City of Semmes
Right-of-Way Permit Application

Phone: 251/649-5752
Fax: 251/649-5788
www.cityofsemmes.org

3940 Illinois Street
P.O. Box 1757
Semmes, AL 36575

FOR CITY OF SEMMES USE ONLY

Permit No.	Fee Paid $	Date Paid	Cash ☐	Check ☐ Check No.

TYPE OF PERMIT:
☐ Major ☐ Minor ☐ Small ☐ Annual

PERMIT IS VOID IF WORK DOES NOT PROCEED WITHIN 60 DAYS

Person/Organization:	Contractor Name:	Contractor Phone No:
Email:	Subcontractor Contact Name:	Subcontractor Contact Phone No:
Address of Project:		Phone:
Mailing Address:		Fax:

Type of Work: (Check appropriate box)
☐ Construction ☐ Utilities
☐ Driveway ☐ Sidewalk
☐ Temporary Road Closure

Detailed Description:

Start Date:	Start Time:	End Date:	End Time:

PW Comments:

Location of Project in relation to Address:
From: To:

24-hour Emergency Contact: 24-hour Phone No:

Excavation Information

Width	Length	Depth	Distance from Curb Pavement Edge

Will a street or lane closure be required?
Will a sidewalk closure be required?
Will work be done in non-paved area?

Construction Plan Attached? Traffic Plan attached?

THIS PERMIT IS SUBJECT TO CONDITIONS ON PAGE 2 OF THIS FORM

I hereby state all information is correct and agree to the terms on the second page. I also agree to be bound by the provisions of the City of Semmes ordinances, specifications and regulations, in addition to any restrictions and regulations as may be imposed by the Public Works Superintendent or his/her designee. The undersigned does hereby certify that he/she is the duly authorized Agent of the Applicant for the purpose of binding the Applicant to the terms and conditions of this application and this information.

Permittee Signature: **Date:**

FOR CITY OF SEMMES OFFICE USE ONLY

The applicant is hereby authorized to make an opening in or under the above named street at the specified location; provided all work is performed in accordance with the applicant's plans, City of Semmes ordinances, specifications and any special conditions as may be imposed during the performance of the authorized work. The applicant is hereby authorized to close said portion of public street right-of-way in accordance with the approved maintenance of traffic plan.

Approved ☐ **Public Works Department Signature** **Date: Disapproved** ☐

FOR MAJOR PROJECTS ONLY

Approved ☐ **Utilities Department Signature** **Date: Disapproved** ☐

PERFORMANCE BOND INFORMATION

AMOUNT OF BOND	☐ LETTER OF CREDIT ☐ CERTIFIED CHECK ☐ BOND	EXPIRATION DATE

Proof of Insurance Attached?

PERMIT CLOSE-OUT SECTION – To be signed upon completion of work. Permittee certifies work has been completed in accordance with the permit.

I, the undersigned, do hereby attest that the construction approved by the subject Permit was installed in accordance with the permit requirements and in accordance with the City of Semmes ordinances, standards and regulations and that all changes have been noted on the submitted Record Drawings (As-builts), if applicable.

Permittee Signature: _____ **Date:** _____

FOR CITY OF SEMMES OFFICE USE ONLY

Final Acceptance: PUBLIC WORKS DEPARTMENT

Accepted By: _____ **Date:** _____

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All work performed under this permit shall be done in accordance with the City of Semmes right-of-way ordinance (2015-02).
Approval is subject to the following:

