

Excavation Permit Application Overview

The following overview outlines the general procedures for obtaining an **Excavation Permit**. This overview summarizes the Excavation Permit application procedure and does not constitute an agreement between the City of Shrewsbury and the applicant. The City of Shrewsbury comprehensively reviews and evaluates the merits of *each permit application individually*. The general Excavation Permit application step-by-step procedure is as follows:

Forms: Thoroughly fill out the top half of the "**Excavation Permit Application**" form, sign and date.

Required Documentation: The applicant must submit a clear description of the excavation plan, including the project's type of work, location, and total cost.

Fee Determination: The fee will be determined upon application approval. The Streets Superintendent will determine the applicable fees based upon the number of required inspections and the project scope and cost.

Surety Bond: The applicant may be required to submit a surety bond in check form to be returned ninety (90) days from the date of permit issuance. The bond amount varies according to the scope of the project.

Notification: City Hall will notify you when your permit is ready.

Payment Methods: City Hall accepts Cash, Personal Checks, and Credit Cards (Visa or MasterCard) for the permit cost.

Project Oversight: A city official must be present during the filling and paving stages.

Expiration: Excavation Permits are valid for **six (6) months** from the date of permit issuance. After expiration, the applicant must file a new application.

Revisions & Withdrawals: Significant revision to the project and/or its total cost may incur further review and additional fees. Withdrawn applications may be subject to administrative fees.



2 DAYS BEFORE YOU DIG
CALL TOLL FREE
1-800-344-7483
 www.mo1call.org
 MISSOURI ONE CALL SYSTEM, INC.

CITY OF SHREWSBURY

5200 Shrewsbury Avenue
 Shrewsbury, MO 63119
 Phone: 314-647-5795 Fax: 314-647-1811

EXCAVATION APPLICATION and PERMIT

APPLICANT: _____

ADDRESS: _____ PHONE: _____

PERSON TO CONTACT: _____ DATE: _____

ADDRESS WHERE EXCAVATION IS TO BE DONE:

TYPE OF WORK (i.e.: sewer repair, etc) _____

Lineal feet: _____

COST OF PROJECT: _____

Signature of Applicant _____ Date _____

TO BE COMPLETED BY BUILDING DEPARTMENT

Pursuant to Section 530.120 Municipal Code, City of Shrewsbury, Missouri, the applicant _____, hereby deposits with the City of Shrewsbury, MO, the sum of \$ _____, for which permission is hereby granted to said applicant to excavate in above named property, not to exceed sated lineal feet.

Permit No. _____

Permit Granted: _____ Yes _____ No

Bond Posted _____

Date: _____ Check No. _____

After ninety days from above date, the City of Shrewsbury hereby agrees to return said deposit provided however, the paving of the street has been done according to the attached guidelines, and has passed an inspection by a City Official.

PRIOR TO PAVING THE STREET, AN INSPECTION WITH THE STREETS SUPERINTENDENT MUST BE SCHEDULED AND A CITY OFFICIAL MUST BE PRESENT DURING FILLING AND PAVING. INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE. PLEASE CALL 647-5795 TO SCHEDULE THE INSPECTION. PLEASE SEE ATTACHED FOR INSTRUCTIONS ON STREET FILLING AND PAVING.

PERMIT FEE \$ _____
 Rock Inspection _____
 Concrete Inspection _____
 Asphalt Inspections _____
 Final Inspection _____
TOTAL AMOUNT _____

Tony Wagner

 Date