



**PERMIT FOR UTILITY WORK WITHIN THE RIGHT-OF-WAY**

**Black Hawk County Engineers Office**  
 316 East 5<sup>th</sup> Street, Room 211 Waterloo, IA 50703  
 Phone: (319) 833-3008 Fax: (319) 833-3139  
 Email: [Permits@co.black-hawk.ia.us](mailto:Permits@co.black-hawk.ia.us)

Permit Number:
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**THE BLACK HAWK COUNTY BOARD OF SUPERVISORS hereby grants permission to:**

Owner/Applicants Name		Address		
Phone Number	Fax Number	City	State	Zip
Cell Phone Number		Email Address		
Contractor's Name		Address		
Phone Number	Fax Number	City	State	Zip
Cell Phone Number		Email Address		

**To place** \_\_\_\_\_ **utility on the County right-of-way described as follows:**

Overhead/Underground       Utility Type (Electric, Gas, Fiber, etc.)

Road Name(s)	Section No.	Township (87, 88, 89, 90) N	Range (11, 12, 13, 14) W
Location			

**1. APPLICANT RESPONSIBILITIES:**

- a) Applicant **MUST** contact **Iowa One Call** for utility locations within the excavation area. A request can be made by calling (800) 292-8989 or on their website at [Iowa One Call - Contractors](http://www.iowacall.com) and requires at least a 48 hour notice. **NO EXCAVATION MAY BEGIN UNTIL LOCATIONS HAVE BEEN MARKED.** Keep the "Iowa One Call Work Request Number" for this number is your confirmation that a work request was made.
- b) Black Hawk County must be notified at least one week prior to the beginning of work so that Secondary Roads can relocate windrow, as required.
- c) The Applicant will at any time subsequent to placing this overhead or underground construction at their own expense, relay or reconstruct the facility and/or connecting facilities as may be necessary to conform to new grades, alignment or widening of right-of-way resulting from maintenance or construction operations by Black Hawk County or its representatives.
- d) The Applicant shall take all reasonable precautions during the construction and operation of the facility to protect and safeguard the lives and property of the traveling public and adjacent property owners. This provision is intended to include any damage to fences, watersheds, tiling, and drainage construction owned by either Black Hawk County or adjoining property owners.
- e) The Applicants operations and the construction and maintenance of said facilities shall be carried on in such a manner as not to interfere with or interrupt traffic on said county roads.
- f) Utilities to be placed along **Paved Roads**:
  - 1) Shall be installed along the top of the back slope of the right-of-way.
  - 2) Shall not cut or disturb any drainage tiles. The Applicant must bore under tile lines a minimum of thirty-six (36) inches.
  - 3) All trenches shall be backfilled and compacted.
- g) Utilities to be placed along **Gravel Roads**:
  - 1) May be installed along the shoulder. All trenches in the shoulder shall be backfilled with gravel and compacted.
  - 2) Shall not cut or disturb any drainage tiles, culverts or bridges. The Applicant must bore under the tiles and culvert a minimum of forty-eight (48) inches.
  - 3) Utilities may be installed around a culvert or bridge. A minimum of 5 feet shall be maintained from all sides of the structure.
- h) The minimum depth of cover shall be as follows. Additional depth shall be added if ditch has silted. Additional depth shall be thickness of the deposited silt.
 

Telecommunications	36"	Gas and Electric	48"	Water and Sewer	60"
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- i) **Roadway Crossings**
  - 1) All utilities should cross the road at a 90° angle.
  - 2) All **Cross Road Trenches and Bore Pits on Gravel Roads** shall be backfilled in layers not more than eight (8) inches in loose thickness. Each layer shall be thoroughly compacted before the next layer is placed. The top four (4) inches shall be DOT Class "A" road stone, alternatively the utility can be bored.
  - 3) All **Paved Roads** shall have the utility bored.

- j) The Applicant must seed all disturbed areas upon completion of project. The County recommends a diverse seed mixture; for more information please call our office.
- k) Overhead utility poles shall be placed near the top of the back slope of the right-of-way. Any wires crossing a road should be a minimum of twenty (20) feet above the roadway surface.
- l) Any applicant or contractor doing work within the county's right of way must restore the area to the previous condition and leave the area in a clean and neat condition. Any future complaints about cut or damaged tiles or poorly finished slopes or surfaces will be directed back to the applicant or their contractor to be corrected.

