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Right-of-Way Packet Contents

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City Of Merriam Public Works Transmittal Sheet

To:	*From:*
Company:	*Date:*
Ph: Fax: *Email:*	*Public Works Ph (913) 322-5570 Fax (913) 322-5575 Email: publicworks@merriam.org*
Re: Right-of-Way Permit Application	*# Pages Including Cover Sheet*

Please use the current permit application citing Chapter 59 Revision dated 4/5/16.

Complete first and second pages in their entirety. List your name and company name, name and all information regarding contractor performing the work and any entity information authorizing the work, exact location of the work being performed, description of the exact work to be done with start and completion dates, indicate whether or not the work is being performed for a City project, the purpose of right-of-way work, installation method to be used, specifically affected areas and length/width of cut.

Attach drawing or engineering plans, and traffic control plans if lane closure is required. Answer the Yes and No questions. Notify appropriate agencies, and contact the Public Works Technician for inspections in a timely manner. Sign and date the application.

If you are working in the City of Merriam you must have a current Occupational License. Contact the City Clerk, Juliana Pinnick, regarding bond requirements and questions. She can be contacted at Merriam City Hall, 9001 West 62 Street, Merriam, KS 66202, @ 913-322-5508 or at julianap@merriam.org.

Standard permit fee is $120.00. Horizontal directional drilling fee is $160.00 for the first one hundred feet. Additional footage up to 100 feet is $40.00. Crossing roadways will require additional fee. Right-of-way fees and occupational license fees are payable to City of Merriam.

Fee is waived for capital improvement projects and residential driveway renovations to existing driveways. New residential construction of driveways, commercial driveway renovations and new construction of commercial driveways requires the bond and fee.

The Public Works Director and/or Technician will review your application and plan. A copy will be available for you to pick up at City Hall **within 3 working days** of application submission and when the Occupational License, Bond and fees have been submitted and paid.

Contact Merriam Public Works at 913-322-5570 if you have questions regarding right-of-way work or inspections.

Merriam Public Works Department
6901 Knox Street
Merriam, KS 66203

Permit # _____

APPLICATION AND PERMIT FOR EXCAVATION, STREET CUT, CURB CUT UNDER CODE OF ORDINANCES CHAPTER 59, ARTICLE III CITY OF MERRIAM, KANSAS

TO: City Clerk of City of Merriam, Kansas

Provisions outlined below may only be waived in an emergency by public utilities which hold a franchise with the City, Code of Ordinances, Chapter 59, Article III. The City requests all applications be submitted at least 3 working days prior to the anticipated excavation, curb cut, street cut. Violations can result in fines up to $500 per occurrence.

Please complete all information.

_____, of _____ , hereafter
(Name of Applicant) (Company)
termed the Applicant, requests permission and authority to do certain work under Code of Ordinances, Chapter 59, Article III, of the City of Merriam, Kansas described as follows.

1. **Contractor Performing Work:** Contact Name _____
Office Phone_____ Office Fax_____Cell Phone _____
Email Address_____Emergency Phone_____
Complete Address_____
City_____State_____Zip_____

Utility Authorizing Work: □ Owner is Applicant (check if owner is applicant-contractor)
Company Name_____Contact Name_____
Office Phone _____ Office Fax_____Cell Phone _____
Email Address_____Emergency Phone_____
Complete Address_____
City_____State_____Zip_____

2. **Permit Location and/or Street Address:** *(Please Print)*
_____

Description of Work to be done: _____

Start Date: _____ **Completion Date:**_____

Is the work being performed for City Project? Yes ____ No ____

ROW Purpose
□ Repair □ New Installation
□ Replacement
□ Other _____

Installation Method
□ Open Cut
□ Boring/Tunneling
□ Other _____

Affected Areas *(Mark all that apply)*
□ Pavement □ Sidewalk □ Curb □ Grass
□ Driveway □ Pothole Pavement

If a Street Cut, Length and Width of the cut _____

Please attach drawing or engineering plans for the permit location.

