



# APPLICATION AND PERMIT FOR UTILITY WORK OR EXCAVATION WITHIN PUBLIC RIGHT-OF-WAY

Revised: 07/23/2025

| <i>For Internal Use Only</i>  |   |
|---|---|
| <b>Road Segment(s) #:</b>   | <b>Permit #:</b>                                |
| <b>APPLICANT INFORMATION (MUST BE CONTRACTOR OR INDIVIDUAL PERFORMING WORK)</b>   |   |
| Company Name:<br><small>(print)</small>   | Phone:  |
| Applicant Name:<br><small>(print)</small>   | Title:  |
| Mailing Address:  |   |
| Email Address:  |   |
| <b>UTILITY COMPANY INFORMATION</b>  |   |
| Company Name:<br><small>(print)</small>   | Phone:  |
| Contact Name:<br><small>(print)</small>   | Title:  |
| Mailing Address:  |   |
| Email Address:  |   |
| <b>PROJECT INFORMATION</b>  |   |
| Proposed Start Date:  | Proposed Completion Date:                       |
| Primary Nature of Work: <input type="checkbox"/> New Installation <input type="checkbox"/> Relocation <input type="checkbox"/> Repair/Maint <input type="checkbox"/> Expansion <input type="checkbox"/> Excavation Only |   |
| Describe Work To Be Done, Purpose, Need:  |   |
| Size of Facility _____ Number of Cables _____ <input type="checkbox"/> Public Waterline - EPA ID _____  |   |
| Pipeline Pressure _____ Pipe/Casing Size _____ Length _____ <input type="checkbox"/> Ag Waterline   |   |
| Location of Appurtenances _____   |   |
| Other Location Details _____  |   |
| <b>OVERHEAD / AERIAL CONSTRUCTION</b>   |   |
| <input type="checkbox"/> Single Pole  | <input type="checkbox"/> Steel Tower            |
| <input type="checkbox"/> H-Frame  | <input type="checkbox"/> Open Wire              |
| <input type="checkbox"/> Single Pole & H-Frame  | <input type="checkbox"/> Cable                  |
| <input type="checkbox"/> Other _____  | <input type="checkbox"/> Vertical               |
|   | <input type="checkbox"/> Cross-arm              |
|   | <input type="checkbox"/> Vertical and Cross-arm |
| Voltage _____ Number of Conductors _____ Size of Conductors _____   |   |
| Minimum Height of Conductor _____ Feet Along Hwy _____ Feet Clearance Above Hwy _____   |   |
| Location of Poles _____   |   |
| Vegetation Removal Needs _____  |   |

**UNDERGROUND CONSTRUCTION**Conduit

- ☐ Direct Bury
- ☐ Plastic (Type \_\_\_\_\_)
- ☐ Steel Pipe
- ☐ Concrete
- ☐ Other \_\_\_\_\_

Class/Sch \_\_\_\_\_ Size \_\_\_\_\_ Depth \_\_\_\_\_

Voltage \_\_\_\_\_ Number of Conductors \_\_\_\_\_ Size of Conductors \_\_\_\_\_

Method of Installation Under Roadway: ☐ Boring ☐ Jacking ☐ Open Trench ☐ Other \_\_\_\_\_

If Open Trench, Explain Why Necessary:

Casing

- ☐ None
- ☐ Plastic (Type \_\_\_\_\_)
- ☐ Steel
- ☐ Concrete
- ☐ Other \_\_\_\_\_

Class/Sch \_\_\_\_\_ Size \_\_\_\_\_ Depth \_\_\_\_\_

Vegetation Removal Needs \_\_\_\_\_

**LOCATION INFORMATION****(SKETCH, MAP OR SITE PLAN SHOWING AREA OF WORK MUST BE INCLUDED WITH APPLICATION)**

## ROUTE 1

Road Name: \_\_\_\_\_ ☐ Longitudinal/Parallel ☐ CrossingBegin Side of Road ☐ N ☐ S ☐ W ☐ E End Side of Road ☐ N ☐ S ☐ W ☐ E Total Length (miles) \_\_\_\_\_

Describe Location (from/to road intersections):

## ROUTE 2

Road Name: \_\_\_\_\_ ☐ Longitudinal/Parallel ☐ CrossingBegin Side of Road ☐ N ☐ S ☐ W ☐ E End Side of Road ☐ N ☐ S ☐ W ☐ E Total Length (miles) \_\_\_\_\_

Describe Location (from/to road intersections):

**ATTACH ADDITIONAL PAGES FOR ADDITIONAL ROUTES OR LOCATION INFORMATION****SUPPLEMENTAL INFORMATION**

The intended use of this section is to help the applicant provide information as appropriate in order to streamline and standardize the permitting and review process. Complete as appropriate in accordance with Ordinance 11. Not all components listed below apply to every project. The amount of information supplied by the applicant should match the scope and scale of the project. Pennington County reserves the right to request any information listed below as well as additional information as required. Please check all that are included with application. Items with ■ are required.

- |   |   |  |
|---|---|--|
| ■ Certificate of Insurance                          | <input type="checkbox"/> Easement Information         | <input type="checkbox"/> Staging Plan            |
| ■ General Site Plan                                 | <input type="checkbox"/> Erosion Control/Seeding Plan | <input type="checkbox"/> Standard Plates/Details |
| ■ Location Map                                      | <input type="checkbox"/> GIS Data                     | <input type="checkbox"/> Traffic Control Plan    |
| <input type="checkbox"/> Access/Egress Plan         | <input type="checkbox"/> Guy Wire/Support Plan        | <input type="checkbox"/> Utility Route Plan      |
| <input type="checkbox"/> Attachment/Assembly Plan   | <input type="checkbox"/> Material Specifications      | <input type="checkbox"/> Written Narrative       |
| <input type="checkbox"/> Break Away Devices         | <input type="checkbox"/> Performance Bond             | <input type="checkbox"/> Other _____             |
| <input type="checkbox"/> Bury Depth/Typical Section | <input type="checkbox"/> Plans                        | <input type="checkbox"/> Other _____             |
| <input type="checkbox"/> Cost Schedule for ROW Work | <input type="checkbox"/> SPCC Plan for ROW Work       | <input type="checkbox"/> Other _____             |

**APPLICANT AFFIDAVIT**

**I, the undersigned Applicant, in carrying out any and all of the work associated with this permit application and described herein and/or referred to in this application,**

1. Certify that all information contained within this application form and supplemental information in relation to this application is true and accurate to the best of my knowledge.
2. Understand that submittal of this application is not and does not constitute an approved permit.
3. Understand that I must notify the Pennington County Highway Department if there are any changes to the project plan including start or end dates of construction.
4. Certify that work associated with this permit will meet Pennington County policy, minimum construction standards and specifications and design criteria set forth in Ordinance 11.
5. Agree to any additional requirements and/or special provisions made by Pennington County.
6. Certify that all work associated with this permit complies with all regulations, permits and approvals by all other governmental entities for the protection of the public.
7. Understand that I must submit a Completion Certificate and have final inspection approval prior to demobilizing from the project location.
8. Agree to indemnify and hold harmless Pennington County, its employees and its agents, from any cost, claim, suit, liability and/or award which might come, be brought, or be assessed, because of the issuance or exercise of this permit or because of any adverse effect upon any person or property which is attributed to the partially or entirely completed works of the Applicant. Accomplishment of the permitted work, or any part thereof, by or on behalf of the Applicant shall bind such Applicant to abide by this permit and all its conditions and provisions.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_