



THE
CITY of PELLA

EXCAVATING INFORMATION

Excavations within City of Pella right of way (R.O.W.) or easements require the following: [Per City Code Chapter 141]

- An Excavation Permit. The permit is obtained at the Public Works Office located at 100 Truman Road. No excavations are allowed in City Right Of Way, City Property or Easements without a permit.
- The excavator must be bonded or post bond with Public Works. [Per City Code Chapter 141]
- The excavator is responsible for notifying One-Call to locate all utilities (800-292-8989).
- The City of Pella Electric Department located at 222 Truman Road (641-628-2581) provides electrical service.
- Rural electrical service is provided by Pella Cooperative Electric (or 641-628-1040 or 800-619-1040)
- Rural water service is provided by Central Iowa Water Association (641-792-7011 or 800-400-6066)
- Gas lines are provided by Alliant/IES Utilities (800-822-4348).
- Telephone lines are provided by Windstream (800-483-4400).
- Cable TV lines are provided by MediaCom Cable Services (800-362-1895).
- Fiber Optic Cable provided by McLeoudUSA (800-600-3008)
- Fiber Optic Cable provided by ICN [Iowa Cable Network] (Iowa One Call).
- The City of Pella Public Works Department provides Water and Sewer information. Water and Sewer information will be provided at the time of application for the excavation permit, if available.
- Any damages incurred to any underground or above ground facilities are the sole responsibility of the excavator.
- The excavator is required to have a Certificate of Insurance in the amount of \$1,000,000.00.
- Any horizontal boring, monitoring wells, or open cuts in the R.O.W. require an Excavation Permit.
- Best practice methods regarding safety and construction operations per OSHA and SUDAS requirements.
- A fee is charged for the permit.

Potholing: The applicant is responsible for verification of the location and depth of existing utilities. Potholing, probing or other methods may be used to verify the location. Adequate separation must be maintained laterally as well as vertically for the installation of utilities.

Compaction: Any excavation located within a City Right of Way shall be compacted to a density of 95% of maximum, at a moisture content plus or minus the optimum using the "Standard Proctor" method of determination. Any excavation located upon City property other than Right of Way shall be compacted to a density of 90%. Testing may be required.

Surface Restoration: Restore the affected area to original condition. Repair any damaged walls, drives, pavement, utilities, sidewalks, plants, lawns or irrigation systems upon completion of the excavation. Surface preparation for seeding shall include grading which restores grades to their original condition and alignment where possible. A prepared surface must be free of debris, rock, gravel or other foreign material. All hard streets, walks driveways and alleys shall be restored to original condition unless otherwise approved by the City. Composite or asphalt surfaces shall be replaced with hot mix asphalt. Cold mix may be substituted as a temporary patch only. Any stones, earth or other material placed or removed during an excavation shall be disposed of in a manner that will cause the least inconvenience to the public and will provide for the passage of water along the gutter.

