



Department of Public Works

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## **RIGHT-OF-WAY PERMIT REVIEW**

### *Procedures for Obtaining a Right-of-Way Permit*

1. Before any Right-of-Way (ROW) work is performed within the City of Crestwood, a ROW permit application must be submitted for approval.
2. Complete the top portion of the permit application and sign the permit. Any private contractor applying for a permit to excavate in the street must provide the City with a \$5,000 bond, or have on file a \$50,000 bond, guaranteeing his work for a period of two (2) years. In addition, the Permittee must submit a Certificate of Insurance in the amount of \$2,000,000 in the aggregate with the City of Crestwood named as additional insured.
3. Approval of this application will be granted by the Department of Public Works only if the permit is completed in its entirety. Typically permits can be processed the same day.
4. The excavation for pavement (driveway, street, sidewalk, etc.) will require the site to be inspected by the Department of Public Works before the new pavement material is installed. This ensures that the new pavement will meet the ROW requirements of the City of Crestwood. Copies of the City of Crestwood pavement restoration requirements are available upon request. To schedule pavement inspections please contact Wendell Hill at 314-729-4730.
5. A \$25.00 fee is required as well as a ROW Inspection Fee and an Escrow Deposit Fee. The amounts of these fees are dependent upon the size and type of excavation. The Escrow Deposit fee will be refunded if the site restoration has been completed to the satisfaction of the City of Crestwood. Escrow deposit will be released upon successful completion of final inspection. *There is no Escrow Deposit required for utility companies, contractors working under contract with a utility company, or governmental agencies.*
6. Should the applicant have any questions regarding Right-of-Way permits, please contact the Department of Public Works at 314-729-4724.



DEPARTMENT OF PUBLIC WORKS  
One Detjen Dr. Crestwood, MO 63126  
Telephone: 314-729-4737 Fax: 314-729-4738

RIGHT-OF-WAY PERMIT APPLICATION

Work Site Address: \_\_\_\_\_ Emergency: Y or N

Permittee (Owner's) Name and Address: \_\_\_\_\_  
\_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant / Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_ Phone #: \_\_\_\_\_

Type of Permit: Private \_\_\_\_\_ Utility \_\_\_\_\_ Location of Work: Parkway \_\_\_\_\_ Pavement \_\_\_\_\_

Type of Work (Check applicable items):

- |                                  |                                   |                            |
|----------------------------------|-----------------------------------|----------------------------|
| _____ Driveway New / Replacement | _____ Sidewalk Replacement        | _____ Street Excavation    |
| _____ Parkway Excavation         | _____ Utility Repair/Installation | _____ Cable Bore           |
| _____ Gas Tap                    | _____ Water Tap                   | _____ Sewer Lateral Repair |
| _____ Other: _____               |                                   |                            |

Description of work: \_\_\_\_\_

IN CONSIDERATION FOR THIS PERMIT, THE PERMITTEE AGREES TO INDEMNIFY AND SAVE HARMLESS THE CITY OF CRESTWOOD, MISSOURI FROM AND AGAINST ALL CLAIMS, SUITS, DAMAGES, COSTS, LOSSES AND EXPENSES IN ANY MANNER SO RESULTING FROM, ARISING OUT OF, OR CONNECTED WITH THIS PERMIT. PERMITTEE ALSO AGREES THAT ALL WORK AUTHORIZED BY THIS PERMIT SHALL BE CONDUCTED IN COMPLIANCE WITH THE RULES AND REGULATIONS FOR WORK WITHIN THE CITY RIGHT-OF-WAY, IN ACCORDANCE WITH CHAPTER 24 SECTIONS 24-63 THRU 24-97 OF THE CRESTWOOD MUNICIPAL CODE. THIS PERMIT EXPIRES ON THE PERMIT END DATE STATED ABOVE UNLESS AN EXTENSION IS AUTHORIZED AS PROVIDED BY CODE. PERMITTEE AGREES TO CONTACT MISSOURI ONE-CALL TO OBTAIN UNDERGROUND UTILITY LOCATIONS PRIOR TO STARTING EXCAVATION OF RIGHT-OF-WAY. FAILURE OF THE APPLICANT TO CALL FOR THE FINAL INSPECTION WITHIN ONE YEAR OF THE ISSUANCE DATE OF THE PERMIT SHALL RESULT IN THE DEPOSIT BEING FORFEITED BY THE APPLICANT.

Applicant (signature): \_\_\_\_\_ Applicant (print): \_\_\_\_\_

Owner (signature): \_\_\_\_\_ Owner (print): \_\_\_\_\_

**See attached Pavement Restoration Detail Sheet(s) \_\_\_\_\_ for required pavement repair.**  
**Contact Wendell Hill at 729-4730 to schedule pavement restoration inspection**

===== **OFFICE USE ONLY** =====

Permit #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Permit End Date: \_\_\_\_\_ MO One Call Ticket #: \_\_\_\_\_

Age of Street: \_\_\_\_\_ Pavement Type: \_\_\_\_\_ PCI: \_\_\_\_\_ Area of Influence: \_\_\_\_\_ Sq. Ft.

Permit and Restoration Fees:

Insurance Requirements:

Permit Fee: \$25.00

Performance Bond Required: Y or N

ROW Management Fee: \_\_\_\_\_

Liability Insurance Required: Y or N

Escrow Deposit Amount: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_