

SOUTH JORDAN CITY
ENCROACHMENT PERMIT

Information Packet



Engineering Department
South Jordan City
1600 West Towne Center Drive
South Jordan, Utah 84095

Brad Klavano, PE, PLS
Director of Engineering/City Engineer

Contact Person for Permits: Matt Bowcut or Amanda McElreath at (801) 254-3742

Welcome to the City of South Jordan, Utah

The City of South Jordan requires that all work completed within the Public Way, as defined in the South Jordan City Code Title 12, obtain an Encroachment Permit from the Engineering Department.

- Public Way – Means and includes all public rights of way and easements, public footpaths, walkways and sidewalks, public streets, public roads, public highways, public alleys, public drainage-ways, public owned parks and any other public owned property.

The following are the steps to obtaining an encroachment permit:

1. Submit an application, to Matt Bowcut in the Engineering Department at City Hall, with all of the information filled out completely, signed and dated. *(Included in this packet)*. The following items shall be submitted with the application *(unless waived by the City Engineer)*:
 - a. Pay Permit Fee *(\$263.00 plus all applicable fees)*.
 - b. Submit Insurance Documents –
 - The **PERMIT HOLDER** *shall* provide the **CITY** copies of workers compensation insurance and liability insurance that **names the CITY, its elected officials, appointed officials, employees, volunteers, and agents as additionally insured.** The **PERMIT HOLDER** *shall* be responsible for any liability or personal injury involved through neglect. The **PERMIT HOLDER** agrees to indemnify the **CITY** against all claims, demands, costs, damages, attorney fees or other expenses of any kind by such neglect. **Note: The above underlined verbiage shall be on your liability insurance under special items.**
 - c. Location Map – Showing the location of the work to include a five hundred (500) foot radius of the area showing structures, street names, and centerline of streets, north arrow, and the scale of the drawing.
 - d. Drawing showing the work to be completed. The City Engineer may require Engineered Plans that are stamped by a licensed Civil Engineer in the State of Utah to be submitted.
 - e. Traffic Control Plan – Plan shall conform to the latest edition of the Federal Highway Administration’s Part IV of the Manual on Uniform Traffic Control Devices (MUTCD) and all other necessary to safeguard the safety and property of the public.
 - f. Work Schedule – To include estimated start date and estimated completion date.
2. After the Submittal is reviewed by City Staff – Typical 5 working days, an amount for the bond/security shall be determined (minimum bond amount is \$5,000.00). The bond/security amount shall be sent to the applicant as well as any corrections that are needed to the plans as well as any conditions that may be required.
3. Applicant shall make any corrections that are necessary to the plans and resubmit the plans with the bond/security in the amount specified and on forms approved by the City.

4. Applicant then will sign the Encroachment Permit with the approved drawings and Traffic Control Plans attached. This permit must be at the work site at all times during construction, failure to do so will require all work to cease on the project.
5. Applicant shall call the Engineering Department two (2) working days prior to the commencement of any work. An Engineering Inspector will be assigned to the permit and will set a time to meet the applicant at the site and go over the specifics of the permit and construction.
6. At the completion of the Final Inspection and acceptance of the work by the City Engineering Inspector, a one (1) year warranty period will begin. The bond/security will be retained by the City for this one (1) year period. At or around the 12th month a warranty inspection will be completed by the City. The applicant shall correct deficiencies, if any, discovered by the inspection within two (2) weeks of notification or the City may use the bond/security to make necessary repairs. Upon satisfaction of the warranty period, the bond/security shall be released to the applicant if not used by the City as outlined.

The following items (not intended to be all inclusive) are a few points the applicant shall be made aware of:

1. The applicant shall repair all pavement cuts in the roadway to the adopted City Policy on road repairs. Policy is enclosed on this packet.
2. The City Standard Notes (to be used on the plans as applicable). Also the South Jordan City Construction Specifications are available at <http://www.sjc.utah.gov/> or the City Engineering Dept. These are not intended to be all inclusive of the City standards, specifications and plans, it is the applicants responsibility to familiarize himself/herself with all of the City standards, specifications, codes, and policies.
3. Applicant shall be made aware that any street cuts requested/started or to be completed between October 15 to November 15 and February 15 to March 15, shall have a special construction plan submitted and approved by the City Engineer before any street cuts can be started or completed. In addition, no street cuts shall be permitted to be requested/started or completed between November 15 and February 15 without written permission from the City Engineer and Public Works Director.

NOTE:

ALL INCOMPLETE APPLICATIONS ARE DELAYED IN THE REVIEW PROCESS. IT IS NECESSARY TO SUBMIT ALL REQUIRED DOCUMENTS.



ENCROACHMENT PERMIT APPLICATION

Permit# _____

Date of Application: _____

Location of the Work: _____

Owner (Name and Address): _____

Contractor (Name and Address): _____

Contractor License #: _____

Phone Numbers: _____
Business **24-hour contact**

Estimated Start Date: _____

Estimated Completion Date: _____

Description of the Work: _____

Blue Stake #: _____

Boring linear feet: _____

Square ft. of patched surface: _____

Total days traffic control used: _____

PLEASE REVIEW THE FOLLOWING ITEMS THAT MUST BE ON FILE WITH THE CITY PRIOR TO ISSUANCE OF A PERMIT

1. If homeowner doing work – signed waiver form in lieu of permit fee, bond and insurance.
2. Certificate of General Liability Insurance – if a licensed contractor is doing the work.
3. Improvement Security in a form acceptable to the City Engineer and City Attorney.
4. Approved M.U.T.C.D. Traffic Control plan and a sketch of work being done showing all dimensions, property lines, existing improvements, and proposed improvements.

The applicant (or owner’s representative) acknowledges that he/she has read the content of this application, will familiarize themselves with the applicable City of South Jordan standards, specifications and ordinances, and will abide by those standards. It is understood that nonconformance with these documents may result in rejection and removal of work and the costs associated with the same will be the responsibility of the applicant. The applicant assumes all responsibilities to construct the improvements in compliance with applicable city ordinances, specifications, and drawings.

Signature of Applicant (or authorized agent)

Date