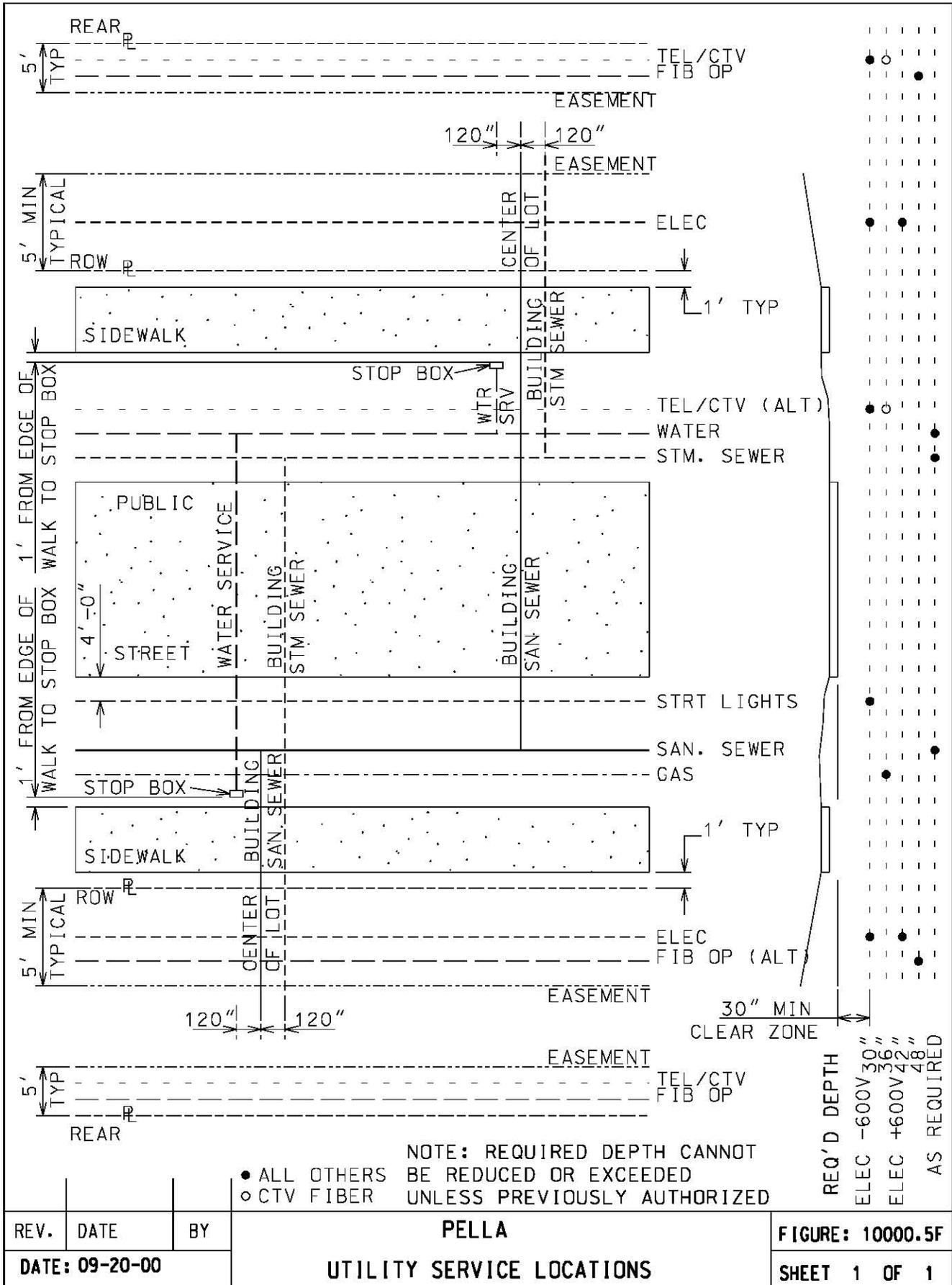
Seeding: Seed mixtures shall match the surrounding area and be comprised of a mixture compatible with the existing lawn, pasture, or current vegetation. Except in unusual circumstances, seeding will only be done during IDOT established dates. Seeding during any other time period is usually not very effective due to hot dry conditions. The excavator is responsible to properly seed any affected area at the prescribed application rate before or after the noted dates established by IDOT.

Permitted Area: An allowable excavated area of approximately 600' or one city block, whichever is less. Multiple excavations greater than 600' in length require the following information:

- Detailed plans showing dimensioned location of proposed utility in relationship to curb, sidewalks, driveways, and any other structures or vegetation in the R.O.W.
- Dimensioned location of proposed utility in relationship to all existing utilities. All existing utilities to be shown.
- Detailed as built plans shall be provided of the completed installation noting exact location and bury depths.

For additional information or if you have questions call Public Works Office at (641) 628-1601 located at 100 Truman Road.

URBAN STANDARD SPECIFICATIONS for PUBLIC IMPROVEMENT MANUAL





THE
CITY of PELLA
EXCAVATION PERMIT

Project Address: _____

This Permit is for any excavation on City property. The applicant agrees to comply with the following permit requirements. Compliance shall be determined at the sole discretion of the City as deemed necessary to promote public health, safety and the general welfare. These requirements shall apply unless waived in writing by the City prior to installation.

