

City of Sylvan Lake ROW Permit Application Information

Pursuant to Section 58-110(2)(c) of the Right of Way Regulation ordinance and ROW policy, you must obtain a building permit prior to any work being performed in the ROW.

The ROW is to be maintained as grass only. No other material will be allowed in the ROW except as outlined below.

In addition to your building permit application please supply the following information.

For all permits to perform work in the ROW: (Including water, sewer and gas taps)

- Minimum permit fee for work performed in the ROW will be \$100.00 for each location and is dependent upon inspections required and plan review.
- If the City's consulting engineer is required to review the plans, the permit holder will be responsible for all review cost.
- A minimum performance bond of \$250.00 for each location is required for any work performed in the ROW. An additional bond may be set depending on the scope of the work.
- Provide detailed drawings and description of proposed repair or improvement, including drainage plans, type of pipe, diameter, length, fill, etc.
- Drainage plans must show the direction of water runoff from the property and ROW into an approved ditch or storm drain structure.
- What are the proposed starting and ending dates for the work being performed?

To enclose a ditch (Including the installation of brick pavers):

- The area must be inspected prior to a permit being issued to determine if the enclosure can be made properly and to determine if additional structures are necessary.
- Proper drainage must be obtained and maintained. This may require that you install additional approved structure(s) including yard drains or catch basins.
- The pipe must match the existing culvert under adjoining driveways, sidewalks or street. Example, 10" diameter, 14 gauge corrugated metal pipe.

To Install brick paver parking areas:

- Parking areas will not be allowed within twenty-five (25) feet of any intersection.
- Brick pavers must be installed a minimum one-half ($\frac{1}{2}$) inch below the edge of the pavement.
- Indicate the exact location and size of the paving area along with base depth and brick material.

To repair or install underground utilities:

- The permit must be pulled by a licensed contractor.
- The ROW must be restored with seed and mulch or sod and must be returned to its original grade or better, to insure proper drainage.
- If the work will extend into the paved portion of the street, the work must be inspected prior to backfilling and the fill must be approved and compacted every 12" in depth.
- ROW Area may not remain open for more than 24 hours and must be adequately barricaded.
- Pavement must be restored within two (2) weeks of being filled. If work is performed in the winter, cold patch or similar material must be used and the area properly repaired as soon as possible, but no later than May 1 immediately following the work.
- *If work is performed in the paved portion of the street, an additional minimum \$500 cash bond for each location, will be required and returned (one) 1 year after the work is completed if there is no negative impact such as settling, asphalt cracking, etc.*

To install or replace a driveway approach:

- All driveway approaches must be paved with asphalt, concrete, brick pavers or similar material. Gravel, dirt, or other loose material is not permitted.
- Indicate if culvert will be installed or replaced. (Please see "to enclose a ditch" above).

To plant a tree or install landscaping:

- Deciduous trees only, may be planted in the ROW but may not be closer than six (6) feet from the hard surface travel portion of the street, so long as the tree is not planted in a ditch, is not interfering with drainage and is not a danger to pedestrian and/or vehicular travel on the roadway.
- The property owner is responsible for the maintenance of any tree or landscaping planted in the ROW.
- ROW area must be grass. Stone, asphalt, concrete, or other landscaping materials (i.e.: woodchips, etc.) are not permitted.

The property owner is responsible for normal maintenance of the ROW. This includes mowing, removing weeds, leaves and debris and maintaining any culverts under their driveways, sidewalks and existing parking areas to maintain proper drainage.

If any portion of the ROW is not maintained to City standards (i.e., dead limbs cut, diseased or dead tree removed, ditches not clean, etc.), the City or outside contractor may perform the necessary maintenance and charge the cost to the adjacent property owner.