



POLK COUNTY PUBLIC WORKS

5885 NE 14th Street, Des Moines, IA 50313
Phone:515-286-3705 FAX:515-286-3437
Email:publicworks@polkcountyiowa.gov

RIGHT-OF-WAY IMPROVEMENT PERMIT APPLICATION

Permit Fee: \$309.00

PLEASE PRINT OR TYPE

APPLICANT _____

REPRESENTED BY: (if applicable) _____

APPLICANT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE: _____ ALT PH: _____

EMAIL: _____

NAME OF CONTRACTOR DOING WORK (if applicable): _____

CONTRACTOR REPRESENTATIVE: _____

CONTRACTOR MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE: _____ ALT PH: _____

EMAIL: _____

CURRENT CERTIFICATE OF INSURANCE ON FILE? YES NO (SEE ATTACHED)

CURRENT PERMIT BOND ON FILE? YES NO (SEE ATTACHED)

TYPE OF WORK (Check One):

DITCH SHAPING STORM SEWER INSTALLATION EXCAVATION/GRADING OTHER
(fill in ditch)

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.

APPLICANT SIGNATURE DATE

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 County 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 County Engineer, 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 UAPPS if deemed necessary for the work permitted.
6. Applicant shall contact the Polk County Engineer 48 hours prior to beginning construction, by letter or by telephone (286- 3705) 7:30 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 County 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 County ROW except as designated on approved plans, and shall be completed in one day, tamped, regraded and/or paved. Any extension of this one-day completion must be approved by the County Engineer 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 UAPPS. Any settlement occurring after backfill has been completed shall be refilled and compacted as directed by the County Engineer 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 County 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 UAPPS, 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 UAPPS or as attached herein. Otherwise, the County will be responsible for placing any erosion control materials. County will not be responsible for replacement of sod on disturbed areas.