

PERMIT APPLICATION FOR CONSTRUCTION WITHIN CITY OF MADISON RIGHT-OF-WAY

Instructions: This application will be returned as the permit after design reviews are complete. Page 2 is to be completed by the Permittee or design engineer. A separate request for lane/road closures, if necessary, must be submitted by the contractor once construction dates are finalized. Please include a Traffic Control Plan (TCP) with this permit application. Coordination is recommended between the engineer and contractor to determine what traffic control is necessary. The intent is for there to be no design changes to the TCP after the ROW permit is issued.

GENERAL CONDITIONS OF THE PERMIT

Permittee is granted permission to install or maintain the utility described in this permit application within specified City of Madison rights-of-way, subject to following conditions:

1. Permittee will perform the work in accordance with the attached plans & specifications and in a manner that will not interfere with maintenance of the right-of-way.
2. The City of Madison will review the attached plans for the location of the proposed work relative to City-owned infrastructure and property. The permittee or its contractor is responsible for field locating any surface or underground utilities or structures owned by public or private utility providers, and the permittee accepts full responsibility for comprehensive utility location and notifications. The permittee's engineer is responsible for all designs and surveys.
3. If required by either The Public Works Director or The City Engineer, Permittee shall attend a preconstruction meeting with the designated City inspector(s) prior to beginning work. Permittee shall also attend a preconstruction meeting with a Madison Utilities inspector prior to beginning any work on sanitary sewer.
4. In the installation or maintenance of utilities under this Permit, Permittee will conform to the City of Madison specifications and details for utility work inside rights-of-way.
5. The AASHTO Manual on Uniform Traffic Control Devices, latest edition, is made a part of the requirements of Permit by reference and all work shall conform to the applicable requirements of the Manual.
6. The Clean Water Act of 1987 and the Alabama Nonpoint Source Management Program (1989) are made a part of the requirements of this Permit by reference and all work shall conform to the applicable requirements thereof.
7. Permittee shall conform to the most recent edition of all applicable regulations of The Environmental Protection Agency (EPA), The Alabama Department of Environmental Management (ADEM), and the Occupational Safety and Health Administration (OSHA) for both installation and maintenance of all permitted work. It is the responsibility of the Permittee to procure any required state or federal permits prior to the start of construction.
8. Permittee shall conform to Section 6-19 of the *Code of Ordinances for The City of Madison, Alabama*, which is incorporated herein by reference and a copy of which will be provided to Permittee by The City upon request.
9. Permittee shall be responsible for any and all damages to private property, to existing utilities, or to the general public which are caused by Permittee, its agents, employees, or contractors in the course of performing the work made the subject of this Permit and shall hold harmless therefrom The City of Madison, its officials, agents, employees, and contractors.
10. Permittee will file with The City of Madison an acceptable certified check or bond in the amount of fifteen percent (15%) of the total cost of work or two thousand dollars (\$2,000.00), whichever is larger, to guarantee the completion and two-year maintenance of the permitted work. This provision shall not be applicable to entities possessing a valid franchise allowing their operation for profit in City rights-of-way.
11. Permittee will perform the work applied for in this Permit within a one (1) year period, or the permit will expire. Once work begins, Permittee must pursue the work diligently and continuously.
12. Permittee will restore all affected right-of-way in accordance with Section 6-19(e) of the *Code of Ordinances for The City of Madison, Alabama*.
13. If the permitted work will disturb sufficient area that an ADEM permit is required, Permittee shall furnish the ADEM-issued Notice of Registration to The City of Madison prior to starting work.
14. If a lane or roadway closure will be necessary to perform the work, then the Permittee shall submit a completed Construction Application For Lane or Road Closure to The City of Madison Engineering Dept. at least three (3) business days prior to the requested closure. This application is attached as page 3 of this application and is not required if no lane or road closure is required to perform the work. It is preferred that closure applications be submitted once construction dates are determined so that The City of Madison can coordinate with our emergency management personnel about detours and notify the public. Additionally, if the Permittee requires additional closures than what was provided on the traffic control plan in the construction drawings, then some revisions may need to be performed to permit the new road or lane closure.
15. The City of Madison does not approve any work within Norfolk Southern right-of-way. The Permittee must receive permission from Norfolk Southern before performing any work within its right-of-way. <https://www.norfolksouthern.com/en/rail-development-property/public-projects>

All construction project drawings will require City of Madison Standard Notes to be included on a notes sheet that is in the plan sheet and included on the project's sheet index. [Standard Notes can be downloaded here.](#)

Complete this application and submit (via email) all required documents to:

Maxwell R. Carter, PE
Professional Civil Engineer
The City of Madison
maxwell.carter@madisonal.gov

If you do not receive a submittal confirmation within two business days, then please contact our department at (256)-772-8431.

Contact The City of Madison Dept. of Revenue for business license number information by calling (256)-772-5628.

PERMITTEE	PERMITTEE
	Owner of Improvements: _____
	Contact: _____ Title: _____ Phone: _____ Email: _____
	Address Line 1: _____ Madison Business License No.: _____
	Address Line 2: _____
	City: _____ State: _____ Zip Code: _____
CONTRACTOR	CONTRACTOR
	Construction Company: _____
	Contact: _____ Title: _____ Phone: _____ Email: _____
	Address Line 1: _____ Madison Business License No.: _____
	Address Line 2: _____ Subcontractors: <input type="checkbox"/> No <input type="checkbox"/> Yes (All sub's must have COM business license)
	City: _____ State: _____ Zip Code: _____ If yes, list sub's info on new page.
PROJECT	PROJECT INFORMATION
	Project Name: _____
	Location: _____
	Description: _____
	Desired Start Date: _____ Anticipated Project Duration (calendar days): _____
	Any Road or Lane Closure(s): _____ (Describe)
	Any Trenching In Roadways: _____ _____ (Describe location of pavement trench(es), LF/SF of trench) Refer to note 9 on page 1.
	Utility Companies Impacted: _____

I certify and acknowledge that I have read this application and all General Conditions applicable hereto; that all information provided by me herein is true and correct; and that all work described above and for which a permit is issued shall conform to all applicable local, state and federal laws and regulations and to all plans and specifications herewith submitted. By signing this application, I am promising to satisfy all requirements imposed upon me as a contractor under the laws of The State of Alabama, to include any exemptions as provided by law, and I am verifying that I am authorized by the Permittee to execute this document as its/his/her agent. As a properly licensed contractor, I hereby agree to exercise all due and reasonable care to protect the improvements and utilities contained within or directly serving the right-of-way within which the proposed work is due to be done, regardless of the type or ownership of said improvements or utilities. I further agree to make or cause to have made repairs to any improvements or utilities damaged as a result of the proposed work being done by me, my employees, agents, subcontractors, or suppliers of materials. All repairs will be made to the satisfaction of The City of Madison.

Name of Applicant (printed): _____ Signature: _____ Date: _____

To be completed by City of Madison Engineering Dept.:

APPROVALS	APPROVALS
	Utility Signature of Approval: _____ Date: _____
	Name & Title of Approver: _____
	City of Madison Engineering Dept. Signature of Approval: _____ Date: _____
	Name & Title of Approver: _____
	SURETY REQUIRED Yes <input type="checkbox"/> No <input type="checkbox"/> Certified Check Received: _____ Bond Received: _____ Amount: \$ _____ Date: _____

ID: _____