

RIGHT-OF-WAY PERMIT APPLICATION PROCEDURES

1. Before any Right-of-Way (ROW) work is performed within the City of Crestwood, a ROW permit application must be submitted for approval. Approval of this application will be granted by the Department of Public Works only if the permit application is completed in its entirety. A Plat Survey and drawing (to scale) of work to be done is required with application and payment.
2. 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 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 pre-pour and final inspections, please contact the Superintendent of Maintenance at 314-729-4730.
3. A Permit Fee, a ROW Management Fee and an Escrow Deposit Fee are required. The amounts of these fees can vary depending upon the size and type of excavation. The Escrow Fee will be deposited immediately. The Escrow Deposit Fee will be refunded after final inspection of the site has been completed to the satisfaction of the City Inspector. *An Escrow Deposit is not required for utility companies or government agencies.*
4. A Contractor's Business License is required for all general contractors that do not have a CRESTWOOD BUSINESS LICENSE.
5. 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 their work for a period of two (2) years. In addition, the permit applicant 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.
6. Should the applicant have any questions regarding the Right-of-Way Permit Application Procedures, please contact the Department of Public Works at 314-729-4720.



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Right-of-Way Permit Application

Emergency: Yes No

Application Date: _____

WORK SITE ADDRESS: _____

Owner's Name and Address: _____

Phone: _____

Contractor Name and Address: _____

Phone: _____

Contact Person: _____ Contact's Phone: _____

Location of Work: Street Apron Sidewalk Driveway Grass

Description of work to be performed: _____

IN CONSIDERATION FOR THIS PERMIT, THE PERMITEE 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. PERMITEE 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 BELOW UNLESS AN EXTENSION IS AUTHORIZED AS PROVIDED BY CODE. PERMITEE 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 SIX MONTHS OF THE ISSUANCE DATE OF THE PERMIT SHALL RESULT IN THE ESCROW DEPOSIT BEING FORFEITED BY THE APPLICANT. PLEASE NOTE: A CONTRACTOR'S BUSINESS LICENSE IS REQUIRED FOR ALL CONTRACTORS THAT DO NOT HAVE A CRESTWOOD BUSINESS LICENSE.

Applicant/Contractor's Signature: _____ Print Name: _____

Pavement Restoration Detail sheets available upon request. Please contact Brian Hibdon at 314-729-4730 or Doug Wilson at 314-729-4737 to schedule pre-pour _____ and final _____ inspections of pavement restoration. EMAILED TO BRIAN/DOUG: _____ FINAL INSPECTION DATE AND SIGNATURE _____

OFFICE USE ONLY

PERMIT #: _____

CONTRACTOR'S BUSINESS LICENSE #: _____

PERMIT AND RESTORATIONS FEES (NON-REFUNDABLE):

Table with 3 columns: Fee Name, Amount 1, Amount 2. Rows: Permit Fee (\$75.00), ROW Management Fee (15.00 or 82.00), TOTAL (\$90.00, \$157.00)

ADDITIONAL REQUIREMENTS:

Performance Bond Required: Yes No
Liability Insurance Required: Yes No

Paid by Cash Paid by Check # _____ Date Paid: _____ Rec'd by: _____

ESCROW DEPOSIT AMOUNT: \$ _____ OWNER OF ESCROW: Home Owner or Contractor

Paid by Cash Paid by Check # _____ Date Paid: _____ Rec'd by: _____

Approved By: _____ Title: _____ Date: _____