet numbers on the plans where approval or waiver is requested.

REQUESTED BY:

Date _____

Title _____

RECOMMENDED FOR APPROVAL:

Date _____

Clayton County Engineer