



# Excavation/Street Cut Permit

408 Main Street, P.O. Box 200, San Luis, CO 81152  
Office: (719) 672-3321 • Fax: (719) 672-3553  
townclerk@townofsanluisco.org • www.townofsanluisco.org

Please fill out this application completely and provide constructed drawings and/or photos along with a Traffic Control Plan. Incomplete application will be returned without review.

Excavation/Grading    Street Cut    Sidewalk    Alley    Other    Paved    Unpaved

**Print legibly in ink or type.**

Address of Excavation or Trench: \_\_\_\_\_

Reason for Excavation: \_\_\_\_\_

Excavation Start Date: \_\_\_\_\_ Estimated Length of Time for Work: \_\_\_\_\_ (days/hours)

Public R.O.W.    Private Property    Both   Time of day: \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**OWNER INFORMATION**

Owner's Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, St., Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Company: \_\_\_\_\_

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

Contractor Lic. No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**IT SHALL BE UNLAWFUL FOR ANY PERSON TO PERFORM WORK OTHER DESIGNATED IN THIS PERMIT.**

1. All construction backfilling and patching is to comply with Ordinance No. 2008-1.
2. It will be the contractor's responsibility to notify all utility companies (1-800-922-1987) 48 hours in advance of excavation.
3. All work in the Town's right of ways must have an attached Traffic Control Plan. The Traffic Control Plan must address pedestrian and vehicle safety where appropriate. The contractor shall furnish sufficient barricades, flashers, signs, and if needed, certified flag person(s) and vehicles from sustaining injury.
4. This permit shall be kept available on the job site for the duration of work.
5. Repairs to damaged existing utilities will be back charged to the contractor doing the excavation.
6. The permittee shall be responsible for the repair of any deficiencies in the right-of-way caused by the excavation for two years after completion date, failure to respond within 48 hours will authorize Town forces to make necessary repairs and back charge those repairs to the permittee. Emergency conditions will be repaired by the Town immediately and back charged.
7. Asphalt and concrete restoration shall be completed within 10 working days of completion of trench backfill operations. If pavement cannot be repaired with hot mix, it shall be cold patched (silvex or equivalent) and maintained as necessary throughout the winter.
8. Work shall not be accepted by the Town until all provisions are met by the contractor.
9. Contractors are required to maintain a current Town license with proof of workman's compensation and public liability and property damage insurance, minimum coverage \$1,000.00 aggregate /\$500,000 each occurrence.
10. The permittee shall contact all property owners that will be affected by the construction and keep them apprised of schedule and progress. The permittee shall contact police, prior to any street closures and keep them apprised of schedule.
11. Issuance of this permit does not represent or guarantee the location or existence of any public right-of-way. The permittee is responsible for verifying the location of all right-of-ways.
12. Issuance of this permit does not grant any right to access or use private property.
13. The permittee is responsible for obtaining all necessary private or public easements for the proposed project.

**NOTE:** The contractor is to contact the Town Clerk to request an inspection 24 hours prior to any commencement of work.

Back Filling    Patching    Water Department

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**OFFICE USE ONLY:**

Permit #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Date Closed: \_\_\_\_\_