

City of Weldon Spring
5401 Independence Road, Weldon Spring, MO 63304 636-441-110 Fax 636-441-8495
APPLICATION FOR R/W / EXCAVATION PERMIT

PETITIONER: _____

PERMIT NO. _____

DATE SUBMITTED _____

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> CITY STREET ROW
TYPE OF WORK | <input type="checkbox"/> PRIVATE STREET ROW
<input type="checkbox"/> UTILITY
<input type="checkbox"/> GAS
<input type="checkbox"/> PRIVATE | <input type="checkbox"/> WATER
<input type="checkbox"/> OPEN CUT
<input type="checkbox"/> DRIVEWAY / SIDEWALK | <input type="checkbox"/> PLANS ATTACHED
<input type="checkbox"/> COMMUNICATIONS
<input type="checkbox"/> BORING | <input type="checkbox"/> MISSOURI PE SEALED PLANS*
<input type="checkbox"/> SANITARY
<input type="checkbox"/> ELECTRICAL
<input type="checkbox"/> BOTH OPEN CUT/BORING
<input type="checkbox"/> OTHER (DESCRIBE BELOW) |
| <input type="checkbox"/> MO ONE CALL TICKET # _____ | | | <input type="checkbox"/> SCHEDULE ATTACHED*
<i>*Required on large permits.</i> | |

Request permission to: _____

Is approved subject to the following required submittals and conditions:

- The permit fee shall be paid to the City of Weldon Spring. **Excavation Permits are \$150.**
- Proof of Insurance** with a \$1,000,000¹ General Liability coverage with "**City of Weldon Spring, it's Employees and Elected Officials**" as **Additional Insured** and "**City of Weldon Spring**" as the **Certificate Holder**
- A **ROW/Maintenance Bond** for \$10,000 or the value of the disturbed area improvements, whichever is greater, shall be issued by a surety acceptable to the City of Weldon Spring, and shall contain the following endorsement: "This bond may not be canceled, or allowed to lapse until sixty (60) days after receipt by the city, by certified mail, return receipt requested, of a written notice from issuer of the bond of intent to cancel or not to renew." The amount of bond based upon the value of work and potentially impacted improvements. (see example)

Conditions:

1. The City of Weldon Spring shall be notified 24 hours prior to commencement and completion of construction.
2. The permittee shall contact all underground utilities 2 days prior to excavation with Missouri One Call 1-800-DIG-RITE
3. Applicants shall review and adhere to all City of Weldon Spring -Sediment and Control Ordinances and MoDNR.
4. All traffic control must conform to MUTCD. MO PE Sealed traffic control plans may be required for major permits.
5. No material (rock, soil, mulch, material, etc.) shall be dumped or stored on the street. No construction dumpsters and/or trucks shall be parked or stored on the street overnight.
6. Adequate warning signs comply with shall be installed and maintained by permittee until construction is complete.
7. All crossings must be bored if streets are paved prior to utility installation.
8. All excavation under and two feet outside the pavement shall be back-filled with granular material and water jetted by a method that will prevent further settlement. All other areas may be backfilled with job excavated material shall be maintained by the contractor until the trench has completed its settlement.
9. The contractor shall maintain all settled trenches until final settlement has occurred.
10. Restore disturbed area to original condition. All graded areas need to be restored within 14 days, weather permitting.
11. Permit limited to work in the City of Weldon Spring. Work on Private ROW may require approval by HOA or owner(s).
12. All new or relocated utility placements shall be installed at a minimum of 30 inches depth.
13. The petitioner has 2 years from the date this permit was issued to request their escrow be refunded. After 2 years all escrow money will be relinquished to the City of Weldon Spring.
14. Applicant shall, at its sole cost and expense, indemnify, hold harmless, and defend the city, its officials, boards, board members, commissions, commissioners, agents, and employees, against all claims, suits, causes of action or proceedings, and judgements for damages or equitable relief which are caused by the acts, errors and omissions of Applicant arising out of the construction and maintenance of its Facilities.
15. Recovery by the City of any amounts under the performance bond or otherwise does not limit an Applicant's duty to indemnify the City in any way, nor shall such recovery relieve an Applicant of its obligations under a Permit or reduce the amounts owed to the City other than by the amounts recovered by the City under the performance bond, or in any respect prevent the City from exercising any other right or remedy it may have.

This permit is subject to the requirements of the City of Weldon Spring Ordinance 23-06. Section 505.040 Municipal Code

Approved by _____ Date _____ Permit Fee \$ _____
PERMIT VOID AFTER 365 DAYS UNLESS SCHEDULE PROVIDED AND APPROVED BY CITY ENGINEER

¹ Minimum coverage for large commercial, industrial, and residential developments and large-scale utility projects is \$2,500,000.
Form EX2025



Excavation Permit Contact Information

The permit holder must provide a responsible party able to be contacted 24 hours a day, 7 days a week in case issues with the permit arise.

