



DESCRIPTIONS OF SUBMITTAL REQUIREMENTS

TRENCHING & ENCROACHMENT PERMIT PROCESS

Application Form: Complete application on Brianhead.cityinspect.com.

The applicant will provide clear and precise plans which display the applicant's name, property address, phone number as well as the preparer's company name, address, and phone number.

Permit Fee: \$350 for single-family residential development
\$600 for multi-family residential, commercial & light industrial development
Additional bond may be required (see Security Agreement)

WRITTEN DESCRIPTION

Written Description of the Proposed Excavating Activity: The applicant will provide a clear written description of the following --

- The grading, excavating, trenching, and clearing being proposed.
- Timeframe in which work will be completed.
- Equipment which will be used to conduct the operation.
- List of parts that will be installed.
- Quantities to be removed from or brought to the site.
- Plan for storage and disposal of materials
- Measures the applicant will take to mitigate erosion, noise, dust, smell, safety concerns and other potential nuisances during construction.

SITE PLANS

Site Plan

- Lot boundaries with dimensions and lot size
- Adjacent roads, Including names
- Easements and Rights-of-way
- Existing utilities
- Proposed utilities and meter locations
- Existing drainage and proposed drainage
- Drainage Control plan during construction
- Percentage of slope
- Driveway (width, slope, material)
- North arrow indicator
- Construction Staging Area

ENGINEERING

ENGINEERED PLANS: The applicant will provide plans prepared by a Utah licensed engineer for Public Utilities that will be installed. The plans and materials need to meet the Brian Head Public Works Standard.

PRECONSTRUCTION PHOTOS

PRECONSTRUCTION PHOTOS: The applicant will provide photos of the area showing the roadway, right of way and any area that will be disturbed during construction.

RESTORATION AND LANDSCAPING PLANS

Restoration and Landscaping Plan:

- All disturbed, undisturbed, and landscaped areas
- Areas where mature trees will be preserved
- Locations of walls, walkways, patios, fences, trees, and other vegetation
 - Descriptions of materials used
- Specification of species, variety, number and size of trees and shrubs
- Description of restoration measures for remaining disturbed areas, including xeriscape and reseeding
- North Arrow Indicator
- Lot boundaries with dimensions and lot size

INSURANCE

Insurance Information: The applicant will provide a certificate of insurance for the contractor. If work is undertaken in a Town right-of-way, the certificate must meet the following requirements:

- \$1,000,000 coverage
- Brian Head Town named as additional insured

SECURITY AGREEMENT

Security Agreement: Complete the form provided by Brian Head Town. Town staff will specify the amount of required security, which may vary depending on the complexity and scope of the project. Typical bond requirements are as follows:

- 125% of Improvements or rehabilitations minimum of \$5,000 for any work being done in the public right-of-way or connection to Town sewer or water system