102 W Florence Street
Crescent, Iowa 51526
Office Hours: 8:30a to 4:30p

712.545.3981
crescentiowa.org
clerk@crescentiowa.org

RIGHT-OF-WAY WORK PERMIT APPLICATION

❒ Commercial ❒ Residential Date Submitted: _____

❒ New Utility ❒ Sewer Connection or Repair ❒ Alteration or Replacement

❒ Water Line ❒ Other Utility Service ❒ Street Repair ❒ Other

Applicant Name: _____

Address of Project: _____

Attach Legal Description, if no address

Current Mailing Address: _____

Phone(s): _____

Email: _____

Contractor Name: _____ IA License #: _____

Contractor Address: _____

Contractor Phone: _____ ❒ Certificate of Liability submitted

Survey Company: _____

Detailed description of project. Include construction stake locations, if applicable: _____

_____

Excavation Depth: _____ Start Date: _____ Completion Date: _____

Non-Refundable Application Fee Due at Submission

❒ Residential: $25.00 ❒ Single-Address Commercial: $150 ❒ Citywide Commercial: $500

See Backside for Requirements and Instructions.

Permit review may be rushed for a fee of $200 for special Planning meeting and $400 for special Council meeting.

Office Use Only

Application Fee Paid: ❒ Cash ❒ Check #_____

❒ Assessors Copy Filed ❒ Recorded w/County ❒ Title Company ❒ Resolution Approved

By Planning: ❒ Approved ❒ Denied City Official: _____ Date: _____

By Council: ❒ Approved ❒ Denied City Official: _____ Date: _____

By BOA: ❒ Approved ❒ Denied City Official: _____ Date: _____

Right-Of-Way Work Permit Application
Requirements and Instructions

- ❒ Site plan drawn on attached graph paper, 1” to 20’ scale, showing property pins. Plan sketch must be attached or application will be denied.
- ❒ List of titleholders abutting dig location. (boundaries can be obtained from Pottawattamie County Auditor’s Office or pottco.org.)
- ❒ Certificate of Liability Insurance
- ❒ Bond required
- ❒ Plat of all existing utilities.

Compliance: All work must comply with City of Crescent Ordinance 135.09, state laws and safety regulations.

Traffic Control: Proper signage, barriers, and detours must be in place as required.

Restoration: The right-of-way must be restored to its original or better condition upon completion. If damage occurs due to work or placement of a dumpster or container, the applicant is responsible for repairs. All backfill material shall be compacted. Sodding and seeding are required per site. Applicant shall assume the responsibility of any cost for restoring site in the case of settling.

Liability: The applicant assumes all risks and liabilities related to excavation work. Certificate of Liability required indicating the applicant carries $1,000,000 bodily injury per person, per accident and $1,000,000 property damage per accident.

Inspection: A city inspector must approve work before final backfilling.

Permit Display: A copy of this permit must be available on-site at all times.

Permit Expiration: If work is not completed by the expiration date, an extension request must be submitted.

By signing below, I agree to adhere to all permit conditions as assume full responsibility for the work performed in the City of Crescent’s right-of-way.

Applicant Signature: _____ Date: _____

Please include your **property lines marked with pins** and **setback measurements**.