



RIGHT-OF-WAY / EXCAVATION PERMIT APPLICATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Project Title

Property Address/Intersection

Project Description (Include drawing indicating traffic management plan, if applicable)

Distance to Nearest Intersection	Pavement/Sidewalk Cut Required	Dimensions of Pavement/Sidewalk Cut
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Responsible Person		Contact Information for Billing	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email/fax	Telephone	Email/fax

Contractor's Name		Design Professional of Record's Name	
Contractor's Business Name		Design Professional of Record's Business Name	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email/fax	Telephone	Email/fax
License Number		License Number	

CERTIFICATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS RIGHT-OF-WAY/EXCAVATION PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE INFORMATION OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF REVIEW AND PERMIT APPROVAL. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION.

 Owner/Agent Signature

 Date

 Owner/Agent Printed Name

OFFICE USE ONLY

Date Received _____

Munis App# _____

EG _____

Traffic Control Plan approved _____

**CITY OF CAPE GIRARDEAU
RIGHT-OF-WAY/EXCAVATION PERMIT APPLICATION
INFORMATION SHEET**

Please read this information sheet in its entirety.

Development Services recently launched digital plan review. To take advantage of this service, email your completed application form to eplans@cityofcape.org; include a list of consultants who need view access to this project (name, company and email address). You will receive email notification to upload the supporting documentation. No paper submittal is required, but one set of plans will need to be printed after approval for the jobsite. For more information, visit www.cityofcape.org/eplans. There is no additional fee for digital plan review.

If you choose to submit by paper, submit the following items to the Development Services Department for review. If you choose to submit digitally, only one digital version of each item is required. Vector-based PDFs are preferred:

1. Right-of-way/Excavation Permit Application
2. Traffic control plan, indicating location of work, location of detour signage or other signage, content of each sign, and timeframe estimate of when right-of-way will be closed

Once the traffic control plan is approved, allow minimum three (3) business days for a press release before starting work.

Plans submitted shall detail complete compliance with City of Cape Girardeau Engineering Specifications.

Submittals are subject to a minimum five (5) business days review process. Plan Review will not begin before the completed permit application form and other required documents are submitted.

The contractor is responsible for notifying property owners affected by the right-of-way closure, emergency personnel (including police, fire and ambulance) and schools.

All driveway and excavation permits for State Highways, i.e. Routes K and W, Highways 61, 177 and 74, shall be obtained from the Missouri Department of Transportation: (573) 472-5389.

Inspections:

Several inspections are required, depending on the type of work:

Street/sidewalk: contact Carl Pease, (573)339-6783, to verify subgrade depth and reinforcement before pavement is installed, and again after pavement is installed.

Water and Sewer main extensions or repair: contact Engineering, (573)339-6327

Laterals or service connections: contact Inspection Services, (573)339-6327