



EXCAVATION PERMIT APPLICATION

Permit # _____

No utility, corporation, firm, or individual shall perform any excavation work in the Richmond Water and Wastewater District without a permit from the Town of Richmond. All work must comply with the *Public Improvement Standards & Specifications for the Town of Richmond* (see municipal website), and the Water and Wastewater Connection Policies for public and private systems. Excavation that is 18" deep or less does not require this permit. If you are unsure, please contact Kendall Chamberlin 802-434-2178

Additional local permits and approvals may also be required, contact the Zoning Administrative Officer at 434-2430.

Application Date: _____ Physical Address of site work: _____

Applicant Name: _____ Subcontractor Name: _____

Applicant Mailing Address: _____ Subcontractor Mailing Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Applicant (check one): Company Contractor Advisor License # (if applicable) _____

Project Supervisor: _____ Phone: _____ Email: _____

Emergency / Evening or Weekend Contact: _____ Phone: _____

Description of Project: _____

_____ Is project in floodplain? _____

Purpose of work (check all that apply): _____

Depth: _____ Length: _____ Width: _____

Description of warning device to be utilized: _____ Project start /end date: _____/_____

Applicants are required to call DIG SAFE, please include the Dig Safe Permit #: _____

The following conditions apply to this approval, please initial all of the following to indicate you have read all the conditions:

- ____ Unless specifically noted below, all projects must adhere to the Richmond Public Improvement Standards and Specifications.
- ____ Agree to pay any engineering fees incurred by the Town for any special inspections deemed necessary.
- ____ For any excavation in the public right of way, a Use of Right of Way Permit is required.
- ____ Restore roads, ditches, culverts, water lines, sewer lines, stormwater lines, and any other public infrastructure to the condition found at the start of construction unless otherwise authorized.

Along with this completed form please include the following:

- A. Sketch Plan showing the proposed location of the project location.
- B. project work plan/engineering plan if applicable

A copy of a certificate of commercial liability and property/casualty insurance, name the Town of Richmond as an additional insured for excavation / construction projects not less than \$1,000,000, per occurrence and \$2,000,000 aggregate; AND/OR for maintenance projects (such as roadside or park mowing, not less than \$300,000 per occurrence. The Richmond Water Resources Department may allow excavation to be exempt from this requirement, but must indicate as such below.

Application Fee— \$50.00, Please be aware that there are permit violation fees

Submit the completed application form with the required fee to Planning & Zoning Office.

Signatures: The undersigned hereby certifies this information to be complete and true.

Applicant Signature

date

Subcontractor Signature

date

NOTE: This permit shall expire six months from date of issuance.

Application received by P&Z & forwarded to Water Department (date & initial): _____ Fee: _____

P&Z Department Comments: _____

Is a post construction inspection required? YES / NO Reason for post construction inspection: _____

Is an independent professional inspection required? YES / NO Reason for independent professional inspection: _____

Water Resources Comments: _____

Is a post construction inspection required? YES / NO Reason for post construction inspection: _____

Is an independent professional inspection required? YES / NO Reason for independent professional inspection: _____

Water Resources Signature: _____ Date: _____

Date of completed post construction inspection / independent professional inspection: _____

Decision: APPROVED / DENIED / WITHDRAWN

Return approved application to Planning & Zoning Office for applicant notification and filing (P&Z date & initial): _____

TOWN CLERK'S OFFICE Received for Record: _____ A.D. _____ At _____ o'clock _____ minutes _____ M

And Recorded in Book: _____ page _____ Attest: _____