Primary Emergency Contact

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Cell Phone: _____

Office Phone: _____

Secondary Emergency Contact

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Cell Phone: _____

Office Phone: _____

Note: If contact personnel are not available to be contacted, or do not answer, the excavation permit will be revoked.



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UNDER THE CERTIFICATE. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY OR POLICIES IDENTIFIED HEREIN. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE INSURER, INSURERS, AUTHORIZED REPRESENTATIVE AND THE CERTIFICATE HOLDER.

INSURER: **WELDON SPRING** (11/17/2023)

INSURANCE AGENCY, INC. (11/17/2023)

100 W. Main, 303-356-6443

PO Box 86

Maple Hill, IL 61550-0086

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CLASS	CERTIFICATE NUMBER	REVENUE NUMBER	CLASS CODE	CLASS NAME	CLASS CODE	CLASS NAME	CLASS CODE	CLASS NAME	CLASS CODE	CLASS NAME
1	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212
2	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212
3	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212
4	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212
5	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212
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7	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212
8	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212
9	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212
10	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212	11070212

CERTIFICATE HOLDER: **City of Weldon Spring, MO 63304**

CANCELLATION: **ALL**

ACORD 25 (01/8/09)

City of Weldon Spring Ordinance 23-06 requires all excavation permits to have a Certificate of Liability on file for a minimum of \$1,000,000 per occurrence for larger routine permits, \$2,500,000 per occurrence for larger scale utility (multiple locations) and developer's permits (impacting more than 500' of roadway).

This box on the COI must be marked "Y" and the "City of Weldon Spring, it's elected officials and employees" must be listed as the additional insured parties

The "City of Weldon Spring, it's elected officials and employees" must be listed as the Additional Insured

The "City of Weldon Spring" must be listed as the Certificate Holder



Certificate of Insurance (COI) Requirements

The person or company excavating and working within City Right-of-Way (ROW) is required by ordinance to have an **Excavation Permit** and provide a **Certificate of Insurance (COI)** and **Bond**.

All such insurance policies shall:

- Name the “**City of Weldon Spring, it’s elected officials and employees**” as an **Additional Insured**
- Have minimum insurance coverage of **one million dollars for each occurrence**
- Have a minimum insurance coverage of **two million dollars general aggregate**
- **Certificate Holder** listed as:
City of Weldon Spring, 5401 Independence Road, Weldon Spring, MO 63304
- Must have an authorized representative signature

Permit Holder must provide a Certificate of Insurance (COI) as proof of such coverage. Failure to maintain required insurance or provide a Certificate of Insurance will result in revocation of the permit.

Please submit Certificate of Insurance by email to: cityengineer@weldonspring.org

Common reasons certificates are not accepted:

- The name of the person/business/organization does not match the name on the Permit with the City.
- The name on the Permit must match the name on the Certificate of Insurance.
- The City is not listed as an Additional Insured. Listing as the Certificate Holder alone does not insure the City.
- The address for the City of Weldon Spring is wrong. The address of the City listed on the Certificate must be:
**City of Weldon Spring
5401 Independence Road
Weldon Spring, MO 63304**
- Insurance expires prior to work.
- An insurance policy is submitted instead of a Certificate of Insurance.

Questions concerning insurance may be directed to cityengineer@weldonspring.org.



Date: May 17th, 20

EXAMPLE BOND CITY OF WELDON SPRING for EXCAVATION PERMITS

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. _____

That we,

of _____, Missouri, as Principal,
and SURETY COM _____, licensed to do surety business in the State of
Missouri _____, as Surety, are held and firmly bound unto the

City of Weldon Spring, State of Missouri _____, as Oblige, in the penal
sum of Ten Thousand and 00/100 DOLLARS (\$10,000.00),
lawful money of the United States, to be paid to the Oblige, ent well and truly to be made,
we bind ourselves and our legal representatives, firmly by these

City of Weldon Spring must be listed on bond.

THE CONDITION OF THE ABOVE OBLIGATION IS

licensed R/W- Maintenance Principal has been
by the Oblige.

NOW THEREFORE, if the Pr
with the laws and ordinances
applied for, then this o
May 17th
in all things comply
the license or permit
force and effect until
Continuation Certificate.

