

**APPLICATION FOR SPECIAL USE PERMIT**

To the **DIRECTOR** of the **DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS**,  
**St. Louis County, Missouri 41 South Central Avenue, 5<sup>th</sup> Floor, Clayton, Missouri 63105**  
**Phone: (314) 615-8517      Email: transportationpermits@stlouiscountymo.gov**

1) Name of Applicant: \_\_\_\_\_

2) Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No.: (    ) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency No.: (    ) \_\_\_\_\_ - \_\_\_\_\_

Contractor (if applicable): \_\_\_\_\_

3) Type of Development (check boxes):     New     Existing     Residential     Commercial     Industrial

4) Description of Work: \_\_\_\_\_

\_\_\_\_\_

5) Location of Work: \_\_\_\_\_

\_\_\_\_\_

6) Master Drainlayer/Plumber Name: \_\_\_\_\_ License Number: **D-**\_\_\_\_\_ **P-**\_\_\_\_\_

7) Proposed Starting Date: \_\_\_\_\_ 8) Days Required to Complete: \_\_\_\_\_

9) Sewer Lateral # \_\_\_\_\_ Water Lateral # \_\_\_\_\_ 10) Plumbing Permit Number: \_\_\_\_\_

11) Permit Application Center Number: \_\_\_\_\_ 12) Land Disturbance Permit Number: \_\_\_\_\_

13) **By typing or signing my name, I acknowledge that I have read and understand the above conditions and attached general provisions.**

\_\_\_\_\_ **Company Name/Applicant's Name**                      \_\_\_\_\_ **Applicant's Signature**                      \_\_\_\_\_ **Date**

----- **THE FOLLOWING IS FOR OFFICE USE ONLY** -----

Arterial Road System (ARS)     County Road System (CRS)     ARS/CRS

Fees Collected: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Special Use Permit Number: \_\_\_\_\_ Map Location: \_\_\_\_\_

## ST. LOUIS COUNTY

### SPECIAL USE PERMIT GENERAL PROVISIONS

#### DEFINITIONS

For purposes of this Application, the terms are defined as follows:

- 1) **Applicant**. The person (individual or artificial entity) that controls the property or the project authorized by this SUP. If Applicant uses a Contractor, the term "Applicant" includes the term "Contractor".
- 2) **Contractor**. The person (individual or artificial entity) that performs the work authorized by this SUP.
- 3) **County**. St. Louis County, Missouri.
- 4) **Department**. The St. Louis County Department of Transportation and Public Works.
- 5) **Director**. The Director of the Department or his/her designee.
- 6) **Project**. The work performed by Applicant pursuant to this SUP.
- 7) **SUP**. This Special Use Permit.

#### TERMS AND CONDITIONS

By submitting this application, the Applicant agrees to comply with all obligations, requirements, terms and conditions contained in the General Conditions contained in this application. Except in those instances and to the extent that Applicant makes a good faith determination that an emergency exists, Applicant shall perform no work on a Project prior to issuance of an SUP. If Applicant fails to comply with any General Conditions contained in this application or Special Conditions of the SUP, County may suspend or revoke this SUP. If Applicant wishes to request an exemption from, or a modification of, any General Condition, Applicant shall follow the procedures specified below in General Condition No. 4, titled "Variance Procedure".

