

---

# RIGHT-OF-WAY PERMIT APPLICATION

CITY OF CREVE COEUR MISSOURI

DEPARTMENT OF PUBLIC WORKS

TELEPHONE NO: 314-274-2135

---

## PERMIT FEES AND ESCROW REQUIREMENTS

### RESIDENTIAL WORK:

*Examples include driveway aprons, hydrants, and mailboxes.*

Permit Fee:.....\$ 55.00

Escrow:

Excavation is more than three (3) feet from a paved surface..\$ 50.00

Excavation is within three (3) feet of a paved surface.....\$ 1,000.00

### ALL OTHER EXCAVATIONS

*Examples include utility excavations and lane closures.*

Permit Fee:.....\$ 500.00

Escrow:.....\$ 1,000.00

Penalty for working without a permit: Double the permit fee (i.e. \$110.00 or \$1,000.00).

Submit the permit fee and escrow as separate checks, both made payable to the City of Creve Coeur. Escrow deposits are held by the City as assurance that the work will be completed and that any damage to public property will be corrected.

---

## THE APPLICANT MUST ALLOW FIVE WORKING DAYS FOR APPROVAL AFTER SUBMISSION OF APPLICATION

---

APPLICATION DATE: \_\_\_\_\_

RIGHT OF WAY PERMIT # \_\_\_\_\_

\_\_\_\_\_  
APPLICANT FIRM OR UTILITY NAME

\_\_\_\_\_  
APPLICANT CONTACT NAME

\_\_\_\_\_  
APPLICANT FIRM OR UTILITY COMPANY ADDRESS

\_\_\_\_\_  
APPLICANT TELEPHONE OR MOBILE PHONE

\_\_\_\_\_  
CITY / STATE / ZIP

\_\_\_\_\_  
APPLICANT EMAIL PLEASE PRINT

PERMISSION IS HEREBY GRANTED TO MAKE EXCAVATION OF THE FOLLOWING DIMENSION: VIS \_\_\_\_\_ X \_\_\_\_\_

PURPOSE OR NATURE OF WORK:  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF WORK: \_\_\_\_\_

TENATIVE START DATE \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_

CALL BEFORE YOU DIG  
MISSOURI ONE CALL  
1-800-344-7483



By: \_\_\_\_\_  
Director of Public Works

The minimum requirements for driveway apron pavement thickness are:

- + Residential asphalt: 3" Type "C" asphalt on 6" aggregate.
- + Commercial asphalt: 2" Type "C" asphalt over 7.5" Type "X" asphalt on 4" aggregate.
- + Residential concrete: 6" concrete on 4" aggregate.
- + Commercial concrete: 8" concrete on 4" aggregate.

PLEASE READ...

**CITY OF CREVE COEUR  
DEPARTMENT OF PUBLIC WORKS**

TO REQUEST  
EXCAVATION  
INSPECTIONS, PLEASE  
CALL: (314) **274-2135**

**RIGHT-OF-WAY PERMIT  
APPLICATION INSTRUCTIONS AND REQUIREMENTS**

*The Following is Required to Apply:*

1. One (1) to scale copy of the site plan showing the location and size of the excavation.
2. Signatures of trustees on all sets of plans, when applicable.
3. Site coverage calculations, when applicable.
4. A complete application form stating the following: applicant name, address, phone number, email address, locations of work, application contact name, work start date, nature of work and dimensions of the excavation.

*Permit Fee and Escrow Deposit:*

1. A permit fee will be collected at the time the application is approved.
2. The escrow deposit will be collected as a separate check at the time that the application is approved. The check is to be held in escrow by the City as assurance of completion of the work, repairs of damage to public property and compliance to the permit requirements.

