

**CITY OF NORFOLK  
ENGINEERING DEPARTMENT  
APPLICATION FOR UTILITY PERMIT ON  
CITY RIGHT OF WAY**

CITY OF NORFOLK  
ATT: ENGINEERING  
309 N 5<sup>TH</sup> STREET  
NORFOLK, NE 68701

**I. LOCATION**

Application is hereby made for permission place, construct and thereafter maintain utilities along or across City of Norfolk ROW at the following location, and as shown in the attached sketch or plan set, and in accordance with the provisions inside hereof, or attached thereto.

Address or Street Intersection: \_\_\_\_\_

**II. CONTRACTOR CONTACT INFORMATION**

Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**III. UTILITY OWNER CONTACT INFORMATION**

Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**IV. SCHEDULE**

Work to start on or after \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

and to be completed on or before \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

**V. UNDERGROUND CONSTRUCTION**

**CONDUIT/PIPE :**

Conduit or Pipe Material \_\_\_\_\_ Size \_\_\_\_\_

Depth \_\_\_\_\_ Method of Installation (open trench, plowing, bore, etc) \_\_\_\_\_  
(min 5' under roadway sections and 4' in ROW)

**VI. AERIAL CONSTRUCTION (NPPD PERMIT MAY ALSO BE NECESSARY)**

Pole Installation: Type/size \_\_\_\_\_

Aerial Cable: Type/size \_\_\_\_\_

Anchor: Type/size \_\_\_\_\_

Minimum height of conductor: \_\_\_\_\_ ft. along roadway \_\_\_\_\_ ft. at crossing over roadway

Extent and location of tree trimming and/or clearing: \_\_\_\_\_

**VII. CORE HOLE IN PAVEMENT (IF APPLICABLE):**

Size and quantity: 4" x \_\_\_\_\_ 6" x \_\_\_\_\_ 8" x \_\_\_\_\_ Other \_\_\_\_\_

Core hole depth: \_\_\_\_\_

**VIII. APPLICATION SIGNATURE**

The applicant in carrying on any and all the work herein above mentioned or referred to in its application and in the Permit issued here fore, shall strictly conform to the terms of such Permit, and the regulations of CITY CODE, all of which are made a part of hereof. The applicant specifically agrees to be bound hereby. The applicant shall also comply with the regulations of all other governmental agencies for the protection of the Public. The work shall be accomplished in a manner that will not be detrimental to the highway and that will safeguard the public.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**IX.** In accordance with the application herein, **permission is granted** to core, place, construct and thereafter maintain utilities along or across City of Norfolk ROW and utility easements at the locations described herein, and in accordance with the sketch shown on the inside hereof, or attached thereto

Approved by: \_\_\_\_\_  
Printed Name Signature Title Date

**SPECIAL PROVISIONS:**

If at any time THE CITY OF NORFOLK, acting through its CITY ENGINEER, shall deem it necessary to make any improvements or changes on all or any part of the city right of way which affect a utility located on city right of way, then in such event, the owner of the utility shall within 15 days after written notice from the CITY ENGINEER, or their authorized agent, proceed to alter, change, vacate or remove said utility from the city right of way so as to conform to said city right of way changes and as directed by the CITY ENGINEER. Such work shall be done without any cost whatsoever to the THE CITY OF NORFOLK and shall be completed within the date specified in said written notice. The Utility shall assume all liability and save THE CITY OF NORFOLK harmless from any and all claims of damage of any nature whatsoever occasioned by reason of not having removed said utility within the time specified in said notice.

When pipes with bells or flanges are installed, the crossings of the roadbeds of the city shall be made by boring inside a conduit as or by jacking a conduit of sufficient diameter to permit threading the carrier pipe through it.

All voids caused by jacking or boring shall be filled by pressure grouting. The grout material shall consist of a sand-cement slurry of at least two sacks of cement per cubic yard and a minimum of water to assure satisfactory placement.

The underground utilities shall be installed as virtually to preclude any necessity for disturbing the roadbeds to perform maintenance operations.

Underground installations shall be accomplished without damaging or destroying the principal root structure of specimen trees.

Utility Owner will be responsible for any repairs or replacement of core hole that the city deems necessary for a period of 2 years.

# Rules and Regulations of Engineering Department for Utilities on City Right of Way.

## DEFINITIONS

**Utility.** Under this order "utility" shall mean and include all privately, publicly or co-operatively owned communication lines and facilities, any systems, lines and facilities for the distribution and transmission of electrical energy, oil gas water, sewer, steam and other pipe lines, railways ditches flumes or other structures which under laws of this State or the ordinance of any town or city may constructed, places or maintained across, along or on city right of way. Dependent upon the meaning intended in the context, "Utility" shall also mean the utility company, inclusive of any wholly owned subsidiary.

