

**Public Works - Permit Application**

Permit #
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- *Right-of-Way excavation*
- *Paving (ex. driveways, parking lots)*
- *Right-of-Way obstructions*
- *New/modified curb cut*

**1. Property Information**

Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (if different than property owner) \_\_\_\_\_

Property Address \_\_\_\_\_ Phone \_\_\_\_\_

Type of Property:  Residential  Commercial

**2. Brief Description of Work**

**3. Attach Drawings or Sketch of proposed work**

- a. *Required for excavation within the Public ROW*
- b. *sketch shall include dimensions of proposed work with labels) to calculate area of excavation work.*

**4. Construction Information:**

Estimated Improvements Cost \_\_\_\_\_

Start of Work (Approx. Date) \_\_\_\_\_ Completion of Work (Approx. Date) \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address \_\_\_\_\_ Phone \_\_\_\_\_

On-site Contact \_\_\_\_\_ Phone \_\_\_\_\_



**5. Permit Type:** *Check all that apply*

**Street Excavation Cost - \$15.05/sq.ft., not-to-exceed \$2,500 for sanitary sewer excavation**  
*Description: Hardscape excavation within the Right-of-way, includes pavement, sidewalk and curbing.*

Name of street \_\_\_\_\_ in the vicinity of \_\_\_\_\_  
 (closest house # or intersection)

**Estimated Excavation Area:**

**A. Non-sanitary sewer:**

1. utility trench pavement excavation: \_\_\_\_\_ LF x \_\_\_\_\_ width (ft) = \_\_\_\_\_ SqFt
2. existing sidewalk excavation: \_\_\_\_\_ LF x \_\_\_\_\_ width (ft) = \_\_\_\_\_ SqFt
3. existing curbing excavation: \_\_\_\_\_ LF x \_\_\_\_\_ width (ft) = \_\_\_\_\_ SqFt
4. Other Excavation: (Provide description and calculations)

Other: \_\_\_\_\_ SqFt

**Total non-sanitary sewer excavated Area \_\_\_\_\_ SqFt**

**B. Sanitary sewer:**

1. utility trench pavement excavation: \_\_\_\_\_ LF x \_\_\_\_\_ width (ft) = \_\_\_\_\_ SqFt
2. existing sidewalk excavation: \_\_\_\_\_ LF x \_\_\_\_\_ width (ft) = \_\_\_\_\_ SqFt
3. existing curbing excavation: \_\_\_\_\_ LF x \_\_\_\_\_ width (ft) = \_\_\_\_\_ SqFt
4. Other Excavation: (Provide description and calculations)

Other: \_\_\_\_\_ SqFt

**Total sanitary sewer excavated Area \_\_\_\_\_ SqFt**

**Street Excavation Cost: Total Excavated Area: \_\_\_\_\_ SQFT x \$15.05 = \_\_\_\_\_**



**Greenbelt Excavation Cost- \$2.38/sqft**  
*Description: landscape/lawn area excavation between the back of curb and ROW limit  
(Note: ROW limit is typically back of sidewalk, contact DPW office if you need assistance determining the ROW dimensions)*

Name of street \_\_\_\_\_ in the vicinity of \_\_\_\_\_  
(closest house # or intersection)

1. Greenbelt excavation: \_\_\_\_\_ LF x \_\_\_\_\_ width (ft) = \_\_\_\_\_ Sqft
2. Other greenbelt excavation area: (Provide description and calculations)

Other: \_\_\_\_\_ SqFt

**Greenbelt Excavation Cost: Total Excavated Area: \_\_\_\_\_ SQFT x \$2.38 = \_\_\_\_\_**

**Site Paving Cost: \$25.00**  
*Description: new driveway paving or parking lot paving where existing surface was not previously paved or extend of existing paved area is being increased. DPW will perform review to confirm no impact to existing subsurface utilities and compliance with stormwater regulations.*

**Right-of-Way Obstruction Cost: NA**  
*Description: Temporary obstructions within the public right-way. (Examples: construction staging, dumpsters, etc....)*

Estimated obstruction start date: \_\_\_\_\_ Estimated obstruction end date: \_\_\_\_\_

Traffic lane closure or sidewalk walk closure required?      Yes       No   
If Yes for the above, provide a proposed traffic control plan

**New/Modified Curb Cut Cost: NA**  
*Description: proposed new or modified curb cut contiguous to a city-owned street.*

Enclose sketch showing location and dimensions of proposed curb cut work.



**6. Permit Cost Summary**

<u>Permit Type</u>	<u>Cost</u>
Street Excavation - (\$15.05 /Sq.ft.):	_____
Greenbelt Excavation (2.38/Sq.ft.):	_____
Site Paving (\$25.00):	_____
<b>Total Cost:</b>	_____



**General Conditions and Requirements**

In consideration of the granting of this permit, the undersigned agrees:

1. To accept and abide by all provisions of the most recent City of Winooski Ordinances, standards, and specifications for construction, Champlain Water District standards and specifications for construction, and all other pertinent ordinances or regulations that may be adopted in the future.
2. The City of Winooski is not a member of Dig Safe. For Dig Safe certification, please contact the City of Winooski Water Resources Manager (John Choate - 802.373.5760).
3. Except as herein authorized, no work shall be done or obstacle places within the limits of the right of way in a manner as to interfere unnecessarily with the traveling public.
4. All the work herein contemplated shall be done to the satisfaction of the City of Winooski.
5. To notify the Department of Public Works when the work is ready for inspection please contact City Hall- Public Works at 802.655.6410 or email Joe Shaw, Deputy Director at [jshaw@winooski.vt.gov](mailto:jshaw@winooski.vt.gov). Inspections will occur Monday – Friday during normal business hours (7am-2pm).
6. This permit is valid for thirty (30) days. If the permitted work does not commence within thirty (30) days a new permit shall be required. In the event that fees increase between the initial permit and any renewed permit issued subsequently, the applicant is responsible for paying the difference at the time of reapplication.

**All permits must have a final inspection. Failure to contact the City for inspection prior to backfill of utilities may require the applicant to uncover or otherwise expose work so that an inspection can occur.**

I hereby acknowledge that if the City of Winooski finds that work is done within the City limits that extends into the streets, beyond the curb cut, and is an obstruction as defined in the City of Winooski Municipal Code, then the City shall have the authority to fix, remove, or abate this obstruction, the costs of said abatement to be charged to the contractor applying for this permit.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



*This section completed by City:*

**Application Approval:**

**Additional Permit Conditions (if any)**

**Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application Rejection:**

**Rejected by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Rejection Description:**

*Last Updated: 8/23/19*

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