Are Plans Attached? Yes ____ No ____

Traffic Control Plans Attached (if lane closure required) Yes ____ No ____

3. Applicant agrees to contact the following agencies:

Merriam Police Department	913-322-5560
Overland Park Fire Department	913-888-6066
Overland Park Fire Department Email:	Fireallpersonnel@opkansas.org
Johnson County Emergency Communications –Admin Fax:	913-826-1019
Johnson County Emergency Communications –Operations Fax:	913-791-5002
DS Bus Lines (SMSD Busing)	913-384-1190
Kansas One-Call	1-800-344-7233
* Water One of Johnson County	913-895-1800

* Notify directly for utility locates required for excavation. These are not included in the Kansas One-Call system 1-800-DIG-SAFE (1-800-344-7233).

4. Contact the Public Works at 913-322-5570 for an inspection of the temporary and final patching in a timely manner.

Applicant files herewith a processing fee to cover the temporary and final inspections.

Date_____ Applicant_____

City Public Works Director or Designee _____

- ☐ Fee waived
- ☐ Standard fee $ 120 X ___ Number of Permits $ _____
- ☐ Horizontal directional drilling fee (includes first 100 feet $ 160) $ _____
- ☐ Additional footage per 100 feet or any part thereof ___ @ $ 40 ea $ _____
- ☐ Number of roadway crossings ___ @ $ 120 ea $ _____

Total Permit Fee **$** _____

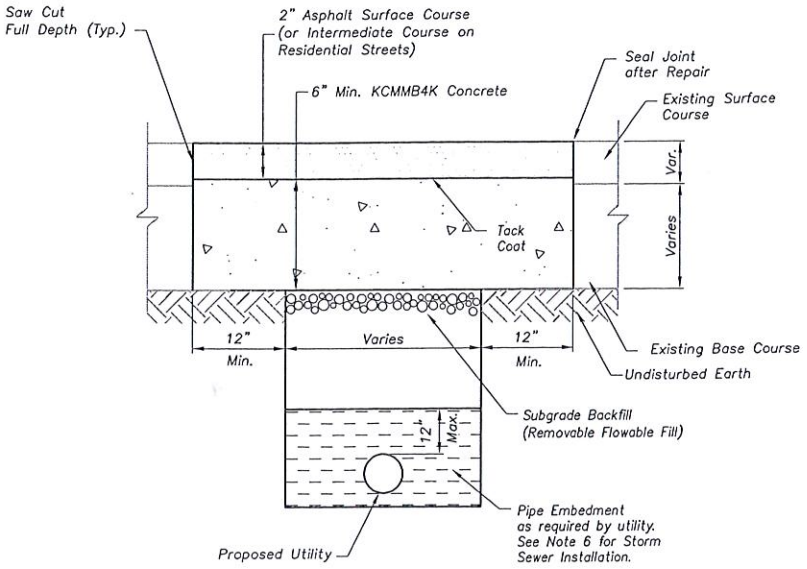
Additional Bond Amount Required $_____
(Crossing roadway requires additional $ 5,000 bond amount per crossing.)

PERMIT FOR EXCAVATION, STREET CUT, CURB CUT

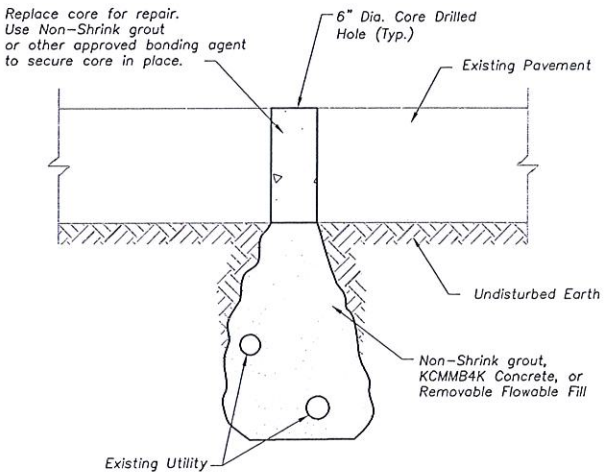
Permission is hereby granted to _____upon conditions of the aforesaid Application, the provisions of Code of Ordinances Chapter 59, Article III, of the City of Merriam, Kansas and Applicant's Surety Bond, to perform the work described in such application, at the location designated and the purpose assigned. The Permit shall not be assignable and shall expire within 6 months from the date thereof. This Permit may be voided should the Applicant fail, refuse or neglect to comply with the provision of Code of Ordinances Chapter 59, Article III, of the City of Merriam, KS, or reasonable orders or directions of the City Public Works Director or other authorized agent of the City.