**2. INSURANCE REQUIREMENTS:**

- a) A Certificate of Liability Insurance must be on file with the County Engineer's office before the permit can be approved. Black Hawk County requires General Liability in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, Automobile Liability in the amount of \$1,000,000 and Umbrella Liability in the amount of \$1,000,000.
- b) The applicant shall provide the County Engineer with proof of said insurance when requested, but, in any event, no later than annually and as long as this agreement exists. Failure of the applicant to maintain insurance shall not relieve said applicant of the indemnification duties hereunder, but may be grounds for termination of this agreement.

**3. HOLD HARMLESS: The Applicant shall indemnify and hold harmless Black Hawk County**

- a) its agents and employees, from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to the damage to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and is caused in whole or in part by any negligent act or omission of the outside party or its subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.
- b) from any damage that may result to said roadway because of the construction, operation or maintenance of said facility and/or connecting facilities and shall reimburse Black Hawk County for any expenditures it may have to make on said highway on account of said construction, operation or maintenance by the applicant, and shall replace and restore any roadway, including surface and sub-surface materials. The applicant shall also hold Black Hawk County harmless from any damages that said County would otherwise be responsible for, that flow directly or indirectly from said project, because of construction, operation, or maintenance of said facility.
- c) agrees that for all work done in the County road right of ways, easements and county property, it shall be solely responsible for work zone safety and shall hold the County harmless and agree to indemnify the County for all claims that arise from its work in the right-of-way, and further, it agrees that it will adhere to the Manual on Uniform Traffic Control Devices (MUTCD) during the project. The utility owner, or their contractor, is responsible for providing, installing, maintaining, and cleaning warning signs and protective devices; removing warning signs and protective devices when the work is complete; and providing flaggers for the protection of the traveling public and workers on the site.

- 4. **Application must be received by 4:30 pm on Tuesday** to be placed on the following Tuesday's Board of Supervisors agenda for approval.

**Acceptance of Conditions**

I certify that the statements contained in the application are true and correct and that I will comply with the conditions outlined above.

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

Black Hawk County Engineer \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Black Hawk County Board of Supervisors on: \_\_\_\_\_



## PERMIT FOR UTILITY WORK WITHIN THE RIGHT-OF-WAY CHECKLIST AND ATTACHMENT REQUIREMENTS

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### UTILITY PLANS CHECKLIST

- Plans showing County Highway Centerline, Highway Number and road name are required.
- Visible orientation (North Arrow), scale and identifying landmarks are required.
- Clearly identify right-of-way (ROW) line with horizontal distance from highway centerline shown, including all breakpoints and changes in the ROW distances.
- Provide Iowa One Call design request information. List all utilities in the right-of-way with their name and contact information.
- List all of the existing utilities in the installation area. Describe how your installation will address existing utilities that are in conflict and show all observable existing features, such as power poles, pedestals, markers, handholes, trees, etc.
- Show all construction features/bore pits with the running line and horizontal distance from roadway edge or centerline.
- Show the start/stop locations and depths or elevations for all bores, longitudinal and transverse.
- Show the start/stop locations and depths or elevations for all plowing locations.
- Show casing start/stop locations, lengths, diameter and material if casings are used.
- Show all facilities that are to be installed on the site plan. This includes pedestals, wire, conduit, poles, guy anchors, junction boxes, handholes and manholes. All facilities shall be referenced by location and distance from centerline.
- Show where installation starts and stops, leaves ROW, stops at existing pedestal, pole, etc.
- Identify and physical focal points, posts, pedestals, shutoffs, overflow valves, hydrants, etc.
- Describe any other work to accomplish installation before, during and/or after installation, including: Removal of brush/trees, removal of underbuild, construction of access, fence removal, fence replacement, etc.
- Identify unusual issues to be pointed out on the site plan.

### ATTACHMENTS

- Proper Traffic Control Standards (IADOT TC Series Standard plans preferred)
  - [https://iowadot.gov/design/stdplne\\_tc](https://iowadot.gov/design/stdplne_tc)
- Height/ Depth Typical
- Tile Repair Guide Details
- Seeding and Erosion Control Requirements
- If paper applications are submitted, 1 set of site plans (11 x 17 required) and 1 original of the permit application with all original signatures (Scanned and emailed copies are preferred)

**ALL ITEMS MUST BE LEGIBLE FOR REVIEW AND FOR RESCANNING PURPOSES**