Bond Amount Based on Length of Disturbed Area In Right of Way (R/W)
 < 250' Disturbed Area - Impact Bond Amount \$10,000
 250-500' Disturbed Area - Impact Bond Amount \$ 20,000
 >500' Bond Amount Determined by City Administrator / City

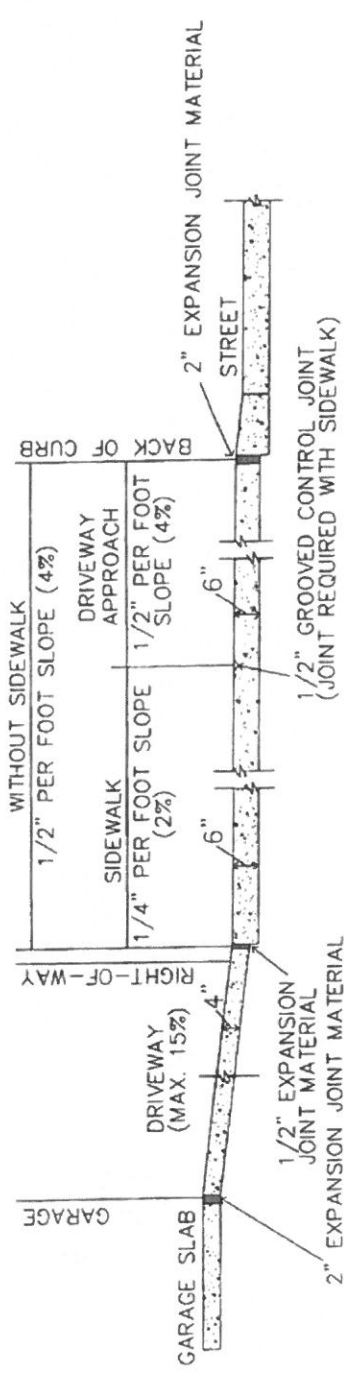
This bond
U.S. Mail
of this
shall t
date. h
against t
liability sh
liability for
cumulative.
surety upon sending notice in writing, by First Class
address last known to the Surety, and at the expiration
notice, this bond shall ipso facto terminate and the Surety
for any acts or omissions of the Principal subsequent to said
this bond shall continue in force, the number of claims made
of premiums which shall be payable or paid, the Surety's total limit of
from year to year or period to period, and in no event shall the Surety's total
the amount set forth above. Any revision of the bond amount shall not be

Dated this 18th day of May, 2022

Principal

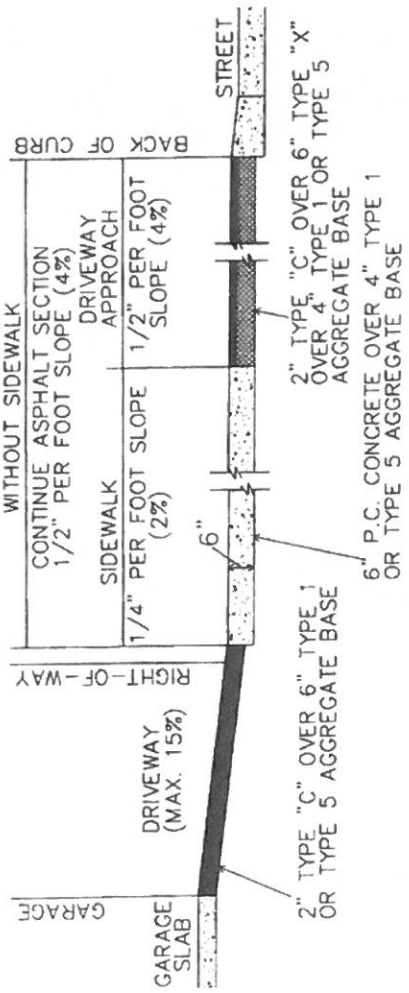
Principal
SURETY COMPANY

By _____



- NOTES:**
1. 4" OF MODOT TYPE 1 OR TYPE 5 AGGREGATE BASE IS REQUIRED UNDER ALL CONCRETE DRIVEWAYS.
 2. A 2" EXPANSION JOINT IS REQUIRED AT THE CURB AND GARAGE FOR ALL CONCRETE DRIVEWAYS.
 3. EXPANSION JOINT MATERIAL MUST EXTEND THROUGH THE FULL DEPTH OF THE PAVEMENT.
 4. SIDEWALK THICKNESS SHALL BE A MINIMUM OF 7" THROUGH COMMERCIAL DRIVEWAYS.

