



Encroachment Permit # _____

Date Issued: _____

CITY OF ST. GEORGE

Application for Encroachment Permit

(Work Cannot Begin Until Permit is Approved & Signed)

CONTRACTOR INFORMATION:

Date: _____

Company Name: _____ Telephone: _____ Fax: _____

Company Address: _____ (Street Address, City, State, Zip)

If this permit is granted, we agree to comply with all conditions; restrictions and regulations contained in the City of St. George Standard Specification for Design and Construction and Special Limitations required by the City of St. George authorized representative(s).

On-Site Contact: _____ Title: _____ Mobile Ph: _____

ENCROACHMENT INFORMATION: We request approval to do the following work in the City right of way:

Work Site Address: _____ APN #: _____

(Assessor's Parcel Number)

(Street Address)

Description of Work: _____

Construction Trades:

Plumbing - Water

Concrete

Electrical

Communications, CATV, etc.

Plumbing - Wastewater

Asphalt

Natural Gas

Other: _____

Building Permit: _____ Subdivision/Project Name: _____ Lot #: _____

Owner: _____ Owner Phone #: _____

Road Excavation?

Excavation Dimensions:

Yes

No

ft. long

ft. wide

ft. deep

Requested Permit Dates:

Note:

to

Start Date (Month, Day, Yr)

Ending Date (Month, Day, Yr)

• Permits can be issued for 90 days max.

• Extensions may be granted if requested before permit expires, not to exceed a total of 90 days.

Traffic Control Requested:

Sidewalk Closure

Shoulder Closure

Lane Closure

Road Closure - Detour**

Shoulder Work

Lane Shift

Road Closure to Thru Traffic**

Other: _____



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**See "Fact Sheet – Encroachment Permits" for public notifications required by contractors prior to start of work for all road closures.

Barricade Company: Request Traffic Control Plan (TCP) from barricade company unless traffic control provided by permittee

Self (attach TCP)
 Red Rock Barricade
 United Rentals
 Utah Barricade

ATTACHMENT CHECKLIST: FAX this application & all attachments to (435) 627-4116, or e-mail to bill.swensen@sgcity.org

Required Attachments:

Traffic Control Plan per MUTCD (by permittee or Barricade Company)
 Certificate of Insurance (City of St George listed as additional insured)
 Permit Bond (\$10,000 minimum)

Attach when directed:

Site Plan
 Performance Bond (100% of cost of work)
 Other – Road Closure Notifications

TO BE COMPLETED BY ENCROACHMENT OFFICER:

<input type="checkbox"/>	Application complete	<input type="checkbox"/>	Insurance Cert	Permit Fee	\$	Traffic Control Approved:	WC	SW	SC
<input type="checkbox"/>	Required attachments provided	<input type="checkbox"/>	Permit Bond	Asphalt Cut Area	SF		LC	RCTT	RCD
Waived: Fee ACF Pt B Pf B TCP		<input type="checkbox"/>	Perf. Bond	Asphalt Cut Fee	\$	Other Conditions:	Yield	Flagger	
					Total Fees	\$	E-Permit #: _____		

INSTRUCTIONS – ENCROACHMENT PERMIT APPLICATION

Except in Emergency, 48 Hours Notice is Required to Get a Permit

1. **Application** - The Encroachment Application must be made by the company/person who will be working in the public right-of-way (ROW), whether it is the owner or a contractor.
 2. **Bonding Requirements** – Proof of a \$10,000 permit bond is required to obtain an encroachment permit.
 3. **Insurance Requirements** - Proof of Liability coverage in the minimum amounts of \$500,000 / \$750,000 / \$2,000,000 is required. **The City of St. George must be listed as additionally insured.**
 4. **Traffic Control Plan (Required)** - The traffic control plan shall follow the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) 2009 Edition
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5. **Permit Processing & Fees** - Upon review & approval of the application and all required attachments, the Encroachment Officer shall prepare a permit for signature by the applicant. The permittee will be notified when the permit is ready for signature at the City Building Department.
 6. **Fee Schedule:** Permit Fee \$50 per permit. Asphalt Cut Fee (ACF) \$0.50 per square foot of asphalt cut area. The City accepts payment by cash or check at the Finance Office.
 7. **Inspections** - The permittee shall arrange for City inspections by calling the automated inspection line at (435) 627-4111 and giving 24 hours notice the various inspections as required. Inspections may be obtained for drive approach siting, traffic control, backfilling, concrete forms, and asphalt and/or concrete placement. **The Encroachment Permit number is required for inspection notification.**
 8. **Permit Closure** – Permits are closed upon expiration, or when compaction test certificates are received in cases where road excavations are made. Compaction test results should identify the Encroachment Permit number and may be forwarded via FAX or Email to the City Encroachment Officer.
 9. **Attachments** – The application and following attachments may be Faxed to the City Permits Division at 435) 627-4116 with attn. Encroachment Permits, or via Email to bill.swensen@sgcity.org :