



POLK CITY PUBLIC WORKS  
112 3<sup>RD</sup> STREET, POLKCITY, IA 50226  
**RIGHT-OF-WAY IMPROVEMENT /  
EASEMENT ENCROACHMENT  
PERMIT APPLICATION**

NODE NO: \_\_\_\_\_  
COOR X: \_\_\_\_\_  
Y: \_\_\_\_\_

PERMIT NO: \_\_\_\_\_  
DATE OF APPLICATION: \_\_\_\_\_  
FEE PAID: \_\_\_\_\_

**PLEASE PRINT OR TYPE**

PERMITEE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
REPRESENTED BY: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
TITLE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_-\_\_\_\_ ALT PH: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

**TYPE OF WORK:**

DITCH SHAPING \_\_\_\_\_ STORM SEWER INSTALLATION \_\_\_\_\_ EXCAVATION/GRADING \_\_\_\_\_ IRRIGATION \_\_\_\_\_  
DRIVEWAY \_\_\_\_\_ DRIVEWAY CULVERT \_\_\_\_\_ OTHER \_\_\_\_\_

**WORK SITE INFORMATION:**

SITE ADDRESS: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ I affirm the work described in this permit is accurate and correct to the best of my knowledge and belief and that I am the owner or designated agent, of the property adjacent to the road right-of-way.

\_\_\_\_\_  
Printed Name of Permittee

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date

**DO NOT WRITE IN THIS SPACE -FOR OFFICE USE ONLY**

\_\_\_\_\_  
Recommended for Approval- City Engineer

\_\_\_\_\_  
Date

Proposed Improvement Acceptable? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Approved for Polk City- Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Final Inspection- Public Works Director Date

Special Provisions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ROW IMPROVEMENT PERMIT STIPULATIONS**

### **PRIOR TO CONSTRUCTION**

1. No ROW Improvement shall be constructed so as to adversely affect the design, construction, operation, maintenance, or stability of a highway or any proposed or existing highway facility, and applicant shall save the City harmless from all damages to claims on this account.
2. The property owner/Applicant is responsible for the costs of future construction, removal, relocation, and future maintenance of facilities installed as part of this permit, or when changes to the roadway for maintenance or reconstruction purposes are required.
3. Applicant is responsible to obtain in writing, permission from downstream property owners when he desires to concentrate or drain water across said property.
4. When deemed necessary by the Public Works Director, a pre-planning and/or pre-construction conference will be arranged.
5. Applicant to be responsible for the cost to re-locate any utilities in accordance with the SUDAS if deemed necessary for the work permitted.
6. Applicant shall contact Polk City Director of Public Works 48 hours prior to beginning construction, by letter or by telephone (208-1271) 8:00 a.m. to 4:00 p.m. weekdays.

### **CONSTRUCTION**

7. If work is completed by the Applicant, said Applicant shall take all reasonable precautions to protect lives and property and save the City harmless of damage or loss on account of such construction.
8. Applicant shall conduct their work to cause a minimum interruption of traffic flow. (Do not close road to through traffic.) Proper signing and advance warning will be required, as outlined in THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS (MUTCD) "Part VI, Traffic Control for Street and Highway Construction and Maintenance Operations." All signing will be in compliance with the above and same shall be in place and maintained by the contractor for the duration of construction.
9. No excavation shall be made within Polk City ROW except as designated on approved plans, and shall be completed in one day, tamped, regaveled and/or paved. Any extension of this one-day completion must be approved by the Public Works Director or the permit is null and void. In all cases, a closed ditch will be maintained overnight.
10. Applicant shall place backfill in 6-inch layers, mechanically compacted by tamping or rolling into place, using the specified density and standards contained in the SUDAS. Any settlement occurring after backfill has been completed shall be refilled and compacted as directed by the Public Works Director at applicant's expense.
11. Applicant will not park construction equipment on the roadway that is not necessary for the actual work. All equipment on the roadway that is necessary for construction will have the proper signing. Overnight equipment storage is to be outside of Polk City ROW.
12. A copy of the approved permit and any plans shall be on the job site at all times.
13. When given permission to trench across driveways, applicant shall close driveway trenches same day trench is open and provide access at all times and shall repair all driveways to their original conditions.
14. Applicant shall apply "SPECIAL CARE" in working under or near existing surface or subsurface drainage structures and shall replace in kind, any tile broken during construction.
15. Applicant shall make neat saw cuts before making any necessary pavement removals.
16. Crawler tractors with lugs will not be allowed on pavement surfaces. Bridging will be required. (Use planks or old tires.)
17. Applicant shall maintain natural drainage at all times.
18. Applicant shall be responsible for the care and maintenance of partially complete work on the ROW. Silt basins may be required in possible erosion areas at the applicant's expense.

### **CLEANUP**

19. If stipulated, the Applicant shall replace, in accordance with the SUDAS, any surfacing material removed, covered up, or mixed with earth.
20. Applicant shall restore to their original condition or better any improvement removed or damaged during the construction process, such as fences, driveways, utility poles, signs, roadways (paved or gravel), structures, etc.
21. Any damage to private property shall be restored to satisfaction of property owner. Written release from property owner may be required.
22. If stipulated, the Applicant shall restore all disturbed areas to their original condition or better. Seeding, fertilizing, and mulching will be required in accordance with the SUDAS or as attached herein. Otherwise, the City will be responsible for placing any erosion control materials. City will not be responsible for replacement of sod on disturbed areas.