



NORTH KANSAS CITY PUBLIC WORKS RIGHT-OF-WAY/EXCAVATION PERMIT APPLICATION INSTRUCTIONS

1. The permit application needs to be filled out completely. Please include an in-depth description of the project including lengths and distances from the nearest existing infrastructure.
2. Attach maps and plans in 11" x 17" PDF format with a clear legend.
 - Be sure to label streets and addresses.
 - Please note: Depending on the project, plans and drawings from a State of Missouri licensed engineer may be required.
3. The on site person in charge of the project needs to be listed on the application with their contact information.
4. All contractors and subcontractors need to be listed so that we know who is onsite and that their business licenses are up to date.
5. All work should be completed within 10 business days of ground-breaking (unless otherwise approved). This is the responsibility of the applicant.
 - If an excavation remains incomplete past 10 business days, the City will restore the site at the applicant's expense and a stop work order will be issued until the expense is paid.
6. A copy of the permit (hard copy or electronic) is **REQUIRED** to be on site while work is underway. If the crew does NOT have a copy or scan of the permit on site, a stop work order will be issued.
7. Please allow 5-7 business days for processing permit applications.

Applicant Initials _____

APPLICANT INFORMATION

Applicant Name		Contact Person	
Mailing Address	City	State	ZIP Code
Office Phone	Cell Phone	Email	

CONTRACTOR INFORMATION - CONTACT INFORMATION OF ONSITE REPRESENTATIVE REQUIRED

Contractor or Subcontractor		On-Site Contact Person	
Mailing Address	City	State	ZIP Code
Office Phone	Cell Phone	Email	

PROJECT DESCRIPTION/LOCATION INFORMATION

All contractors shall use the Missouri One-Call services to locate all utilities prior to excavating within the right-of-way. All excavations shall be plated or filled to street level with AB3 at the end of each day. Please describe and check all that apply. The Permit application will not be processed until this is received. **Attach a scale drawing of project area. The drawings must show all existing and proposed right-of-way, curb, sidewalk, trails, cycle tracks, above and below ground facilities or appurtenances, and poles.**

PROJECT LOCATION(S)

PROJECT DESCRIPTION (PLEASE DESCRIBE WORK TO BE DONE IN DETAIL)

NATURE OF WORK (CHECK ALL THAT APPLY)

- | | | | | |
|-------------|------------|---------------|----------------------|--------------------|
| New | Electrical | Gas | Telecommunications | Cable TV |
| Replacement | Abandon | Underground | Aerial | Streetlights |
| Other _____ | | Dumpster Only | Traffic Control Only | One Call Contacted |

TYPE OF SURFACE TO BE DISTURBED (CHECK ALL THAT APPLY)

- | | | | | |
|----------------------------------|-----------------|----------|----------|-------------|
| Asphalt Street | Concrete Street | Gravel | Sidewalk | Bike Lane |
| Easement | Curb | Driveway | Alleyway | Landscaping |
| Other (signs, trees, etc.) _____ | | | | |

MATERIAL(S) USED (CHECK ALL THAT APPLY)

Size and type of pipe, conduit, or cable: _____

Voltage or Pressure: _____ Length: _____ Depth from surface: _____

Distance from curb or center line: _____

Clearance on pole: _____

METHOD OF INSTALLATION (CHECK ALL THAT APPLY)

Trench Plow Directional Bore Backhoe/Trackhoe Pneumatic Gopher
Hand dig Other _____

PROJECT TIMELINE: Estimated Start Date: _____ Estimated Ending Date: _____

TRAFFIC CONTROL: (Traffic control must comply with MoDOT Standards)

Will detouring of traffic be necessary? Yes (If yes, please attach traffic control plan) No

Will steel plates be used? Yes No

RESTORATION PLAN: (ALL RESTORATION MUST BE IN-KIND. CHECK ALL THAT APPLY)

Bituminous Paving Motorized Tamper (Compaction) Machine-Formed Curb Landscaping
Seeding with 8" Topsoil Sodding with 8" Topsoil Trees Hand-Formed Curb or Sidewalk with Forms

In order for your permit application to be processed, you must have a CURRENT NKC BUSINESS LICENSE AND A CERTIFICATE OF LIABILITY INSURANCE (COI) on file with NKC. If you will be excavating, you must also have a minimum \$1000 PERFORMANCE SURETY BOND on file with NKC.

Please DO NOT SUBMIT YOUR APPLICATION WITHOUT THESE ITEMS IN PLACE. Copies of the COI and surety Bond may be emailed to Publicworks@nkc.org along with your application.

NKC Business License No: _____ Certificate of Liability Insurance Attached Surety Bond Attached

ALL EXCAVATIONS REQUIRE AN INSPECTION

Please contact Public Works to schedule inspections 24-hour advance notice is required.

