

---

# CITY OF WEST FARGO USER REGISTRATION AND RIGHT-OF-WAY EXCAVATION PERMIT REQUIREMENTS

DATED MAY 1<sup>ST</sup> 2020

---

## **Engineering Department Contacts:**

- Permit Administration, Kayla Volness: 701-515-5102
- Permit Regulation/Inspection, Benji Schwartz: 701-515-5100
- Right-Of-Way Management, Andrew Wrucke: 701-515-5105

The City of West Fargo and the Engineering Department would like to take this time to inform you of some changes to the right-of-way (ROW) Excavation Program and its permitting. Starting May 6<sup>th</sup> 2020, the City of West Fargo will no longer accept User Registration Applications or ROW Excavation permits through fax or e-mails. Permits will now only be received, accepted and approved through an online submittal process. The online forms along with this document can be found on The City of West Fargo's website under documents and descriptions at [www.westfargond.gov/260/Excavation-Permits](http://www.westfargond.gov/260/Excavation-Permits). The City of West Fargo also has a computer kiosk available for use to obtain the above application and permit. The kiosk can be found at West Fargo City Hall located at 800 Fourth Ave. E., West Fargo.

## **The User Registration Online Form Application**

The User Registration Form along with an attached copy of the permit holders Certificate of Liability Insurance is required to be submitted every calendar year. This application will need to be submitted and approved prior to applying for the entities first ROW Excavation Permit. This application only needs to be submitted once a year. Once the User Registration Application is filled out and approved by the Permit Administrator the applicant that filled out the application will receive an e-mail back from [noreply@westfargond.gov](mailto:noreply@westfargond.gov) stating the User Registration Application has been approved and will give the applicant a contractor number. This number will be assigned to the applicant/company

that applied for the User Registration Application. The assigned contractor number will need to be used and listed on every ROW Excavation Permit submitted for the calendar year. Without this number you will not be able to apply for a ROW Excavation Permit.

## **The ROW Excavation Permit Application**

Each project requires users to submit an online ROW Excavation permit. The permit will require users to attach their assigned contractor number to allow proper tracking of their projects. Users will fill out the online form explaining work to be completed and attach a PDF or JPG map of the project extents. Once a permit is filled out and approved by the Permit Administrator, the permit applicant will receive an email back from [noreply@westfargond.gov](mailto:noreply@westfargond.gov) stating that the permit has been approved and assigned a permit number. This number will be used for all communication with the City of West Fargo regarding the permit. Contractors will from that point contact the Permitting Field Engineer for any project walks and inspections needed. Contractors will be responsible for informing the City of actual project start and completion dates for billing. Any inconsistencies in project start dates will revert to the permitted start date, and any inconsistencies in completion date billing will be based on City inspection records. Once a permitted project is deemed completed by final inspection the permit applicant will receive an additional e-mail from [noreply@westfargond.gov](mailto:noreply@westfargond.gov) with a final cost associated to their permitted project. The listed applicant on the permit will receive an invoice for the completed project from the City of West Fargo thereafter.

Contractors will not be allowed to start applying for permits until the current Excavation Permit season has opened and they have closed all previous year's permits. Contracts will also not be given permit approval from the City of West Fargo until all outstanding payments have been received in full. Every permit application received by the City of West Fargo is subject to receive an administration and processing fee regardless of application approval. The City of West Fargo has revised permitting types along with the costs associated to them. Below you will find an explanation of the new tier permitting process and costs associated to both.

## Tier 1 Excavation Permit:

- Basic excavation with no hard surfaces disrupted (roads, sidewalks)
- Work in ROW will require prior walkout with City of West Fargo Engineering Department (Benji Schwartz)
- Requires detailed map of project
- Contact the Engineering Department once job has started and when job is finished with restoration completed.

### Tier 1 Permit Pricing:

- Administration Fee \$20.00
- Daily Fee \$ 20.00
  - Untimely restoration will result in penalties set forth at the City Engineer's discretion.

## Tier 2 Excavation Permit:

- Any excavation disrupting roads/sidewalks or connection to City infrastructure
- Any public utility connections requiring city inspection
- Work in ROW will require prior walkout City of West Fargo Engineering Department (Benji Schwartz)
- Requires detailed map, road/sidewalk closure map. In the case of a road or sidewalk closure the city will require a **2-week notice, prior to work starting.**
- Requires draft media release if road closure involves detour or traffic re-routing with road/sidewalk closure map. This media release will be reviewed by the City of West Fargo before being sent to local media outlets.
- Contact the Engineering Department once job has started and when job is finished with restoration completed.
- Any work involving installation of public utilities or more invasive closure of public utilities must be completed via agreement with the City of West Fargo Engineering and subject to additional documentation and oversight before and during construction.

### Tier 2 Permit Pricing:

- Administration Fee
  - Any Street Disruption \$100.00
  - Any Sidewalk Disruption \$40.00

- Weekly fee

**Street Disruption**

- \$100.00 a week for the first 2 weeks of closure/ \$250.00 a week for the next 2 additional weeks.
- Untimely restoration will result in penalties set forth at the City Engineer’s discretion.

**Sidewalk Disruption**

- \$100.00 a week for the first month of closure/ \$250.00 a week for the next 2 additional weeks.
- Untimely restoration will result in penalties set fourth at the City Engineer’s discretion.

There have been occasions where contactors are working within City of West Fargo right-of-way without obtaining proper permitting. This is unlawful and impedes our ability to manage and protect public right-of-way and its infrastructure, which compromises public safety. Contractors not following our polices/procedures or obtaining permits will be subject to penalty and will no longer be in “good standing” with the City of West Fargo. Once an entity is no longer in “good standing”, the City of West Fargo can suspend work, and will not process future permits or licenses for that entity. This is referenced in Ordinance 1120, Section 1-0107 (see below)

**1-0107. REQUIREMENTS FOR CITY APPROVALS.**

A license, permit, or other City approval or authorization of any kind may be granted only to an applicant who:

1. Has complied with all relevant statutory, charter and Ordinance requirements:
2. Has paid all fees, charges, taxes, special assessments and other debts or obligations that are due from the 1-1-2 applicant and payable to the City regarding any matter; and
3. Is in compliance with all ordinance requirements and attached conditions regarding other City approvals that have been granted to the applicant for any matter.