

## City of Cordova

### Permit to Excavate, Tunnel, or Construct on City Property (ROW) (City Code Chapter 13.12)

#### INSTRUCTIONS TO APPLICANT

1. **Fill out permit.**
2. **Contact Public Works Director, Kevin Johnson (424-6220), for permit review and sign-off.**
3. **Pay application fee (\$150).**
4. **Submit Locate Request.**
5. **Complete project as permitted.**
6. **Contact Kevin Johnson for Permit Follow Up and Final Close Out.**

*Ten (10)* calendar days prior to any excavation, tunneling, or construction (of any type) on City property, the Applicant shall submit a request for a permit from the City of Cordova. The permit fee, contained within the City of Cordova Fee Schedule, shall be submitted with the application.

Applicant shall submit, as a minimum, the following information:

- specific location of the proposed activity to include maps, plans, and/or sketches that clearly show Plan Views and Cross Section Views/details of what is to be built or placed on City property
- specific and detailed description of all proposed work activity (above grade, below grade, road cuts, etc...) including clearly visible dimensions (length, width, height), materials of construction, and impacts on neighboring properties
- dates of the proposed activity
- name and telephone number of person in charge throughout the activity
- purpose of the activity
- proposed restoration efforts for returning the affected area back to the original condition
- drainage control measures that will be taken to include erosion mitigation during construction as well as a drainage plan for stormwater control of the final conditions
- traffic control measures that will be taken

Material used for the backfill of all excavations inside of public rights-of-way shall be granular with a gradation suitable for the condition and as approved by the City, contain no more than 8% fines passing the #200 screen and shall not contain muskeg, vegetative matter or frozen clumps.

If the excavations are located within an unpaved roadway or parking area, existing or anticipated, all backfill material shall be compacted to 90% as determined by test methods common to the industry. Additionally, the **top six inches** of the backfill shall consist of 2" minus, uniformly graded, crushed rock with a minimum of 50% fracture and contain no more than 12% fines passing the #200 screen.

When installing a culvert for driveway crossings, the pipe shall be no less than 18 inches and be made of Corrugated steel or HDPE. The pipe shall extend past the drivable surface on both sides of the culvert by a minimum of 1 foot. The culvert shall be topped with D1 minus and compacted. City staff shall inspect the culverts when placed and again after compacting the topping.

If the excavation and backfill occur within the limits of a paved/chip-sealed public street/parking area, the affected pavement shall be smoothly and uniformly cut prior to its removal. Approved backfill shall be compacted to 95% as determined by test methods common to the industry. Approved backfill shall be Current as of 10/11/2024

placed up to 8” from paved surface. The **top 8” (up to top of pavement) shall be compacted D-1 aggregate**. Asphalt will be placed by City at a later date if required, or by private contractor with City approval. The applicant will be charged the fees contained within the City of Cordova Fee Schedule which is adopted annually by Council and available on the City’s webpage. By submitting this application the applicant agrees to pay the fees within 30 days of billing.

**City of Cordova  
Excavation, Tunneling, Construction Permit**

Date of Application \_\_\_\_\_  
Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
On-Site Person In Charge \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Location of Excavation (s):** \_\_\_\_\_  
Street name and nearest cross street(s) (attach a map or sketch,)

Type of Street: \_\_\_\_\_ Size of Excavation: \_\_\_\_\_  
(Gravel, asphalt, etc.) (Depth, length, width)

Purpose: \_\_\_\_\_

Restoration plan: \_\_\_\_\_

Drainage Control Measures \_\_\_\_\_

Traffic Control Measures \_\_\_\_\_

Work to begin: \_\_\_\_\_ Completion of project: \_\_\_\_\_

**Location of Above Grade Work (structures, facilities, pedestals, pads, walkways, appurtenances, or any man-made item that will remain on City Property):**

Locations of Above Grade Work/Structure: \_\_\_\_\_

Description of Above Grade Work/Structure: \_\_\_\_\_

Material & Dimensions of Above Grade Work/Structure: \_\_\_\_\_

All Structures minimum of 3' away from fire hydrants (ref: IFC 2006) \_\_\_\_\_ OK / NOT OK

Structures shall not impede lines of sight for vehicle drivers and pedestrians at roadsides, intersections, etc.  
\_\_\_\_\_ OK / NOT OK

**As a 'Permittee' the applicant agrees to the following conditions:**

1. Applicant will conduct a pre-construction meeting with City prior to issuance of Permit
2. All work and restoration of the street shall meet or exceed conditions set forth in the City of Cordova Development Standards adopted June 28, 2006 and/or as amended by the City.
3. Permittee will maintain (level & compact & safe surface) any unpaved asphalt cut of D-1 until the city paves the area at a later date.
4. No excavation shall be made under this permit prior to field location of any potentially affected equipment or underground service. A Cordova Utility Coordinating Council Locate may fulfill this requirement.
5. Permittee shall, on a daily basis, inform the City's Streets Superintendent of work planned for the next 48 hours and shall inform the City of any changes.

6. Upon completion of all work the Permittee shall notify the Cordova Public Works and Streets Department. **Call 907-253-5602 or 907-424-6200 and provide the location of the completed project and request a final inspection.**
7. The permittee shall provide adequate traffic control and public safety. If traffic is to be interrupted, the Cordova Police Department shall be notified in advance, and no barriers, detours, or other such controls shall be erected without this prior notice.
8. All work on City property is subject to inspection and approval by the City and shall be restored to original condition or better.
9. If cutting a paved surface, Permittee shall place clean asphalt in a pile that is accessible by a front end loader. Permittee shall contact City Shop 253-6332 or 424-6335 to arrange pick up of this clean asphalt.
10. All work shall be in compliance with applicable Federal, State, City codes and Industry Standards.
11. Failure by Permittee to comply with this permit may result in revocation of Permit and/or issuance of a Stop Work Order.
12. This permit expires 6 months from the date of issue.

The Permittee shall hold the City of Cordova harmless from all loss or risk of loss arising out of the performance of any excavation, vegetation removal, tunneling, or construction upon public streets, alleys and rights-of-way and shall erect adequate shoring, barricades and bridges and maintain required flares, lights, signs, warnings and other protective devices necessary to the safety of the general public. By signing this the applicant agrees to adhere to the terms and conditions in the application.

\_\_\_\_\_/\_\_\_\_\_  
Applicant authorized signature / Printed Name

\_\_\_\_\_  
Date

**Permit Approved and Issued by:**

\_\_\_\_\_/\_\_\_\_\_  
City of Cordova / Printed Name

\_\_\_\_\_  
Date

Special Conditions of Approval (if any):

- 1.
- 2.
- 3.
- 4.

**Permit Follow Up and Final Close Out:**

**Final inspection after completion of work for conformance with 13.12 Of CMC and the Cordova Development Standards**

\_\_\_\_\_/\_\_\_\_\_  
City of Cordova / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_  
Applicant authorized signature / Printed Name

\_\_\_\_\_  
Date