Applicant Name: _____
Street Address: _____
City, State & Zip: _____
Telephone Number: _____
Contact Person: _____

1. Construction Plan. An applicant shall file a completed construction plan as an attachment to this Excavation Permit Application. The plan shall set forth the description of the proposed work located on City property which could include the right of way of the City street system, easements, alley right of way or other City property. Include the exact location of all proposed excavations. All fixtures shall be clearly indicated on the plans, showing dimensions, location and appearance.
2. Written Notice. At least two (2) working days prior to the proposed excavation, an applicant shall notify One-Call for utility locations and inform the City or designate of the starting time, date, location and nature of the proposed excavation.
3. Requirements.
 - A) Construction signing shall comply with the Manual on Uniform Traffic Control Devices, most recent version.
 - B) The minimum depth of cover for utilities shall be as described in Figure 10000.5.
 - C) Residents along the excavation route shall have uninterrupted access to the City streets.
 - D) All damaged areas within the right of way shall be repaired and restored to at least their former condition by the applicant or the cost of any repair work caused to be performed by the City will be charged to the applicant.
 - E) The applicant in a manner approved by the City shall correct areas disturbed during construction, which present an erosion problem.
 - F) All trenches, excavations, and utilities that are knifed shall be properly tamped.
 - G) Street and paved driveway crossings shall be bored unless otherwise approved in writing by the City. The depth below paved surfaces shall match the minimum depth of cover for the respective utility.
 - H) The Utility Company or their contractor shall be responsible for notifying all affected customers of service outages.
 - I) The City of Pella requires the use of flush mount vaults whenever practical.
 - J) Compliance with Figure 10000.5 and the accompanying Excavation Information Sheet is required where possible.
 - K) Inclusion of a tracer wire on any plastic or non metallic lines.
4. Non-conforming Work. The City may halt the excavation at any time if the applicant’s work does not meet the requirements set forth in the Excavation Permit.
5. Emergency Work. In emergency situations, work may be initiated by an applicant without first obtaining an Excavation Permit. However, an Excavation Permit must be obtained within one (1) working day of initiation of the work. Holidays and weekends are excluded.
6. Hold Harmless. The Utility Company shall hold the City of Pella harmless for any damages resulting from the applicant’s operations. A copy of a **certificate of insurance** naming the City of Pella as an additional insured for the permitted work shall be filed in the Public Works office prior to installation. The minimum limits of liability under the insurance policy shall be one million dollars (\$1,000,000.00).
7. Permit Required. No applicant shall initiate any excavation upon City property unless the applicant has obtained an Excavation Permit from the City and has agreed in writing (by signing this application) that said excavation will comply with all regulations

of the City of Pella. Applicants agree to hold the City free from liability for all damage to any property which occurs as a result of the applicant's failure to comply with applicable regulations.

8. Permit Deviation. Any deviations from the issued Excavation Permit requires notification of the City to review the variation prior to the work being performed. Discovery or documentation of any variances not approved may result in revocation of the Excavation Permit.
9. Permit Denial: Failure to comply with corrective measures from prior permits will be due cause to deny issuance of a permit. Upon proof of satisfactory resolution of requested corrections, an applicant's request for permitting will be duly considered.
10. Deposit. Prior to the issuance of a permit, the applicant shall provide cash, certified check or place in a secure escrow account five hundred dollars (**\$500.00**) for each six hundred feet (600') or one city block (whichever is less); which shall stand as guarantee that the affected areas will be rebuilt and restored.
11. Utility Separation: All utilities installed shall provide adequate clearance between pre-existing utilities. Verify required clear zone with the utility provider affected.
12. Relocation. Any Franchised Utility shall, subsequent to installation of utility lines, at the Franchisee's own expense, relocate or remove such lines as may become necessary to conform to new grades, alignment or construction operations for City street or utility system improvements.
13. Franchise Agreements. If any of the terms of conditions of this permit are in conflict with the terms or conditions contained in any current franchise agreement between the affected utility and the City of Pella, conditions of the franchise agreement shall govern.
14. Traffic Control: Traffic control in conformance with MUTCD (Manual for Uniform Traffic Control Devices) requirements will be provided for all excavations. Failure to provide required traffic control will result in immediate suspension of all activities.
15. Duration: Open trenches or excavations should be back filled within 48 hours. Excavations that will be exposed for longer than 48 hours require notification of the City.
16. Guarantee: All work, including surface restoration shall be guaranteed for twelve months.

Date: _____ Name of Company: _____

By: _____

Permit Fee: \$5.00 per 600' of proposed infrastructure

OFFICE USE ONLY:

Permit: Approved Denied _____

Permit Fee Paid: Yes ____ No ____

Date: _____ City Representative: _____

Remarks: