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### Excavation & Sidewalk Permit Requirements

Effective immediately, all applicants applying for Excavation & Sidewalk Permits are required to bring the following information **at the time of application**:

1. An Excavation & Sidewalk Permit Application **filled out completely**.
  - Letters containing all the information will no longer be accepted in place of the application!
2. Include a plan showing the work you are doing. The following information must be included in the plan:
  - Cross Streets must be visible and labeled
  - The dimensions of work being done in Street & Sidewalk  
*\*If doing work in both the Street and Sidewalk the dimensions for each must be separate.*
  - Plan must show what work is being done (i.e., Water Main/Lateral work, Electrical, installing piping, etc.) *Be as detailed as possible!*
3. Include a Traffic Plan:
  - The traffic plan must show a legend for all symbols being used.
  - As well as road and pedestrian plan when blocking both street and sidewalk
  - Show the position of all traffic control devices required, spacing of such devices and other critical dimensions such as width of pedestrian walkways, travel lanes, work area, etc.
4. When excavating in street for a Utility Company, you must provide a letter from them stating that they are *responsible for permanent pavement restoration*.  
*\*If this letter is not available at the time of application, a Permanent Patch Fee will be charged:*  
**Local Road Fee - \$1,000 per 85 Sq. Ft.**  
**Collector Road Fee - \$1500 per 85 Sq. Ft.**

**Applications with missing documentation will NOT be accepted!**

**Excavation/Sidewalk Permits Are Not Available Same Day.**

**\*Standard Review Requires A Minimum Of (1) One Week.**

\*Review Time may vary