



EXCAVATION PERMIT APPLICATION

City of Columbia
Public Works
110 W. Sand Bank Road
Columbia, IL 62236
618.281.7144

The contractor and/or applicant shall submit an excavation application and traffic control/detour plan at least 48 hours in advance to allow review of the traffic plan and closure notification to local agencies. Traffic control shall be established and maintained by the contractor in accordance with the Manual for Uniform Traffic Control Devices, current addition.

The contractor and/or applicant shall notify the Police Dispatch at 281-5151 and the Public Works Department at 281-4264 immediately prior to any partial or full street closure.

Street closures may be scheduled Monday through Friday between the hours of 9:00 a.m. and 2:00 p.m. when school is in session, or between the hours of 8:30 a.m. and 3:30 p.m. when school is not in session.

Conditions, Specifications and Regulations:

Section 1. That any person, company or corporation that desires to excavate or break any concrete, brick or bituminous pavement or oiled & chipped surface of any street or alley shall post Bond with the City Clerk of the City of Columbia in the amount of \$5,000.00 protecting the City against any repair for a period of one (1) year from the completion of the initial repair. Before digging the contractor is responsible for calling J.U.L.I.E. (utility locates). The number is 1-800-892-0123.

Section 2. That any person, company or corporation that desires to excavate or break any concrete, bituminous pavement, oiled & chipped surface of any street or alley or performing any excavation within the public right-of-way must obtain an Excavation Permit from the Director of Public Works, Assistant City Engineer or designate to do the proposed work. At which time the person, company or corporation shall agree to repair the excavation as stated below:

A. Concrete and Bituminous Pavement on Concrete:

The pavement shall be removed for a minimum of 2 feet on each side of the excavation and to any joint within 5 feet of the excavation. Before breaking any pavement, the edges of all pavement to be removed shall be saw cut to full depth. After the necessary work has been completed, the excavation shall be filled with $\frac{3}{4}$ inch clean stone mechanically compacted in lifts not to exceed 12 inches at any one time, and the $\frac{3}{4}$ inch clean stone shall be topped off with a minimum of 6 inches of CA-6 (1 inch minus). The removed concrete shall be replaced with 7-bag Portland Cement Concrete with a thickness 1 inch greater than the existing pavement but not less than 8 inches. All concrete patches must be pinned to the existing pavement with 24" #6 Bars on 24" centers. Where the existing pavement has been surfaced with bituminous material, the concrete patch shall be poured to the top of the original concrete surface and the patch surface shall be surfaced with bituminous concrete surface course to match the existing bituminous surface. Cold mix is not permitted.

B. Bituminous Pavement on Crushed Stone base or Stabilized Base:

The existing pavement needs to be removed for the width of the excavation only. After the necessary work has been completed, the excavation shall be filled with ¾ inch clean stone backfill mechanically compacted in lifts not to exceed 12 inches at any one time and the ¾ inch clean stone shall be topped off with a minimum of 6 inches of CA-6 (1 inch minus). All edges of the excavation shall be saw cut prior to placement of the bituminous surface. The full thickness of bituminous surface and crushed stone or stabilized base shall be patched with bituminous concrete surface course leveled and tamped in place to match the existing pavement. Cold mix will not be permitted.

C. Oiled & Chipped Streets:

Remove the existing surface as required to make the excavation. After the necessary work has been completed, the excavation shall be backfilled with ¾ inch clean stone mechanically compacted in lifts not to exceed 12 inches at any one time and the ¾ inch clean stone shall be topped off with a minimum of 6 inches of CA-6 (1 inch minus) and the surface patched with a 6 inch thick bituminous concrete surface course. All edges of the excavation shall be saw cut prior to placement of the bituminous surface. Cold mix will not be permitted.

D. Excavation in Unpaved Areas within the Public Right-of-Way

After the necessary work has been completed, the excavation shall be backfilled and mechanically compacted in lifts not to exceed 12 inches at any one time. The surface shall be restored to the same condition as prior to the excavation.

Section 3. All materials shall be in compliance with the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, current addition.

Section 4. Prior to backfilling, the Public Works Department shall be contacted at 281-4264 to schedule an initial inspection of the work that was completed. Upon completion of backfilling, the Public Works Department shall be contacted to schedule an inspection of this backfill. Upon completion of patching the pavement, the Public Works Department shall be contacted to schedule a final inspection. **The Public Works Department shall be notified by 9:30 a.m. on the day that any of the three inspections is required.**

Section 5. Any excavation to remain open overnight shall be covered with traffic bearing steel plates or filled with compacted granular material topped off with 6" of CA-6 (1 inch minus).

Section 6. Final repairs, including any patchwork or brickwork, shall be completed within **7 days** from the time that the excavation has commenced, unless special permission is granted by the City of Columbia. Any street cut or excavation made between November 15 and April 15 shall be temporarily patched with 2" of bituminous cold mix until the permanent patch can be placed. Temporary patches, both hard surfaced and aggregate shall be maintained by the applicant until such time as the permanent patch is placed and accepted by the City. The work to be authorized by this permit shall be completed within **30 days** after the date of approval. Otherwise the permittee will forfeit the excavation deposit.

Section 7. Prior to the issuance of this permit, the applicant shall submit proof of a certificate of insurance indicating that the applicant has, in force, property damage insurance and bodily injury insurance. The City of Columbia cannot be held liable for damage to the facilities covered by this permit. The required Certificate of Insurance must list the City of Columbia as additional insured and must also be filed with the permit application.

Section 8. A charge of Seventy Five Dollars (\$75.00) must be paid for permit to excavate or break any street.

Section 9. Any person, partnership, corporation, or other entity who shall make any excavation or break any concrete, bituminous pavement or oiled & chipped surface of any street or alley in the City of Columbia, without first complying with the terms of this permit shall be fined in any amount not to exceed Seven Hundred Fifty Dollars (\$750.00).

It is further agreed that the Public Works Department shall be notified in advance to allow inspection of both backfilling and pavement repairs.

Applicant Name:

First Last

Address:

Street City State
Zip

Phone #:

E-mail Address:

Location of intended excavation in any street, alley, right-of-way, or other public place:

(Number) (Street)

Date of Intended Excavation:

Size of Excavation:

Purpose of Excavation:

Person, firm, or corporation doing the actual excavation work:

Name: _____
First Last
Address: _____
Street City State Zip
Phone #: _____

Person, firm or corporation for whom or which the work is being done:

Name: _____
First Last
Address: _____
Street City State Zip
Phone #: _____

THE APPLICANT SHALL COMPLY WITH ALL ORDINANCES AND LAWS RELATING TO THE WORK TO BE DONE ABOVE.

Applicant Signature Date

(Office Use Only)

Approved: _____ **Permit #** _____

(Director of Public Works, Assistant City Engineer or Designate)

(Date)

Fee: \$ 75.00

Excavation Deposit:
No Pavement Involved - \$100.00
Pavement Involved - \$500.00

Total Paid: \$ _____

Date Paid: _____

\$ 5,000 Bond (Required if pavement is involved – Bond will be held for 1 year)

Date Bond Received: _____

Received & processed by: _____