Right-of-Way/Excavation Permits are issued subject to all the terms, conditions, and requirements of the City of North Kansas City. By executing this application and accepting the Permit, applicant agrees to fully comply with all terms, conditions, and requirements of Chapter 12.08 of the North Kansas City Code of Ordinances.

I acknowledge I have filled out this application completely, attached the required documents, and initialed the attached regulations.

Signature of Applicant Printed Name Date

PUBLIC WORKS USE ONLY

Current Business License Liability Insurance Performance Surety Bond Franchise Agreement

Is the project scope within the levee blanket? Yes No If yes, is Levee District approval attached

Public Works Approval Date

STREET PLATE USE WITHIN NORTH KANSAS CITY RIGHT-OF-WAY POLICY

If elected by the contractor, street cuts in the right-of-way that cannot be properly completed within a workday may be protected by structural steel plate bridging in such a way as to preserve unobstructed traffic flow. Structural steel plates placed over surface voids, such as trenches and other areas to be protected in the public right-of-way shall conform to the following:

- Un-restored voids, trenches, holes, excavations, etc., that are in the pedestrian or traveled way shall be protected using adequately designed barricades and structural steel plates that will support vehicle loading.
- The contractor is responsible for selecting the correct size of roadway plate to ensure adequate structural stability under vehicle loading. It is the contractor's responsibility to ensure adequate structural integrity of the entire excavation and support surface. The trench/excavation shall be adequately shored to support the bridging and traffic loads. The plate(s) must extend beyond the edge of the trench to support the traffic loads safely and adequately on it.
- The Contractor shall be responsible for maintenance of the structural steel bridging plates, shoring and surrounding roadway stability.
- Plates shall provide complete coverage to prevent any person, bicycle, motorcycle or motor vehicle from being endangered due to plate movement causing separations or gaps.
- Steel plates shall be installed flush with the roadway surface. The contractor shall be responsible for identifying irregularities in the roadway which preclude the plate from lying flush with the roadway surface and shall adjust to compensate. Each steel road plate must be fully supported around the perimeter to prevent wobbling or rocking.
- Structural steel plates shall have the edges of the plates marked/painted to improve visibility on the plate.
- Warning signage must be included in the traffic control plan submitted for the excavation. At a minimum, a MUTCD WO8-24 sign must be included to warn approaching vehicles of the plate.
- The plates shall be secured to prevent any movement. The method of securing the plates shall be inspected every day at the Contractor's expense to ensure that they have not become loose.
- Roadway and trench wall conditions must be constantly reevaluated throughout the day to ensure safety.
- End of the day inspections must be made and documented prior to leaving the jobsite.

Restrictions:

- The placement of steel road plates will be restricted at intersections, limited access roadways, bridges, schools, pedestrian ramps, crosswalks, etc.
- The length of time the steel road plates will be allowed in the roadway will be restricted depending on the location.

Winter Rules for Roadway Plates

Definitions:

“**Corridor**” shall mean: one continuous section of street between two intersections.

“**Winter Weather Event**” – Any winter weather event when the City snow clearing fleet is actively engaged in clearing snow and ice from the right-of-way.

During winter weather events, the following rules shall apply in addition to the previous section:

1. During winter weather, projects requiring street plates in City right-of-way will be permitted on a per corridor basis. This corridor restriction does NOT apply for projects deemed emergency work. Permits for additional corridors may be submitted in advance but will NOT be approved until the previous corridor is fully completed, restored, and approved by a City representative. Emergency work requiring steel plates during the Winter months must be declared immediately, and all other rules will apply.
2. A designated 24-hour contact for all parties (contractor and utility company) must be listed on each permit. Permits will not be approved until contacts have been established. Contact must be available by phone at all times during the permit duration. The contractor shall immediately mobilize necessary personnel and equipment after being notified by City staff or the City's emergency services of a street plate issue.

Please note: *Contact information is for emergency purposes ONLY. City staff and emergency services will have access to contact information.*

3. Street plates used during the permitted work must be milled down completely flush with, and secured to, the pavement surface. The inset plate shall be flush with the surrounding pavement on all sides.
4. When crews are not on site, street plates must have a MUTCD compliant traffic control device (i.e., high visual marker) making clear and obvious each corner of the plate. The on site Contractor is expected to maintain these markers during the entire duration the steel plate is utilized in the corridor.
5. An advanced warning sign MUST be displayed at each end of the corridor alerting roadway users of street plates present on that corridor. The on site Contractor is expected to maintain these advance warning signs during the entire duration the steel plates are utilized in the corridor.
6. If there is a period of fore-casted winter weather or any other issue that will pause work, all excavations shall be flush filled with aggregate, and plates removed from the City right-of-way until work can resume.
7. The City retains the right to cancel the winter plate pilot program for any reason.

As with all activities under the right-of-way permit, the contractor is responsible for the safety and security of their construction and that all requirements of these rules are always followed.

Applicant Initials _____