The following Requirements Will Become Part of the Right Of Way Permit:

- + All excavations along the public street where the edge of the trench is less than three (3) feet from existing edge of the roadway will require compacted granular backfill.
- + Road and street crossings to be bored.
- + Construction of driveway entrance will require removal of roadway curb to a saw cut edge located 1'-0" from gutter line (face of curb). Asphalt pavement to be a minimum of 3" thick place on 6" of compacted crushed limestone for residential driveway. Commercial driveways will be constructed at a minimum of 9.5" of asphalt (7.5" x -mix 2" "C"- mix 4" of compacted crushed limestone. Concrete pavement to be a minimum of 6" thick for residential and 8" thick for commercial within public right-of-way.
- + All disturbed earth areas within the road right-of-way shall be prepared per the City specifications and sodded and/or seeded following completion of work per the City of Creve Coeur construction inspector instructions.
- + Following completion of construction, all temporary materials shall be removed and the roadway right-of-way restored to its original condition. Existing improvements damaged within the road right-of-way must be replaced as directed by this Department. ,
- + All grading shall begin conformance with this Department's standards, siltation devices shall be installed and shall be maintained by the applicant until approved by this Department.
- + All disturbed concrete driveway and sidewalks are to be full slab replacement joint to joint. Driveway minimum thickness 6" for residential, sidewalk minimum thickness 4".

- ✦ Asphalt pavements shall be saw cut prior to final removals. Saw cuts shall extend 9" beyond final limits of all excavations as indicated by the review engineer in the field.
- ✦ All excavations shall be backfilled with granular materials (1" minus) placed in layers no greater than 8" and shall be compacted to 95% of its modified proctor maximum dry density (ASTM 0-1557).
- ✦ Restoration of patch and perpendicular excavations in an asphalt pavement shall be made by leaving the granular fill 9" below finish grade, and installing a 6" concrete slab with a 28 day minimum strength of 4500 psi. The final restoration shall be made by placing 3" of Type "C" asphalt concrete to meet existing grades.
- ✦ Restoration of longitudinal excavations in an asphalt pavement shall be made by leaving the granular fill 9" to 13" below finish grade (depending on the road designation), and placing 6" to 10" of Type "X" Asphaltic concrete on the compacted fill. The final restoration shall be made by placing 3" of Type "C" asphalt concrete to meet existing grades.
- ✦ All edges must be sealed with a hot pour sealer.
- ✦ Concrete pavements shall be removed joint to joint as indicated by the review engineer in the field.
- ✦ Restoration of concrete pavements shall be made by leaving the granular fill 8" below finish grade. Final restoration shall be made by installing an 8" non-reinforced concrete slab with a 28 day minimum strength of 4500 psi.
- ✦ All joints shall be per St. Louis County standard.
- ✦ All slabs damaged outside of the granular fill and the excavation area shall be removed and replaced.
- ✦ Restoration of excavations in combination pavement shall be made by leaving the granular fill 9" below finish grade, and installing a 6" concrete slab with a 28 day minimum strength Asphaltic concrete to meet existing grades.
- ✦ All materials must be pre-approved by the Department of Public Works.
- ✦ The work outlined in the permit shall be completed within 30 days of the date of issuance. If this work is not completed within 30 days, then the applicant must renew the permit prior to its expiration. If the permit is not renewed, then the City shall cause such work to be completed and the applicant shall pay all the expenses.
- ✦ All excavations shall be protected at all times and lighted barricades must be used on all excavations. All excavations made in roadways shall be protected following the Manual on Uniform Traffic Control Devices (current edition).
- ✦ Roads and streets are to be kept open to traffic.
- ✦ This permit does not allow for the removal or disturbance of shrubs or trees within the right-of-way.
- ✦ No excavated materials to be stored on pavement or sidewalk overnight.
- ✦ Construction equipment shall be located on the pavement surface so as to maintain at least one 10' lane of traffic during working hours. Such equipment shall be shielded with barricades, cones, etc. with two (2) flagmen to handle traffic. Street shall be returned to normal two-way traffic at the end of each work day.
- ✦ Pavement must remain free and clear of mud, rock and debris at all times.
- ✦ If sidewalks are removed, a temporary walking surface must be provided.
- ✦ A copy of the permit shall be kept in the field at all times during both the excavation operation and remedial work.
- ✦ In accepting the issuance of an Excavation Permit for work within a public right-of-way within the City of Creve Coeur, all contractors are required by Federal Regulation and State Law to call all utility companies before digging.

All applicants must Call: MISSOURI ONE-CALL SYSTEM, INC.  
CALL YOU BEFORE YOU DIG 1-800-344-7483