CONCRETE DRIVEWAY DETAIL



ASPHALT DRIVEWAY DETAIL

The City of Weldon Spring
adopts St. Charles County,
MO Highway Design
Standards

NOT TO SCALE

**City of Weldon Spring
Missouri
Residential Driveway
Standard Design
3/21/2023**

Driveway Permits are required when:

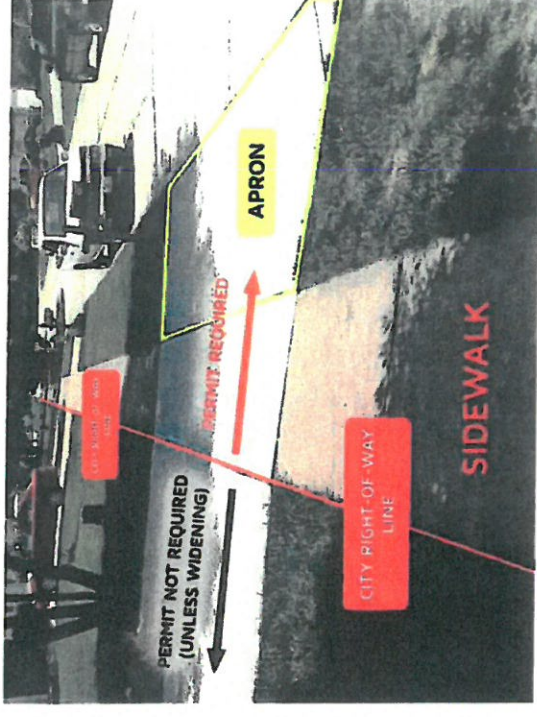
- 1.Replacement/modification of driveway within the City's right-of-way (apron and sidewalk area), which includes the culvert (if applicable).
- 2.Widening of driveway (regardless of location).
- 3.Owner desires an additional driveway.

Driveway Permits are not required when:

- 1.Only replacing the sections of driveway behind the sidewalk/right-of-way line up to the garage/car port.
- 2.If a new home is being built under a separate building permit, then the driveway is included under that permit.

GENERAL DRIVEWAY PROCESS

- 1.Owner applies for a Multi-purpose Land Use Permit for widening, moving, or new driveways. Permit costs \$150 that can be payable online or at City Hall. A R/W Excavation Permit is also needed for any work in the R/W and if the existing driveway is being replaced in the R/W. The fee is \$150.
- 2.The Permit holder must inspect and assure the driveway was constructed to plan. The City may do a spot inspection to assure plans are being followed.
- 3.*Note:* If there is a sidewalk through the driveway or impacted by the driveway construction, then the sidewalk shall be built to ADA standards.



Certificate of Insurance with the City of Weldon Spring as the Holder and as an Additional Insured is required along with a Bond for a minimum of \$10,000 is required for any work in the City's Right-of-Way before an Excavation Permit can be issued.

CITY OF WELDON SPRING DRIVEWAY STANDARDS (ADOPTED FROM ST. CHARLES COUNTY HIGHWAY RESIDENTIAL ENTRANCE STANDARDS)

1. All driveway entrances shall be built to grade;
2. If a culvert is necessary in the opinion of the City Engineer, no culvert smaller than twelve (12) inches in diameter shall be installed, and no culvert shorter than sixteen (16) feet shall be installed; a larger culvert shall be installed wherever, in the opinion of the City Engineer, it is necessary.
3. No driveway entrances shall be constructed or built or partially constructed or built within two (2) feet from the side or rear property lines.
Exceptions:
 1. Existing entrances that are already closer than two (2) feet from the property line.
 2. Multifamily dwellings.
 3. City staff may allow minor alterations in special circumstances.
4. All driveway entrances shall be six (6) inches in depth for residential driveways and a minimum of seven (7) inches in depth for commercial driveways from the edge of the road pavement to the property line.
 1. For commercial driveways, for new concrete entrances at existing pavement and curbing, saw cut at one (1) foot and install tie bars, five-eighths-inch diameter, eighteen (18) inches long, at twelve-inch centers along all saw-cut edges. New tie bars shall be placed in drilled holes with non-shrink grout or epoxy. The bars, where existing, shall be cleaned and straightened for incorporation in the new concrete.
 2. For commercial driveways, the new driveway edge up against existing street pavement shall match the street pavement thickness. All street pavement removed and replaced shall be the same thickness. After the gutter line or the edge of street pavement line, it shall then flare back to the seven-inch minimum depth within a two-foot length.
5. All driveway approaches constructed in conjunction with a sidewalk shall give the appearance that the sidewalk is continuous. That portion of the driveway approach that doubles as a sidewalk shall have a one-and-one-half-percent maximum cross slope the same as the abutting sidewalk, meeting ADA requirements.
 1. If the existing sidewalk adjacent to the driveway is over one and one-half percent (1.5%) in cross slope, then the first panel of sidewalk immediately adjacent to the driveway shall be removed and replaced as a transition section.
 2. An exception to this requirement is when a sidewalk does not exist nor is not planned to be built.
6. Expansion joints in the driveway approach area shall be two (2) inches wide and full depth at the back of curb. In all cases if the driveway approach depth exceeds the minimum six-inch thickness, the joint material shall extend the full depth of pavement, no concrete to concrete interface.
7. The expansion joint between the driveway and garage floor shall be a minimum of two (2) inches and full depth of slab.