1. **The applicant certifies that prior to filing this application that said applicant has ascertained the location of all existing utilities both aerial and underground and the accurate locations are shown on the plans.**
2. **The construction and maintenance of such utility shall not interfere with the property and rights of a prior applicant.**
3. **All work shall be done pursuant to the approval of the Public Works Superintendent. All materials and equipment shall be subject to inspection by said Public Works Superintendent or his/her designee.**
4. **All construction shall be performed in a manner meeting the approval of the Public Works Superintendent to safety standards as prescribed by the Manual of Uniform Traffic Control Devices and ALDOT Design Standards.**
5. **It is understood and agreed that the rights and privileges herein set out are granted to the extent of the City's right, title and interest in the land to be entered upon and used by the Permittee. The Permittee will, at all times, assume all risk of and indemnify, defend and save harmless the City from and against all loss, damage cost or expense arising in any manner out of the exercise or attempted exercise of the aforesaid rights and privileges.**
6. **All City of Semmes property and/or rights-of-way shall be restored to current standard as approved by the Public Works Superintendent or his/her designee.**
7. **The attached sets of plans covering details of this installation shall be made a part of the permit.**
8. **It is expressly stipulated that this permit is a license for permissive use only and that placing facilities upon public property pursuant to this permit shall not operate to create or to vest any property rights in said holder.**
9. **Whenever necessary for the construction, repair, improvement, alteration or relocation of all, or any portion of a City facility as determined by the Public Works Superintendent or designee, any or all poles, wires, pipes, cables or other facilities appurtenances authorized hereunder, shall be removed from said rights-of-way, or reset or relocated thereon as required by the Public Works Superintendent or designee, and shall be done at the expense of the holder.**
10. **Utilities being constructed in City rights-of-way must be properly marked with showing name of company, nature of utility and a telephone number where the company can be reached. If a pad or pole is used for identification, the distance to the buried line must be designated.**
11. **The City shall be notified 48 hours prior to starting work and again immediately upon completion of work at (251) 649-5752.**
12. **The City shall be notified prior to any lane and road closures at (251) 649-5752.**
13. **Notify Alabama Locate prior to starting construction at 811.**
14. **Permitted work must commence within 60 calendar days of permit approval. Extensions may be granted through written request only.**
15. **If applicable, execute and return the original permit with the Permit Close-Out Section completed and record drawings (as-builts) to the City stating that the job is completed in accordance with the permit and all changes have been noted in the record drawings.**
16. **This permit may be terminated by the City of Semmes in the event that the Permittee violates any provision contained herein and/or fails to promptly correct such violation within 48 hours of notice from the City.**
17. **The Permittee is responsible for ensuring that all work is done in compliance with the Americans with Disabilities Act.**
18. **Permittee is responsible for providing an emergency contact person and phone number for 24 hours a day, 7 days a week. Inability to make contact in the event of an emergency may result in penalty, or fines such as suspension, revocation of permit, and/or back charge as a result of damages.**
19. **Contractor must have a valid State Certified License and City of Semmes Business License to perform work in the City's rights-of-way.**
20. **In addition to the permit application, 2 copies of construction plans and, if applicable, 2 copies of Traffic Diversion plans, signed and sealed by a professional engineer registered in the State of Alabama, must be submitted, if required, by the Public Works Superintendent or designee.**
21. **Permittee must have a copy of the approved construction plans and application on the job site, if required, at all times while work is being performed.**
22. **The Beason-Hammon Alabama and Citizen Protection Act, Act No. 2011-535, Alabama Code (1975) Section- 13-1, et. Seq., states that before entering into a contract with the City, a contractor must provide a notarized affidavit agreeing not to knowingly employ any unauthorized aliens in the State of Alabama and the contractor must enroll in the E-Verify Program in order to verify the immigration status of every employee required to be reverified through the system. Documentation of the E-Verify Program enrollment may be required. In addition, contractors are required to provide a notarized affidavit ensuring that their subcontractors have complied with the aforementioned requirements.**

It is the responsibility of the contractor to ensure that all proposed improvements are constructed in the right-of-way, not on private property. Streets are not centered in the right-of-way and the street centerlines should not be used to determine the right-of-way limits. Utilization of a professional land surveyor or property corner verification may be necessary to determine the right-of-way limits.

Date and sign your agreement on front page and below:

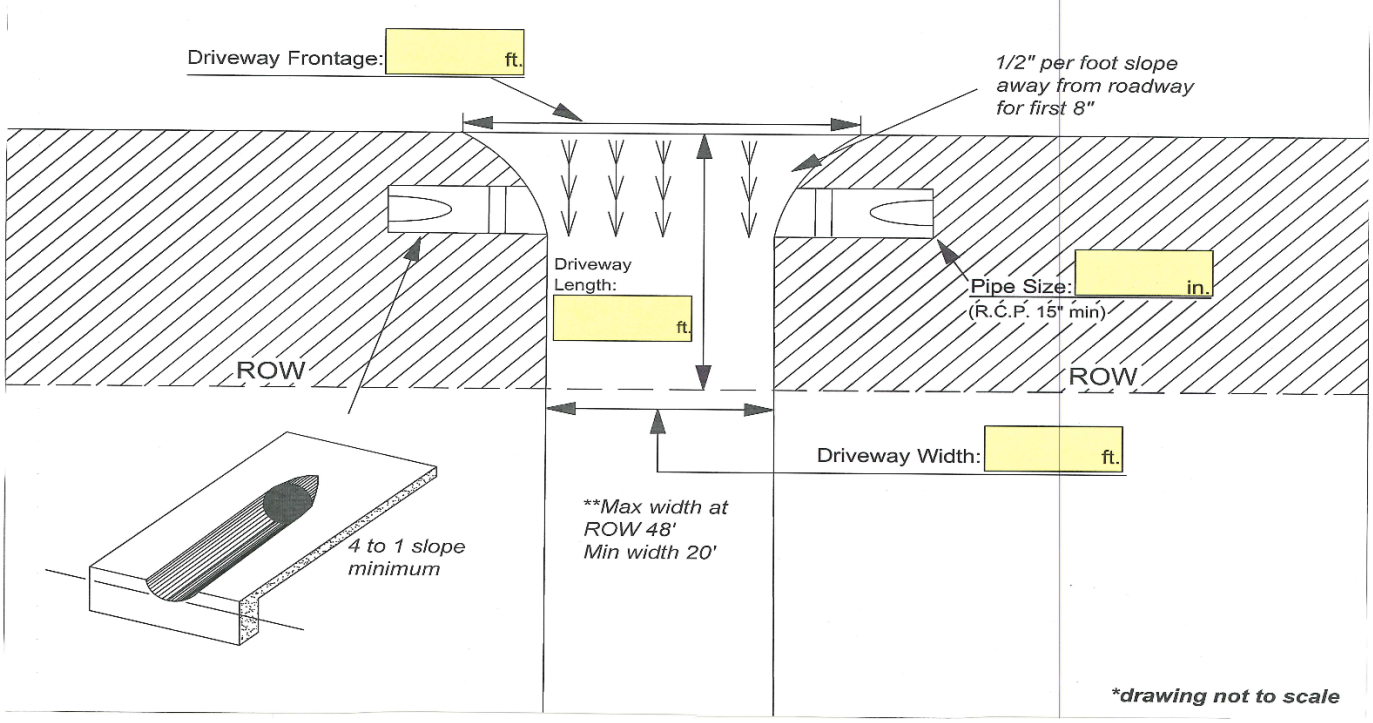
Permittee's Signature X_____**DATE:** _____

Prices for New Construction
(As Per Ordinance 2015-02)

Sidewalk, Driveway, Curb, and Gutter (New Construction, Replacement, and Repair):	Price
0 square yards to 2 square yards	10.00
2 square yards to 25 square yards	30.00
25 square yards to 100 square yards	40.00
100 square yards to 500 square yards	50.00
500 square yards or greater	60.00