Permit granted this _____day of _____, 20___

City Clerk _____ Bond Number _____



Asphaltic Concrete Street Repair
Type I
(Concrete Base /w Asphaltic Concrete Surface)

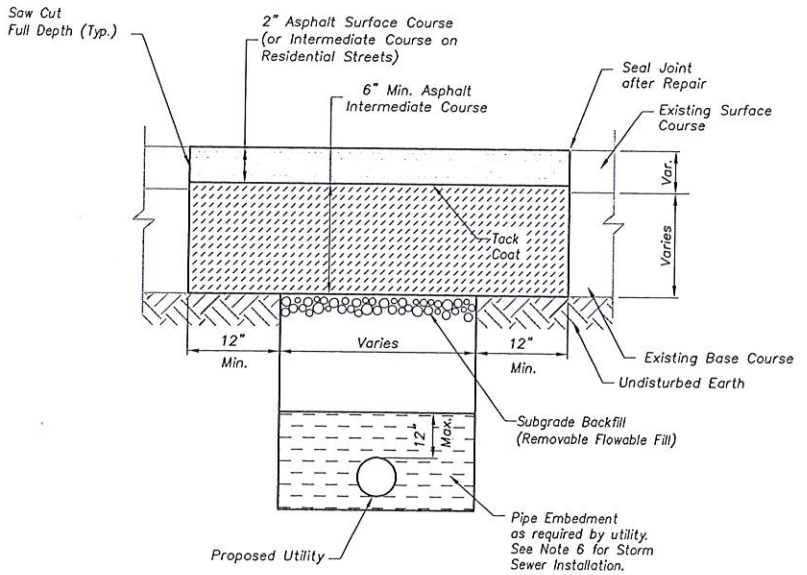


Utility Investigation
Excavation Repair ***

*** – for repair areas under 1 s.f.

Utility Investigation Excavation Repair Notes:

1. For repair areas greater then 1 s.f. or non-core drilled pavement cut see Street Repair Detail.
2. Non-shrink grout, having a minimum compressive strength of 3000 psi in 24 hours shall conform to ASTM C1107.



Asphaltic Concrete Street Repair
Type II *
(Full Depth Asphaltic Concrete)

* – Type II Street Repair May be Used Only if Excavation Width Exceeds 6'

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Standard Details

Street Repair Detail

CREDIT CARD PAYMENT OPTION FORM

Fax or Mail Application/Payment Method		
MasterCard ☐	Visa ☐	Discover ☐
American Express ☐	Check ☐	Other ☐
Account Number		
Expiration Date		
Name on Card		
Street Address		
City/State/Zip		
Phone #		
V-code (last 3 numbers on back of card)		
Signature of Cardholder		

A valid permit has not automatically been obtained by faxing this form. You must have a valid permit and receipt mailed back to you. You may request a copy of the permit by FAX prior to mailing.

Please call (913)322-5520 to request a copy of the permit to be sent back to you by FAX.

City of Merriam
9001 W. 62nd St.
Merriam, KS 66202-2815

Phone 913-322-5520 Fax 913-322-5505

OCCUPATIONAL LICENSE APPLICATION

City of Merriam
9001 W. 62nd Street, Merriam, KS 66202-2815
Phone (913)322-5520 ● Fax (913)322-5505 ● Web site www.merriam.org

Occupational licenses expire on December 31st of each year and must be renewed by January 15th to avoid penalty. Penalty applies to businesses located in Merriam only.

BUSINESS INFORMATION ***Is this business:*** ☐ ***Minority Owned*** ☐ ***Woman Owned*** ☐ ***Not applicable***
(select one) ☐ ***Certified*** ***or*** ☐ ***Self-reported***

Application Date	
Name of Business	

(Please print business name as you would like it to appear in the occupational license certificate)

Business Street Address					
City/State/Zip					
Business Phone					
Business/Co. Web Address					
Email Address					
Type of Business		Sq. Footage		# of Employees	

SUB-TYPE (Please check one)

Retail ☐	**Office** ☐	**Warehouse** ☐	**Contractor** ☐	**Home Occupation** ☐	**Other** ☐
Non-profit Organization ☐	**For Motel/Hotel or Nursing Home provide # of unit/rooms**				

OWNER and MANAGER INFORMATION

Owner Name			
Owner Home Address			
Owner Office Phone #		Owner Cell Phone #	
Owner Email Address			
Manager Name		Manager Phone #	

By obtaining an Occupational License, I agree to abide by the ordinances contained in the City of Merriam Municipal Code of Ordinances, and any conditions placed upon the issuance of said License. I also hereby grant the City of Merriam, upon notice, the right to inspect the license property for compliance with said regulations.

