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| APPLICATION FOR EXCAVATION PERMIT | | | | | | | | | |
| At least seventy‐two (72) hours\* before work commences submit an application for the street closure, lane reduction and any associated detours necessary to complete the work at [jenelle@townofstevensville.com](mailto:streets@townofstevensville.com) The seventy‐two hour timeframe is a minimum, when possible requests can, and should, be submitted seven (7) to ten (10)  days in advance.  **Please include the following with your application:** 1) Site Plan 2) Traffic Control Plan (if applicable) 3) Certificate of liability insurance in the minimum amounts of $750,000.00 per claimant and $1,500,000.00 per occurrence.  All street closures and lane reductions are to be removed immediately after the work is complete. The Town is to be notified the street(s) have been re‐opened by contacting Town Hall and reporting the status upon completion of the work.  Failure to follow this process may result in fines ranging from $100 to $500 each day a violation exists. The Town has the right to, and will issue, a Notice and Order to Stop Work when necessary. Repeated failure to comply with this procedure may impact the ability to receive approval for subsequent applications permits.  The party placing street closures and lane reductions is responsible to provide notification to affected parties verbally or in writing, unless otherwise impacted by an emergency repair need, at least twenty‐four (24) hours in advance of the closure or lane reduction. | | | | | | | | | |
| Name (Contractor or Individual) | | | |  | | | | | |
| Excavation to be in (mark all that apply) | | | | Street | | Boulevard | | Sidewalk | |
| Location | Property Address | | | | | | | | |
| *OR* in Street between Street and Street | | | | | | | | |
| Estimated Start Date | | |  | | Estimated duration of Street/Lane Closure | | | | days |
| Property Owner’s Name | | |  | | | | | | |
| Purpose of excavation | | |  | | | | | | |
| **PERMIT FEE** | | | | | | | | | |
| Charges for openings in Right‐of‐Way  Mark all that apply | | | Paved/concrete | | Number of openings this type: X $150 = | | | | $ |
| Unpaved/grass/gravel | | Number of openings this type: X $75 = | | | | $ |
| Processing/plan review fee 5% of subtotal per application: Opening fees: x .05 = | | | | | | | | | $ |
| ***TOTAL*** | | | | | | | | | $ |
| By signing below, applicant agrees to follow established procedures and perform work in accordance with all applicable engineering standards and Town code. | | | | | | | | | |
| Signature of Applicant | | | | | | | Date | | |
| **For Office Use Only** | | | | | | | | | |
| Permit No. | | Issue Date | | | Issued by: | | | | |

