



375 1st Ave East, Wendell, ID 83355
208-536-5161 Fax 208-536-5527, cityclerk@wendell.id.gov

RIGHT OF WAY PERMIT APPLICATION

Date of Application: _____

Contact Information:

Contractor: _____ Project Foreman: _____
Phone #: _____ Email: _____
Utility Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Property Owner: _____ Phone#: _____

Project Information:

Start Date: _____ Completion Date: _____
Location of work (or address): _____
Cross Streets: _____ and _____
Building Permit # (if applicable): _____ Plumbing Permit # (if applicable): _____

Type of Work (Check all that apply):

Sewer (service lines, etc.) _____ Private Utility Work (gas, cable, phone, electric, etc.) _____
Water (fire line, etc.) _____ Driveway / Approach _____
Sidewalk _____ Trenching/Boring _____
Curb & Gutter/Asphalt Patch-back _____ Other _____

Description of work:

Attachments:

Site Plan (showing proposed work area)
Construction Plans (w/typical sections)
Traffic Control Plan, including pedestrian routing (if applicable)
Public Service Announcement (PSA) (if applicable)
Proof of Liability Insurance from the assigned Contractor completing work

As the applicant, I understand the conditions of this permit and will comply with the requirements set forth therein. I accept all liability during construction activities. The City of Wendell holds no liability in approving this permit. Non-compliance to these conditions may affect approval of future right-of-way permits.

Applicant Signature: _____ Date: _____

Print Name: _____

This permit is for the use of the City of Wendell right-of-way only. No survey has been conducted by the City of Wendell to determine the location of the right-of-way in this permit. Verification of right-of-way is the responsibility of the applicant. This permit does not alter franchise agreements. This permit is valid for **180 days** from the approval date.

Office Use Only:

\$ PERMIT FEE: _____ Collected by: _____

Form of Payment: _____ Date: _____

Traffic Technician Review: _____

Traffic Control Plan: _____

PSA

Comments: _____

Traffic Technician Approval: _____ Date: _____

Street Classification: Residential _____ Collector/Arterial _____ Alley _____

Public Works Dept. Rep. _____ Approval Date: _____

Application Submittal, Traffic Control Plan & PSA Requirements:

- The application submittal must be complete before it will be approved.
- The work area map must include linework that indicates what is being installed as well as indicates how the utility line is being installed (boring, trenching, etc.).
- If there will be lane restrictions or roadway closures, applicant must submit a traffic control plan for review and approval by the Public Works Department.
- The contractor must submit a Public Service Announcement (PSA) if there are to be extended lane or roadway closures.

The PSA must include:

1. The name of the contractor doing the work and for whom.
 2. Dates and times of the beginning and end of the traffic control.
 3. Location of project (nearest cross street) and alternate routes if necessary.
 4. A short description of the project or development.
 5. Public Service Announcements should be submitted with the right of way application.
 6. For questions about Traffic Control Plans or PSA requirements, contact Code Enforcement or the Public Works Director at 208-536-5161.
- The applicant must give the City of Wendell **96 hours notice** before any lane or roadway closures are permitted.
 - The contractor shall not begin work until the submitted right of way permit has been approved.

Construction Requirements:

- **The applicant is responsible for site safety during all construction activities.**
- Contractor shall notify DIGLINE at 1-800-342-1585 or through the WebTicket Program via their website at www.digline.com. Underground utilities must be located and marked prior to any trenching, boring, or excavation work.
- Contractor shall perform all work in accordance with the latest City of Wendell adopted Idaho Standards for Public Works Construction (ISPWC) and the most current City of Wendell Revisions to the ISPWC (City Revisions).
- All construction materials (gravel, concrete, asphalt, etc.) must be from a City of Wendell Public Works Department approved source. This includes the asphalt patch-back adjacent to the curb & gutter.

Trenching & Boring - Inspection & Testing Requirements:

The contractor shall provide testing and inspection reports from an **independent testing and inspection firm**. The independent firm shall follow the required inspection & testing requirements listed below. All inspection & testing reports shall be submitted to the City of Wendell Public Works Department.

• Street - Trench Patch-Back Requirements:

1. Hire an independent firm to complete inspections & compaction testing required on gravel base for street section.
2. Submit all testing & inspection documents to the City of Wendell Public Works Department.
3. The contractor shall call the Public Works Department for inspection of completed work and final sign off. **24-hour** notice is required.

• Alley - Trench Patch-Back Requirements:

1. Hire an independent firm to complete inspections & compaction testing on gravel.
2. Submit all testing & inspection documents to the City of Wendell Public Works Department.
3. The contractor shall call the Public Works Department for inspection of completed work and final sign off. **24-hour** notice is required.

Sidewalk / Curb & Gutter / Driveway Approach Requirements:

*The contractor shall call the City of Wendell Public Works Department for the following inspections:

1. Inspection of the compacted gravel base and concrete forms for sidewalk, curb & gutter, and driveway.
2. Inspection of compacted gravel base for the asphalt patch-back.
3. The contractor shall call the City of Wendell Public Works Department for inspection of completed work and final sign off. **24-hour** notice is required.