

City of Manchester
 14318 Manchester Rd
 Manchester, MO 63011
 P: (636) 227-1385 ext. 104
 F: (636) 227-5438
 publicworks@manchestermo.gov



Right-Of-Way Excavation Permit and/or Driveway Application

PROJECT ADDRESS: _____			
Owner: _____			
Address: _____		Phone: _____	
City, State, Zip: _____		Email: _____	
Applicant: _____			
Address: _____		Phone: _____	
City, State, Zip: _____		Email: _____	
Type of Work:			
Approximate dimensions of the excavation:	For driveway application, circle the type of work:		In-kind replacement
			Expansion Downsize
Number of days to complete the work:	Circle where you are excavating or cutting in the Right of Way:		Street
			Grass/Dirt
			Sidewalk Other
Permit Conditions:			Fee: \$75.00
Driveway information on separate page (back)			
<ol style="list-style-type: none"> 1. The Public Works Department shall be notified 24 hours prior to commencement of any work. 2. Work shall occur between 7:30 a.m. and 3:30 p.m. with all roadways opened for traffic, at all times. 3. Permit holder shall provide an adequate driving surface on and along all roadways as necessary. 4. An escrow deposit, if required, will be refunded upon completion of the work after a final inspection has been approved by the Director of Public Works or his representative. 5. An initial inspection is required once the aggregate has been prepared for all concrete and asphalt surfaces. 6. A final inspection is required once all work and site restoration has been completed. 			
<p>I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Manchester.</p> <p>Applicant Signature: _____ Date: _____</p> <p>Applicant's Name Printed: _____</p>			
FOR OFFICE USE ONLY			
<p>This permission is granted by the provisions of Ordinance No. 01-1247 and all excavation, back filling and replacement of pavement shall be in accordance with the terms thereof. Permit # _____</p> <p>Approved by: _____ Date: _____</p>			
Application Fee: \$ _____		Escrow Deposit: \$ _____	
Total Permit Cost: \$ _____		Date Paid: _____	

Permit Conditions:

1. No requirements of this permit shall prevent a utility company from making emergency repairs which affect the health, welfare, and well-being of the public.
2. **The Public Works Department shall be notified 24 hours prior to commencement of any work.**
3. Work shall occur between 7:30 a.m. and 3:30 p.m. with all roadways opened for traffic, at all times.
4. Permit holder shall provide an adequate driving surface on and along all roadways as necessary.
5. The permit holder shall provide and maintain proper traffic control measures at all times in accordance with the Manual on Uniform Traffic Control Devices and St. Louis County Standard Specifications for Highway Construction.
6. Failure to provide and maintain traffic control, protect City and private property, and provide proper safety measures in the interest of the public shall result in the City taking whatever action is necessary to correct an inadequacy, the immediate revocation of this excavation permit, and the undertaking of legal action to recover any public fund expenditures which exceed the submitted deposit amount.
7. Restore all excavated and disturbed areas in conformance with MSD and St. Louis County specifications to provide a complete and satisfactory job.
8. **An escrow deposit, if required, will be refunded upon completion of the work after a final inspection has been approved by the Director of Public Works or his representative.**
9. All driveway permits require an accurate site plan/survey showing greenspace calculations.
10. Failure to complete the work in the allotted time frame may result in the deposit forfeiture.
11. A copy of the contractor's certificate of insurance must be submitted along with the permit application, naming the City as an additional insured, against all claims for damages arising from the prosecution of the work.

Driveway Requirements

1. Expansion joint material minimum of ½ inch thick on both sides of sidewalk between the driveway approach and driveway leading to house. Expansion material minimum of ½ inch thick between driveway and garage floor. Expansion material minimum of ½ inch thick between street curb and driveway approach.
2. Depth on driveway approach and sidewalk sections in the driveway are a minimum of 6 inches deep for residential and 7 inches deep for commercial use. Depth on the remainder of driveway is a minimum of 4 inches deep. Subgrade must be compacted properly.
3. Permit for driveway may require a zoning approval if new or changing the footprint of the existing driveway.

Inspection Requirements

1. An initial inspection is required once the aggregate has been prepared for all concrete and asphalt surfaces.
2. A final inspection is required once all work and site restoration has been completed.