



**APPLICATION FOR PERMIT TO WORK  
ON CITY RIGHT-OF-WAY, CITY  
EASEMENT AND CITY PROPERTY**

**Public Works Department • 120 East Main Street • Gardner, KS 66030 • Phone (913) 856-0914**

Application is made under the terms of the Ordinances and Specification of the City of Gardner, Kansas, governing excavation and or construction within the public Right-of-Way, to accomplish the work herein below described. Applicant hereby agrees to perform said work and restoration of right-of-way in strict accordance with the provisions of said City Ordinances and Specifications and further agrees to satisfactorily repair any failure or damage within the Right-of-Way resulting from the excavation of construction covered under this application within the bond term or one year thereafter. Applicant agrees to notify Kansas Dig-Safe at 811 or 1-800-344-7233 before excavation is made.

**Send by Fax: 913-856-0995 or E-mail: [engineering@gardnerkansas.gov](mailto:engineering@gardnerkansas.gov) || Permit Expires 60 Days from Approval Date**

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_  
 Firm or Contractor Name: \_\_\_\_\_  
 Work is for:     Owner/Self     Service Provider: \_\_\_\_\_  
 Address (Street, City, State, Zip Code): \_\_\_\_\_  
 Contact Phone #: \_\_\_\_\_                      Contact E-mail: \_\_\_\_\_  
 Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_                      Authorized Signature: \_\_\_\_\_

**DESCRIPTION OF WORK**

PLEASE ATTACH ENGINEERING PLAN OR DRAWING OF THE PERMIT LOCATION (TO INCLUDE PROPOSED WORK, EROSION CONTROL PLAN, AND TRAFFIC CONTROL PLAN)

Work Location and/or Street Address: \_\_\_\_\_  
 General Description of Work & Location: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Est. Start Date:                      \_\_\_\_/\_\_\_\_/\_\_\_\_                      Est. End Date:                      \_\_\_\_/\_\_\_\_/\_\_\_\_

TYPE OF WORK (Check All That Apply):

<input type="checkbox"/> Water	<input type="checkbox"/> Sewer	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
<input type="checkbox"/> Driveway Approach	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Street/Curb Cut	<input type="checkbox"/> Drainage
<input type="checkbox"/> Fiber	<input type="checkbox"/> CATV	<input type="checkbox"/> Phone	<input type="checkbox"/> Other (describe below)

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PURPOSE:                       New                       Repair                       Abandon

METHOD:                       Open Trench/Cut     Boring/Tunneling     Other \_\_\_\_\_

AREA TO EXCAVATE:                       Roadway                       Sidewalk                       Grass

TOTAL DISTURBED AREA:                      \_\_\_\_\_  Sq. Ft.     Acres

\*Total Disturbed Area includes all land area (paved and unpaved) affected by excavation and grading associated with this project. If ≥ 5,000 Sq. Ft. a separate **Land Disturbance Permit** is required.

**OFFICIAL OFFICE USE**

**INFORMATION BY CITY ENGINEER OR AUTHORIZED REPRESENTATIVE**

PLAN/SKETCH OF PROPOSED WORK:  Submitted and Reviewed

NUMBER OF PARCELS AND FEE: \_\_\_\_\_ X \$40 per parcel = \$ \_\_\_\_\_  
 Waived \_\_\_\_\_

CURRENT MAINTENANCE BOND POSTED:  \$5,000 (Project)  \$50,000 (Annual)  
 Bond Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Waived \_\_\_\_\_

INSURANCE CERTIFICATE ON FILE: Auto Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Liability Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Waived \_\_\_\_\_

KDOT HIGHWAY PERMIT REQUIRED:  Yes  No (Required for all "K" or "U.S. Highway Routes)

REGISTERED SERVICE PROVIDER:  Yes \_\_\_\_\_  No

COMMENTS:

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**APPLICATION APPROVED BY CITY ENGINEER OR AUTHORIZED REPRESENTATIVE:**

SIGNATURE: \_\_\_\_\_ APPLICATION APPROVED DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**INSPECTION**

WORK COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ INSPECTION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMMENTS:

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**INSPECTED BY CITY ENGINEER OR AUTHORIZED REPRESENTATIVE:**

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**CALL (913)856-0914 FOR INSPECTION**