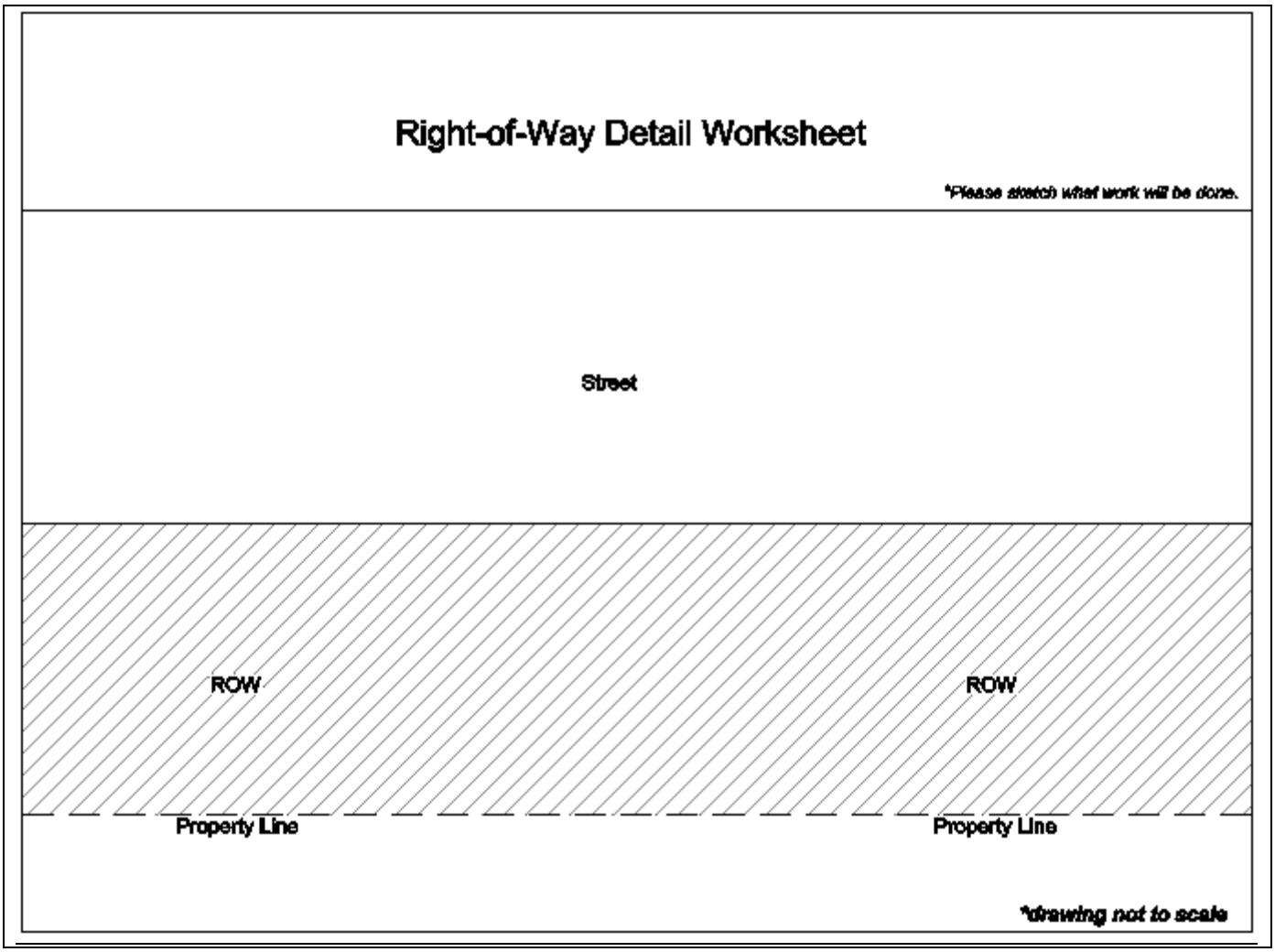
PLEASE FILL IN THE HIGHLIGHTED AREAS IN THE BELOW WORKSHEET

Driveway and Culvert Detail Worksheet



Right-of-Way and Excavation Fees (per Ordinance 2015-02)

Description	Fee
Longitudinal and transverse excavation for major projects (paved areas)	**$0.50 per L.F. (minimum fee $100.00)**
Longitudinal and transverse excavation for major projects (unpaved areas)	**0.10 per L.F. (minimum fee $25.00)**
Longitudinal and transverse excavation for minor projects – point repairs, serves lines, storm drains, manholes, etc. (paved areas)	**15.00 per S.Y.**
Longitudinal and transverse excavation for minor projects – point repairs, serves lines, storm drains, manholes, etc. (unpaved areas)	**6.00 per S.Y.**
Boring and jacking operations, tunneling, retrofitting of existing utility lines, pipe lining, etc.	**0.10 per L.F. (minimum fee $50.00 per block)**
Irrigation systems	**0.40 per L.F. (minimum fee $25.00)**
Utility poles (new installation) including guy and anchor	**2.00 per pole***
Communication towers (new installation)	**25.00 per tower**
Terminal boxes, junction boxes, equipment cabinets, splice boxes, regulator stations, meters and valves in paved areas, vaults	**5.00 each**
Steps	**50.00 per location**
Monitoring wells	**50.00 each**
Temporary pedestrian walkway	**50.00 per location**
Balconies, canopies	**10.00 per location**
Landscaping	**5.00 per location**
Right-of-way Signage (prior approval from Public Works Superintendent)	**5.00 per sign**

* No fee will be required for replacing existing poles of similar size or routine inspection.
*****ALL FEES ARE NONREFUNDABLE *****

FOR PROJECTS NEEDING A SKETCH, PLEASE DO SO ON THE WORKSHEET BELOW