Name		**Signature**		**Title**	

PAYMENT METHOD: **Cash, Check or Credit Card**

Check #:_____. **If paying by Credit Card please use Credit Card form or if filling out electronically, click on link on right.**	http://www.merriam.org/documentcenter/view/2847

*****MERRIAM BUSINESSES ONLY-Must complete the Fire Pre-plan & Alarm Registration on page 2 and return to City Hall*****

FOR CITY STAFF ONLY

Zoning Classification :	**Type Code # :**	**Payment Endorsement Area**
Full ☐ **Half** ☐ **Flat** ☐ **Floor Area** ☐		
FEE $:		
Approved By :		
Special Instructions :		

PRE-PLAN FOR FIRE PROTECTION & ALARM REGISTRATION APPLICATION

City Alarm Registration #		**Fire ☐ Police ☐ (please check one)**

This form MUST be updated annually for Merriam businesses only and return it to the City Hall

This form is being made available for all Merriam businesses to assis the Fire and Police Department in providing service to you during an emergency. Please complete this form and return to the City of merriam. The information will be included in current pre-fire and alarm plans for your business and added to our records annually.

Name of Business					
Street Address					
City/State/Zip					
Home Phone		Cell Phone		Email	
Business Owner					
Home Address					
Home Phone		Cell Phone		Fax	
Building Owner					
Address					
Phone		Cell Phone		Fax	

Should the Fire or Police Department need to speak with a responsible party in case of an EMERGENCY associated with the alarm system the following perons will be phones in the following order:

Name		Relationship	
Work Phone #		Cell Phone #	
Name		Relationship	
Work Phone #		Cell Phone #	

BUSINESS HOURS

Open		Closed		Exceptions	

HANDICAP EMPLOYEES

Number		Location	

TYPE OF STRUCTURE

Commercial ☐	Single Family Residence ☐	Apartment ☐	Single Store ☐
Multiple Floor ☐	Basement Entry ☐	Other ☐	

ALARM INFORMATION

Type of Alarm	Audible ☐		Silent ☐	Warning Light ☐
System Denotes	Intrusion ☐	Robbery ☐	Medical ER ☐	Fire ☐
Alarm Co. Name				
Address				
Phone			Date of Alarm Activation	

HAZARDOUS MATERIALS

Type		Location	
Quantity		Name of Hazardous Material	

SPECIAL CONDITIONS

Location of Utility Shut-offs:			
Location and Name of Special Records & Documents:			
Number of Floors		Below Ground Level Floors: **Yes**☐ **No**☐	Building Sprinkled**: Yes** ☐ **No**☐
Location/Type – Fire Protection Process:			
Special Instructions to assist Fire/Police in protection lives/property during an emergency:			

Date:	**Printed name :**	**Signature:**

OVERLAND PARK FIRE DEPARTMENT
Business (913)888-6066
Fax (913)888-8348

RETURN THIS FORM TO:
MERRIAM CITY HALL
ATTN: ADMINISTRATION OFFICES
9001 W. 62nd Street, Merriam, KS 66202

MERRIAM POLICE DEPARTMENT
Business (913)322-5560
Fax (913)322-5565
Alarm Coordinator (913)322-5564

FOR CITY STAFF: please scan and email to OPFD (ONLY Hazardous Materials businesses)