## GENERAL

I. Except as otherwise permitted, utility construction and relocation on city right of way shall not be commenced until an application for a Permit has been made and such Permit granted. The Permit sketch shall show the location of the proposed utility with reference to city right of way centerline. A copy of the sketch shall be provided for each copy of such Permit.

II. Burning or disking operations and/or the use of chemicals to control or kill trees, brush and other vegetation is prohibited without prior approval from the City Engineer.

III. All waterways and lines of drainage shall remain operative.

IV. Wherever topsoil and sod are disturbed they shall be replaced and maintained satisfactorily until the turf is established.

V. The utility facility and installation shall not interfere with any existing utility facilities on the city right of way.

VI. When necessary, barricades, warning devices and flagmen shall be provided by the Utility during all phases of their construction and maintenance operations on city highway right of way. Temporary traffic control shall be installed and maintained according to city guidelines and the Manual of Uniform Traffic Control, MUTCD, most recent addition.

VII. At the time of construction of the utility and at the times of subsequent maintenance, prior approval shall be obtained from the City Engineer for the cutting and trimming of trees within the city right of way. Wherever trees are cut the resulting stumps shall be removed unless otherwise provided in the Special Provisions of the Permit. Any holes caused by stump removal shall be backfilled, the area leveled and all materials associated therewith disposed of outside the city right of way. The utility shall advise the City Engineer at least 48 hours in advance of its intent to start clearing and grubbing operations so that proper supervision can be provided.

VIII. The Utility shall notify the City Engineer of its intent to perform service and maintenance operations which will interfere with the flow of traffic on city highways and shall obtain his approval prior to performing such operations. However, the Company may perform service and maintenance operations on city highways including opening and disturbing the surface of the right of way without prior approval in those instances where an emergency exists that is dangerous to life or safety of the public and which requires immediate repair. The Utility shall take all necessary and reasonable safety measures to protect the traveling public and notify the City Engineer at the earliest possible moment.

X. The Utility shall assume all liability for, and save the City, its agents and employees, harmless from, any and all claims for damages, actions or causes of action arising out of the work to be done herein and the continuing uses by the Utility, including but not limited to the placing, constructing, reconstructing, maintaining and using of said utility under this application and Permit.

XI. The City may require the Utility, or its contractor, to furnish a deposit in the form of a certified check, a surety bond or corporate undertaking, in favor of CITY OF NORFOLK, for any expense incurred by the City in the repairing of damage to any portion of the city right of way caused by work performed under a Permit including any out of the ordinary engineering supervision and inspection expense provided by the city. In those instances wherein a deposit is required, the amount of the deposit shall be specified in the Special Provisions of the Permit. If a check is furnished, any monies remaining over and above such expense shall be returned to the applicant.

XII. The Permit as issued does not in any way imply an easement on private property.

XIII. The installations shall be made in conformity with all applicable laws, regulations and codes covering said installations. All installations shall be made in conformity with regulations of governmental agencies for the protection of the public.

XIV. Upon completion of an installation, the Utility shall restore the city right of way to its original condition. The Utility shall then notify the office of the City Engineer of the completion of the work so that inspection can be made to determine its acceptability.

## AERIAL

I. There shall be only a single pole line on the city right of way on either side of the center line thereof.

II. Longitudinal installations on city highways shall normally be located in the outer five feet of the right of way. At crossing of the city street, poles shall be placed at a minimum of thirty feet from the shoulder lines of the through roadbeds unless right of way widths are prohibitive to such location.

III. The location of all brace poles, anchors and anchor poles within the limits of the city right of way shall be approved by the City Engineer.

IV. In those instances in which a Utility is issued a Permit or Permits for construction on both sides of the city right of way in a given area, such Permit is conditioned upon the Utility subsequently providing joint use to other Utilities upon reasonable terms mutually agreeable to the Utilities.

## UNDERGROUND

I. All crossings of the roadbeds of the county highways shall be made by boring inside a casing or carrier pipe, or by jacking unless this procedure is modified in the Special Provisions of the Permit. The auger shall not lead the casing or carrier pipe by more than one inch. Open trenching shall be restricted to the area from 5 feet beyond the shoulder to the right of way line except as modified in the Special Provisions of the Permit.

# LOCATION SKETCH

Show location of proposed facility in relation to the center line of the city right of way and other pertinent features such as right of way line, shoulder line, curb line and edge of surfacing. The facility should also be referenced to adjacent land lines. Location sketch shall include Township, Range and Sections work will take place in.