

Permit No. _____

MARION COUNTY SECONDARY ROAD UTILITY PERMIT APPLICATION

The Board of Supervisors of Marion County has authorized the Secondary Road Department to issue permits for utilities in the right-of-way of the Secondary Roads in Marion County by adopting Chapter 50 "Utility Line Installations" of the Code of Ordinances for Marion County. This is a Utility Permit Application for utilities placed within the right-of-way of Marion County Secondary Roads in accordance with Chapter 50 of the Code of Ordinances for Marion County. The applicant agrees to comply with the following permit requirements. Compliance shall be determined by the sole discretion of the County Engineer as deemed necessary to promote public health, safety and the general welfare. These requirements shall apply unless waived in writing by the County Engineer prior to installation. For the purposes of this permit the term applicant and utility line are as defined in Chapter 50 "Utility Line Installations" of the Marion County Code of Ordinances.

Date: _____

Applicant Name: _____

Street Address: _____

City, State & Zip Code: _____

Telephone Number: _____

Contact / Signature: _____

This permit will be valid for a period of 180 days from date of issuance and will require a new permit application thereafter unless an extension is applied for and granted by the permitting authority.

For Secondary Road Department Use Only

Recommended For Approval:

Date: _____ County Engineer: _____

Date completed: _____ Compliant? Yes _____ No: _____

Extension Application Date: _____ Extension Time Requested: _____

Extension Approved: _____ Extension Denied: _____ Signed: _____

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 secondary road system and include a description of the proposed installation.
2. **Written Notice.** At least two working days prior to the proposed installation, an applicant shall notify the Secondary Road Department stating the time, date, location and nature of the proposed installation.
3. **Inspection.** The County Engineer may provide a full-time inspector during the installation of all underground lines to insure compliance with this Utility Permit. The inspector shall have the right, during reasonable hours and after showing proper identification, to enter any installation on the right-of-way and to make any inspection or test that is reasonably necessary to protect the public health, safety and welfare.
4. **Inspection Fee.** Upon approval of the application a utility permit will be issued by the Secondary Road Department. Upon completion of the project a final inspection will be made by Marion County, an invoice will be prepared for the permit holder covering the cost of inspection services. Payment of the inspection invoice is due upon receipt.
5. **Remittance of Fees.** The applicant shall pay actual costs, including administrative costs, directly attributable to the installation inspection conducted by the Secondary Road Department. Within 30 days after the completion of the installation, the Secondary Road Department shall prepare a bill for inspection fee with a statement for services rendered and will submit to the applicant for payment.
6. **Requirements.** The utility inspector shall assure that the following requirements have been met. Any utility determined to not be installed in accordance with this permit shall be properly installed at the utilities expense.
 - A. Construction signing shall comply with the Manual on Uniform Traffic Control Devices.
 - B. **Depth - (Add additional depth in the amount of any thickness of deposited silt in a ditch.) The minimum depth of cover shall be as follows:**

Telecommunications.....	32”	Electric.....	48”
Gas.....	48”	Water.....	60”
Sewer.....	60”	Fiber Optics.....	48”
 - C. The applicant shall use reference markers in the right-of-way (R.O.W.) Boundary to locate line and changes in alignment as required by the County Engineer. A permanent warning tape shall be placed one (1) foot above all underground utility lines.

- D. All tile line locations shall be marked in the field with references located in the R.O.W. Line.
- E. No underground utility lines shall cross over a crossroad drainage structure without approval by the County Engineer.**
- F. Residents along the utility route shall have uninterrupted access to the public roads. An all-weather access shall be maintained for residents adjacent to the project.
- G. An assessment of the road surfacing will be made by a representative of the Secondary Road Department both before and after construction. The utility may request to participate in the assessment. 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 County Engineer once the road has become stable, to determine if additional surfacing on the roadway by the applicant is necessary. Excavations that disturb hard surfaced roads shall be restored in accordance with current accepted practices as determined by the County Engineer. Notify the Secondary Road Department at least 2 working days prior to backfilling the excavation. A detail of the pavement replacement procedure is attached to this permit.
- H. All damaged areas within the R.O.W. shall be repaired and restored to at least its former condition by the applicant. The cost of any repair work caused to be performed by the 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 County Engineer. The applicant shall be responsible to comply with all NPDES requirements.
- J. All trenches and utilities that are excavated by any method shall be properly compacted to 90% standard proctor density in areas not under pavements. See Item G for conditions under pavements.
- K. All utilities shall be located between the bottom of the back slope and the bottom of the fore slope, unless otherwise approved in writing by the County Engineer prior to installation.
- L. Road crossings shall be bored unless otherwise approved in writing by the County Engineer. In addition, utilities shall be encased when passing under pavement or seal coat roads. Casings are not required under granular surfaced roads, unless specified by the County Engineer when plans are submitted.

7. **Nonconforming Work.** The 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.
8. **Emergency Work.** In emergency situations, work may be initiated by an applicant without first obtaining a Utility Permit. However, a Utility Permit must be obtained within five (5) days of initiation of the work. All emergency work shall be done in conformity with the provisions of the ordinance and permit and shall be inspected for full compliance.
9. **County Infraction.** Violation of this permit is a county infraction under Iowa Code section 331.307 and Chapter 50 "Utility Line Installation" Code of Ordinances for Marion County. 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 hold the County harmless of any damages resulting from the applicant's operations. A copy of a certificate of insurance naming this County as an additional insured for the permit work shall be filed in the County Engineer's office prior to installation. The minimum limits of liability under the insurance policy shall be \$1,000,000. In lieu of a certificate of insurance the utility company may submit a letter of assurance of self insurance coverage with a minimum of \$1,000,000 assured assets. The letter of assurance must be dated and signed not more than one year prior to the installation.
11. **Permit Required.** No applicant shall install any lines unless such applicant has obtained a Utility Permit from the County Engineer and has agreed in writing that said installation will comply with all ordinances and requirements of the County for such work. Applicants agree to hold the County free from liability for all damage to applicant's property which occurs proximately as a result of the applicant's failure to comply with said ordinances or requirements.
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 R.O.W. Resulting from maintenance or construction operations for highway improvements.
13. **Locates.** The applicant shall be responsible for notification of any intended excavations or methods of installation as a result of their utility installation to Iowa One Call (1-800-292-8989) per Iowa Code.
14. **Disclaimer.** Nothing in this permit will relieve the applicant from complying with all Federal, State or other local requirements.