APWA UNIFORM COLOR CODE

WHITE - Proposed Excavation

PINK - Temporary Survey Markings

RED - Electric Power Lines, Cables, Conduit and Lighting Cables

YELLOW - Gas, Oil, Steam, Petroleum or Gaseous Materials

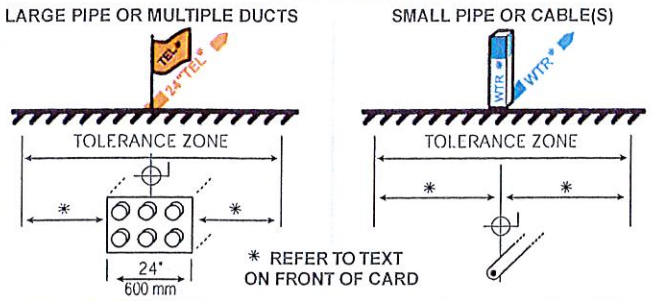
ORANGE - Communication, Alarm or Signal Lines, Cables or Conduit

BLUE - Potable Water

PURPLE - Reclaimed Water, Irrigation and Slurry Lines

GREEN - Sewers and Drain Lines

TYPICAL MARKING



GUIDELINES FOR UNIFORM TEMPORARY MARKING OF UNDERGROUND FACILITIES

This marking guide provides for universal use and understanding of the temporary marking of subsurface facilities to prevent accidents and damage or service interruption by contractors, excavators, utility companies, municipalities or any others working on or near underground facilities.

ONE-CALL SYSTEMS
The One-Call damage prevention system shall be contacted prior to excavation.

PROPOSED EXCAVATION
Use white marks to show the location, route or boundary of proposed excavation. Surface marks on roadways do not exceed 1.5" by 18" (40 mm by 450 mm). The facility color and facility owner identity may be added to white flags or stakes.

USE OF TEMPORARY MARKING
Use color-coded surface marks (i.e., paint or chalk) to indicate the location or route of active and out-of-service buried lines. To increase visibility, color coded vertical markers (i.e., stakes or flags) should supplement surface marks. Marks and markers indicate the name, initials or logo of the company that owns or operates the line, and width of the facility if it is greater than 2" (50 mm). Marks placed by other than line owner/operator or its agent indicate the identity of the designating firm. Multiple lines in joint trench are marked in tandem. If the surface over the buried line is to be removed, supplementary offset markings are used. Offset markings are on a uniform alignment and clearly indicate the actual facility is a specific distance away.

TOLERANCE ZONE
Any excavation within the tolerance zone is performed with non-powered hand tools or non-invasive method until the marked facility is exposed. The width of the tolerance zone may be specified in law or code. If not, a tolerance zone including the width of the facility plus 18" (450 mm) measured horizontally from each side of the facility is recommended.

ADOPT UNIFORM COLOR CODE
The American Public Works Association encourages public agencies, utilities, contractors, other associations, manufacturers and all others involved in excavation to adopt the APWA Uniform Color Code, using ANSI standard Z535.1 Safety Colors for temporary marking and facility identification.

Rev. 4/99

- **White**: Proposed Excavation
- **Pink**: Temporary Survey Markings
- **Red**: Electric Power Lines, Cables, Conduit and Lighting Cables
- **Yellow**: Gas, Oil, Steam, Petroleum or Gaseous Materials
- **Orange**: Communication, Alarm or Signal Lines, Cables or Conduit
- **Blue**: Potable Water
- **Purple** Reclaimed Water, Irrigation and Slurry Lines
- **Green**: Sewers and Drain Lines

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Frequently Asked Questions

What will the Right-of-Way permit cost?

Right-Of-Way Permits Code Sec. 51-71	*$120.00*
Right-Of-Way Horizontal Directional Drilling Includes	
First One Hundred Feet	*$160.00*
Additional footage up to 100 Feet	*$40.00*
Crossing Roadway Will Be An Additional Fee And Bond	*$120.00*

What type of Concrete is allowed?

KCMMB 4K or KDOT grade 4.0 AE MA

What type of Rebar and Dowels do you require?

#4 Epoxy-coated reinforcing bars and 5/8 Epoxy-coated Dowels when they are required.

What type of Flowable fill can be used?

APWA specification section 2102.2.E Flowable Backfill (CLSM) mixture

Can we seed the Right-of-Way?

Sodding is the required restoration method. Seeding may be considered by the Director of Public Works in lieu of sod at the request of the permittee where special circumstances may exist.

Do you allow monolithic driveway or entrance?

No, the curb must be separate from the approach.

Can we email the Right-of-way permit in?

Yes, you can email or hand deliver the permit in.
Email publicworks@merriam.org

Where do I find the specification for the City?

www.merriam.org then search Construction Specifications