



**CITY OF COLUMBIA
DEPARTMENT OF ENGINEERING
APPLICATION FOR ENCROACHMENT PERMIT**

**PERMIT #
DATE:**

**Name of Applicant:
Email Address of Applicant:
Telephone Number of Applicant:
Mailing Address of Applicant:**

Project Reference:

The undersigned applicant hereby applies to the City of Columbia for permit for encroachment on Street Right-of-way as shown by sketch plan below. (Include description of work and method of execution proposed; attach additional sheets if necessary.)

SKETCH PLAN

Signature of Applicant

ENCROACHMENT PERMIT

In compliance with your request and subject to all the provisions, terms, conditions and restrictions written herein, including Ordinance of City Council defining the Privileges of Use of Streets, and Ordinance Relating to Installation of Utility Lines in City Streets, and in accordance with regulations and specifications of the City of Columbia, you are Hereby Authorized and Permitted to:

APPROVED BY

DATE

This permit shall not become operative until a written acceptance of same by permittee shall have been received by the City of Columbia and further shall become null and void unless the work contemplated herein shall have been completed prior to: _____.

The undersigned permittee accepts the permit herein granted and agrees to comply with all the provisions, terms, conditions and restrictions set out herein. The undersigned permittee does hereby further agree to assume, hold harmless and fully indemnify the City of Columbia from and against any claims, demands, actions, liens, judgments or any other liability of any nature whatsoever arising from, as a result of or caused by the installation, construction, maintenance, use, moving or removing the encroachment permitted herein or by reason of the past, present or future existence of the said encroachment by any person or entity, including but not limited to any act or failure to act or carelessness or negligence by the City of Columbia or its employees. These obligations are binding upon the undersigned permittee and the permittee's heirs, successors and assigns as the case may be and shall survive the expiration of the encroachment permit, if any.

SPECIAL PROVISIONS

(In case of conflict between Special Provisions and General Specifications, Special Provisions shall govern.)

There shall be no excavation of soil nearer than two feet of any public utility line or appurtenant facility except with the consent of the owner thereof, or except upon special permission of this Department. A bond in the amount of \$ 0.00 shall be posted with the City Treasurer prior to commencement of work authorized herein.

GENERAL SPECIFICATIONS

1. NOTICE PRIOR TO STARTING WORK: Before starting the work contemplated herein within the limits of the street right-of-way, City Engineer shall be notified sufficiently in advance so that he or his representative may be present while work is under way.
2. PERMIT SUBJECT TO INSPECTION: This permit shall be kept at the site of the work at all times while said work is under way and must be shown to any representative of the City of Columbia.
3. PROTECTION OF STREET TRAFFIC: Adequate provisions shall be made for the protection of the traffic at all times. Necessary detours, barricades, warning signs and watchmen shall be provided by and at the expense of the permittee. The work shall be planned and carried out so that there will be the least possible inconvenience to the traffic. The permittee agrees to observe all rules and regulations of the State, County, and City while carrying on the work contemplated herein and take all other precautions that circumstances warrant.
4. STANDARDS OF CONSTRUCTION: All work shall conform to recognized standards of construction and shall be performed in a workmanlike manner. Adequate provisions shall be made for maintaining the proper drainage of the street. All work shall be subject to the supervision and satisfaction of the Engineering Department.
5. FUTURE MOVING OF ENCROACHMENT: If, in the opinion of the City, it should ever become necessary to move or remove the encroachment, or any part thereof, contemplated herein, on account of change in location of the street, widening of the street, or for any other sufficient reason, such moving or removing shall be done on demand of the City of Columbia at the expense of the permittee.
6. RESTORATION OF STREET FACILITIES UPON MOVING OR REMOVING OF ENCROACHMENT: If, and when, the encroachment contemplated herein shall be moved or removed, either on the demand of the City or at the option of the permittee, the street and facilities shall immediately be restored to their original condition at the expense of the permittee.
7. COSTS: All work in connection with the construction, maintenance, moving or removing of the encroachment contemplated herein shall be done by and at the expense of the permittee.
8. PERMITTEE: The word "Permittee" used herein shall mean the name of the person, firm, or corporation to whom this permit is addressed, his, her, its, heirs, successors and assigns.
9. PERMISSION OF ABUTTING PROPERTY OWNERS: It is distinctly understood that this permit does not in any wise grant or release any rights lawfully possessed by the abutting property owners. Any such right necessary shall be secured from said abutting property owners by the permittee.
10. PIPES, CONDUITS, ETC.: All piping placed within the paved area, both parallel and/or perpendicular to paving, shall be installed in accordance with Ordinance of City Council Relating to Installation of Utility Lines in City Streets.
 - a. Service and other small diameter pipes shall be jacked, driven, or otherwise forced underneath the pavements on any surfaced road without disturbing said pavement. No pavement shall be cut unless specifically authorized herein.
 - b. Tunnelling shall not be permitted except on major work and as may be specifically authorized herein.
 - c. No excavation shall be made nearer than three feet to the edge of the pavement on any hard surfaced road unless specifically authorized herein and all trenches or tunnels within the limits of the street right-of-way shall be backfilled, and thoroughly tamped in layers not greater than six inches in thickness.
 - d. The section of pipe, of service and other small pipes, under the street pavement and within a distance of two feet on either side shall be continuous and without joints.
 - e. Unless specifically authorized herein all pipes and conduits under the street shall be placed at approximately right angles to the center line of the street and at least two feet below the surface of the street.
 - f. Pipes and utilities paralleling the street shall be located at a distance beyond the edge of the street surfacing and at a depth as specifically stipulated herein.