



PERMIT # \_\_\_\_\_

**EXCAVATION PERMIT**  
FEE: \$50

PUBLIC WORKS DEPARTMENT • 200 PARK DRIVE • BALLWIN MO 63011 • (636) 207-2344 • FAX (636) 207-2360

**ALL INFORMATION PERTAINING TO THE WORK INVOLVED SHOULD BE INCLUDED ON THIS APPLICATION**

DATE \_\_\_\_\_ JOB LOCATION/ADDRESS \_\_\_\_\_

Homeowner/Business Name	
Contact Name	
Address	
Email	Phone #

Contractor Name	
Contact Name	
Address	
Email	Phone #

**SCOPE OF WORK**

**THIS PERMIT IS TO COVER THE FOLLOWING WORK:**

**THE WORK WILL BE WITHIN:**

- Utility repairs or new installation:  
Name of utility: \_\_\_\_\_
- Other: \_\_\_\_\_

- Street Pavement/Curb
- Right-of-Way
- Sidewalk

Description and dimensions of work (attach drawings as required):

\_\_\_\_\_

All work is to be performed in accordance with Ballwin ordinances and the General Provisions and Conditions as stated on the reverse side of this application, as well as the following special provisions:

**CALL 24 HOURS PRIOR TO COMPLETION OF WORK FOR INSPECTIONS.**

\_\_\_\_\_  
Applicant Signature

<small>DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY</small>	
<b>ESCROW REQUIRED?</b>	/EWA BY: _____
<input type="checkbox"/> YES (SEE ATTACHED HANDOUT)	DATE: _____
<input type="checkbox"/> NO	APPROVED BY: _____
	DATE: _____

# GENERAL PROVISIONS

## (FOR REMOVAL OF STREET PAVEMENT OR SIDEWALK OR BORING)

### STREET PAVEMENT/CURB & GUTTER CUTS

- a. The City reserves the right to prohibit open pavement cuts. In such cases boring or tunneling may be utilized.
- b. All pavement cuts shall be sawed – concrete or asphalt.
- c. Backfill – *Under roadway* - Granular material ¾ inch minus crush stone, full depth mechanically compacted in 6-inch layers. *In sodded areas* – Earth or other suitable material mechanically compacted in 6-inch layers.
- d. Provide steel cover plate if open street cut cannot be repaired the same day.
- e. Concrete – All concrete shall be 6-sack mix, 5% air entrained, low slump mix design with Meramec River gravel in lieu of crushed limestone. Provide acceptable curing method – broom finish- according to the latest ST. LOUIS COUNTY STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION. Provide adequate protection for 7 calendar days until concrete is cured.
- f. Asphalt – *Asphalt paving over concrete* – saw edges of existing asphalt surface square removing all jagged edges. Place 6-inch thick concrete base course – top elevation 2-inches below the existing asphalt surface course – broom finish – provide acceptable curing method – use cover plate until concrete has cured – apply asphaltic tack coat. Provide hot mix asphaltic concrete compacted with self-propelled roller. *Asphalt street repair* – Excavation within full depth asphalt streets will be repaired with 8-inches asphaltic concrete or matches existing asphalt whichever is greater.
- g. All concrete joints shall be filled or sealed with cold poured latex emulsion.
- h. Perimeter of all new asphalt shall be filled or sealed with cold poured latex emulsion.
- i. All work including forming and base to be inspected by City of Ballwin staff.

## GENERAL CONDITIONS

1. At all times while any work is under construction within the City of Ballwin's right-of-way, Applicant and Applicant's Contractor will display appropriate warning signs, barricades, lights and flares as described in the current MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, and will provide flagman satisfactory to City of Ballwin staff.
2. All work will be performed expediently and in a workmanship like manner.
3. Applicant's Contractor shall request, a minimum of 2 working days in advance (excludes weekends and holidays) City of Ballwin staff's inspection.
4. Applicant and Applicant's Contractor agree to perform all work in accordance with this permit and indemnify and hold harmless the City of Ballwin, its officers and employees from all liability, judgements, cost, expenses, suits, actions or claims growing out of damages, or alleged damages, of any nature to any person or property arising out of performance or non-performance of said work or the existence of facilities and/or appurtenances thereof.
5. Roadway, culverts, ditches, and other such devices used to carry surface runoff will be kept open, free, and clear at all times.
6. All voids resulting from boring or pushing casings to other facilities under roadways or approaches will be satisfactorily filled by the method and with materials approved by City of Ballwin staff.
7. All pavements (asphaltic concrete or Portland cement concrete) will be repaired by full depth saw cutting in a straight line. For full depth asphalt streets a minimum of 12 inches on each side of the excavation. For concrete streets with or without asphalt surface, either one-half section or the entire section shall be replaced. The cut will extend to the nearest joint or dowel to the existing concrete to satisfaction of City of Ballwin staff.
8. The Applicant and the Applicant's Contractor will protect roadway plant materials, including trees and shrubs. SUCH MATERIALS AND GRASS AREAS THAT ARE DISTURBED WILL BE RESTORED AS DIRECTED BY CITY OF BALLWIN STAFF. Trees and shrubs will not be cut, trimmed or moved without the specific permission from City of Ballwin staff.
9. All sidewalks removed or damaged, as a result of the work herein will be replaced to the satisfaction of City of Ballwin staff. The Applicant and the Applicant's Contractor will be responsible for such replacements for one year from the date the permit is released.
10. In case of damage to private property located next to the City of Ballwin's right-of-way, the Applicant and the Applicant's Contractor will repair or replace such property to the satisfaction of the property owner. In all cases, Applicant and the Applicant's Contractor will notify the property owner and City Engineer of such damage immediately.
11. Obtaining this permit does not relieve the Applicant or the Applicant's Contractor of the responsibility for obtaining other permits required by this or any other agency or jurisdiction. This permit does not give the Applicant or the Applicant's Contractor permission to enter private property without the property owner's permission.
12. The Applicant and the Applicant's Contractor will be held jointly responsible for all of the requirements of this permit until it is released by City of Ballwin staff.
13. Storage of material(s) shall not interfere with the use of sidewalks, driveways, roadways, or drainage in any way. Any materials and equipment so stored will remain as near the right-of-way line as possible, properly barricaded, and for as short of time as possible. If the Applicant and the Applicant's Contractor is performing work on or has a right to the property adjacent to the City of Ballwin's right-of-way, all materials and equipment will be stored on that property.
14. The total cost of all construction, maintenance, cleaning of streets, sidewalks, and sewers, and removal of facilities and their appurtenances installed or placed under this permit shall be borne by the Applicant and the Applicant's Contractor, his successors, heirs, and assigns.
15. The Applicant and the Applicant's contractor will be responsible to locate all underground utilities.