

# CITY OF MARSHALLTOWN

City of Marshalltown—Public Works Department  
 24 N. Center Street, Marshalltown, IA 50158  
 Phone: 641-754-5734

## RIGHT OF WAY / EXCAVATION—UTILITY PERMIT APPLICATION



Return application to: [pw-permit@marshalltown-ia.gov](mailto:pw-permit@marshalltown-ia.gov)

Project Address / Location: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Approximate Date of Planned Work: \_\_\_\_\_ to \_\_\_\_\_

Applicant Name (Contractor/Utility): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City State Zip Code

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing, applicant confirms that they have read, understand, and agree to the requirements listed herein.  
 Applicant agrees to pay all applicable fees to the City of Marshalltown.*

City will calculate permit fee. Please send plans for the proposed work within the right-of-way with this application to: [pw-permit@marshalltown-ia.gov](mailto:pw-permit@marshalltown-ia.gov). If work is longitudinal, please include proposed length planned to be within the right-of-way. Single location permits are \$23/permit. Longitudinal right-of-way permits are \$25/block for utilities with franchise agreements directly with the city and \$100/block for utilities without franchise agreements with the city. Blocks are limited to 450-feet in length. *Other applicable permit fees for driveways, sidewalks, curb cuts, street patches, and sewer may apply.*

- All work shall be in accordance with current City of Marshalltown Specifications, Iowa DOT Standard Road Plans for Traffic Control, and the Manual on Uniform Traffic Control Devices (MUTCD).
- All openings/excavations made in any street right-of-way, on publicly owned land, easement held by the city, or adjacent to such land shall be made and protected in accordance with the Occupational Safety and Health Act (OSHA) and MUTCD.
- The Contractor shall be responsible for restoration and repairs of all damaged surface and subsurface improvements and facilities within any street right-of-way, on publicly owned land, and easement held by the city, unless agreed to in writing prior to permit issuance.
- The Contractor is responsible for all job-site safety, including Iowa One Call requirements. Water and sewer service lines from the main to any structure are owned and maintained by the property owner; therefore, the City of Marshalltown and Marshalltown Water Works DO NOT locate these service lines when a locate is requested. Any service markings by either entity shall be regarded as unverified approximations and not as utility locates.
- This permit shall not be re-assigned or transferred. The work shall be done by or under the personal supervision of the applicant to whom the permit is issued. All applicants and contractors performing work must be bonded and insured. Please contact 641-754-5734 if you need to register and file your bond/insurance with the City.
- All sewer related work requires an inspection prior to backfilling. Please call sewer division [641-754-5749] to schedule an inspection time.
- All patches and repair of pavement, curb, gutter, sidewalk and/or alleys require a grade inspection prior to the placement of any concrete or asphalt. Please call 641-754-5734 in advance to schedule an inspection time and allow for ample time to make changes, if required, before any asphalt/concrete material is ordered for delivery.

Office Use Only Below This Line

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Type of Right-Of-Way / Excavation Permit	Standard Fee	Notes / Comments	Total
Single Location Excavation	\$ 23 / Permit		\$
Longitudinal Utility (Right-Of-Way) - Franchise	\$ 25 / Block (450-ft/Block Limit)		\$
Longitudinal Utility (Right-Of-Way) - Non Franchise	\$ 100 / Block (450-ft/Block Limit)		\$
Work Without a Permit	\$ 50 / Each Occurrence		\$

Grand Total:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number:

Permission is hereby granted to work within the City Right-of-Way, as governed by Section 57.015 through 57.024 of the City of Marshalltown Code of Ordinances.

Please call the appropriate public works division to schedule inspections in advance of performing the work.		After completion of the work, please email <a href="mailto:pw-permit@marshalltown-ia.gov">pw-permit@marshalltown-ia.gov</a> or call 641-754-5734 or to close-out the permit.
SEWER: 641-754-5749	STREET, SIDEWALK, DRIVEWAY: 641-754-5734	