



TOWN OF MICRO
 PO Box 9
 450 US Highway 301 N
 Micro, NC 27555
 Office: 919-284-2572

Right-Of-Way Encroachment Application

Fee \$300

1. Applicant Information

<i>Owner or County:</i>	<i>Address:</i>
<i>Phone:</i> _____ <i>Fax:</i> _____	
<i>E-mail:</i> _____	
<i>Field Contact Name:</i> _____	<i>Field Contact Phone:</i> _____

2. Contractor Information

<i>Name:</i>	<i>Address:</i>
<i>Phone:</i> _____ <i>Fax:</i> _____	
<i>E-mail:</i> _____	<i>License#:</i> _____
<i>Field Contact Name:</i> _____	<i>Field Contact Phone:</i> _____

3. Project Information

<i>Address or Location:</i>	
<i>Type of Work (check all that apply):</i> <input type="checkbox"/> Telephone <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Storm Drain <input type="checkbox"/> Cable <input type="checkbox"/> Other:	
<i>Detailed Description of work to be done:</i>	
<i>Estimated Start Date:</i>	<i>Estimated End Date:</i>
<i>Estimated Value of Work (Value of any grading, concrete work, paving patching, site restoration, etc. shall be provided by the applicant - List all items and associated costs as an attachment)</i>	

	<i>Asphalt Street</i>	<i>Concrete Street</i>	<i>Curb</i>	<i>Sidewalk</i>	<i>Alley</i>	<i>Other:</i>
<i>Excavation</i> <i>L x W x D:</i>						
<i>Surface Cuts</i> <i>L x W:</i>						

List Streets, Lanes, and/or Sidewalks that will be closed during construction:	Estimated Closure Date	Duration

List of Attachments:

I (we) hereby agree to be bound by the provisions of this permit, all applicable State and Federal Laws, all Town of Micro Standards, Specifications, Ordinances, and any other applicable regulatory requirements. I (we) agree that this permit shall become invalid if during the performance of the work, a violation of the above occurs. Should a violation occur, and corrective action(s) directed by the Town of Micro is not performed, I (we) understand that this permit shall be deemed "cancelled" and corrective actions will be performed and/or all improvements will be removed by a Third Party at the permit holder's sole expense.

Applicant Signature: _____ **Date:** _____

Print Name: _____ **Title / Authority:** _____

Standard Provisions:

1. *The Town of Micro reserves the right to require any additional information he so desires, including design standards, drawings, and any other pertinent data.*
2. *The Town of Micro will respond to the permit application within five (5) consecutive working days. Street cuts require additional permitting but in emergency situations that threaten public health and safety are allowed without a permit; however, a permit application shall be submitted the next business day.*
3. *A site plan is required for new construction and for revisions or relocations of existing infrastructure.*
4. *The applicant is responsible for locating all existing utilities and is responsible for any repairs to existing utilities damaged because of the construction activities.*
5. *A surety bond is required for work in the right of way equal to 1.25 x the valuation of the work unless waived by the Public Works Director.*
6. *A copy of the approved permit must be made available on the job site for the duration of work.*
7. *All surfaces disturbed by the construction activity shall be restored or re-installed to pre-construction conditions.*
8. *The sidewalk, curb and gutter shall be removed to the nearest joint if within five (5) feet.*
9. *All construction activities shall be performed in a safe manner. All construction areas shall be continuously maintained in a safe manner and shall not create any public hazards.*
10. *The permittee shall be responsible for the repair of any deficiencies in the right-of-way caused by the construction for two years after completion date. Failure to respond within 48 hours will authorize the Town of Micro to make necessary repairs and back charge those repairs to the permittee. Emergency conditions will be repaired by the Town of Micro immediately and back charged.*
11. *Asphalt and concrete restoration shall be completed within 10 working days of completion of trench backfill operations. If pavement cannot be repaired with hot mix, it shall be cold patched and maintained as necessary throughout the winter. When hot mix becomes available, the temporary cold patch shall be removed and replaced with hot mix.*
12. *Issuance of this permit does not represent or guarantee the location or existence of any public right-of-way. The permittee is responsible for verifying the location of all right-of-ways.*
13. *Issuance of this permit does not grant any right to access or use private property.*

- 14. The permittee is responsible for obtaining all necessary private or public easements for the proposed project.
- 15. Contractor shall notify the Town of Micro one working day prior to work being performed, and one working day prior to any required inspections.
- 16. All Traffic Control must meet the NCDOT Manual for Uniform Traffic Control Devices standards, and the placement and maintenance of devices are the sole responsibility of the applicant.
- 17. The Town reserves the right to stop any activity if adequate traffic control and/or safety devices are not utilized.
- 18. The applicant must notify all affected residents and businesses at least 48 hours in advance of a street closure.

Special Provisions:

- () Pre-Construction Meeting Required
- () Traffic Control Plan Required
- () Site Plan required in digital form to include digital data in ESRI digital shape file format.
- () Sidewalk closing plan and traffic control plan.
- () Limited Construction Activity hours:
- () Financial Security Required (Bond, Letter of Credit, Letter of Responsibility)
- () Inspections Required:
- () Other Permits Required:
- () Permit Fee:
- () Permit Expiration Date:
- () Other:

Work Authorized By: _____ Public Works Director

Date: _____

Inspection Authorized By: _____ Public Works Director

Date Final Inspection Passed _____ Date: _____

Please call (919) 284-2572 to schedule the final inspection.

Please return this application to the Public Works Department or email it to Jason Banks at publicworks@townofmicro.com along with your payment of \$300.

Date: _____ Cash() Check# _____ Credit Card () Amount \$ _____