#### GENERAL CONDITIONS

- 1) **Notification**. Applicant shall notify County at least 48 hours in advance that work will start on the Project. In non-emergency situations, Applicant shall provide such notice by contacting the Permit Inspection Section of the Department at (314) 615-1166 or by email to the following address: [Transportation-Permits-Inspections@stlouiscountymo.gov](mailto:Transportation-Permits-Inspections@stlouiscountymo.gov). All emergency work situations shall be reported immediately by telephone to the Department. Emergency work occurring within normal working hours (7:30 am to 4:00 pm Monday-Friday) shall be reported to the Department's Permit Inspection Section at (314) 615-1166. Emergency work occurring at other hours or on Saturdays, Sundays and holidays shall be reported to the St. Louis County Police Information Center at (314) 889-2341. The Department will dispatch its personnel as required by the emergency situation.
- 2) **Utility Locates**. Applicant shall be responsible to request the location of all utilities be marked, including traffic signal interconnect and facilities, prior to performing any work. Applicant shall call the Department at (314) 615-0215 for traffic signal facility locates, a minimum of 72 hours in advance of any work, except in the case of emergencies. Note, St. Louis County signal interconnect and facilities are not included with the Missouri 811 ([www.missouri-811.org](http://www.missouri-811.org)) for utility locates.
- 3) **Performance**. Applicant shall perform all work in a workmanlike manner, without unreasonable delay, and in full compliance with this SUP.
- 4) **Variance Procedure**. If Applicant has a good faith belief that a General or Special Condition, in whole or in part, should not apply to the Project or to the Applicant, Applicant shall file contemporaneously with

this SUP application a "Variance Application" (see Exhibit "A", attached hereto) for an exemption or modification of such condition. The Variance Application shall contain a full explanation of the reasons in support of the request and all other relevant information requested on the Variance Application. The Director will respond to the Applicant by granting or denying the request in whole or in part, without undue delay.

- 5) **Indemnification.** Applicant shall defend, indemnify and hold harmless the County, its officers and employees, whether based on a claim for real or personal property, or to a person, for any and all damages arising from the negligence or intentional tort of said Applicant or its subcontractors in constructing, extending, restoring or maintaining its facilities within, upon or across a County owned easement or right-of-way. Additionally, for a period of six months from the completion of such work or use, Applicant will save the County harmless from any cost or expense occasioned or required in the refilling, repairing, or restoring of said easement or right-of-way, for such period, due to or occasioned by such use, excavation or encroachment.
- 6) **Insurance Coverage.** The applicant shall provide the County with a Certificate of Insurance, evidencing insurance coverages to current County requirements for any entity that performs work in County right-of-way associated with this application. Such certificates shall name "St. Louis County" as additional insured and shall be provided prior to the issuance of any permit. Upon request, County will provide specific amounts for coverages. Applicant will require all of its contractors and subcontractors to add St. Louis County as an additional insured; and provide copies of contractors' and subcontractors' Certificates of Insurance to County, prior to the commencement of work under this Permit by the contractor and/or subcontractor.
- 7) **Signs, Barricades, Flagmen.** While work is being performed in County right-of-way, Applicant shall comply with the most recent version of the Manual of Uniform Traffic Control Devices (MUTCD).
- 8) **Vertical Clearance.** Applicant shall maintain a vertical clearance for overhead installations of not less than 16 feet, 6 inches from the road surface.
- 9) **Cover for Underground Facilities.** At the time of installation, Applicant shall provide the following minimum cover for underground facilities, unless approved through the Variance Procedure: 42 inches for waterlines, 24 inches for parallel telephone cables, 18 inches for gas service lines, 24 inches for gas mains, and 30 inches for all other underground installations.
- 10) **Covers or Guards.** Applicant shall provide covers or guards as approved by Director for cable, wire, small diameter pipe and other objects that extend above the surface.
- 11) **Mud, Debris.** Applicant shall keep pavements clear of mud and debris, and keep ditches, culverts and other areas that convey surface water, open and free from mud and debris.
- 12) **Pavement Crossings/Opening.** The Project shall not include open cut of any paved portion of the right-of-way unless such open cuts are limited to time periods designated in General Condition No. 15, "Lane Interruption/Traffic Stream". The Director may prohibit open cuts or impose additional limits if, after considering all relevant factors, the Director makes a good faith determination that such open cuts will result in an unreasonable disruption of the traffic stream.
- 13) **Restoration of Asphalt Driving Surface.** In addition to the requirements of Standard Drawing C613.00, the contractor shall mill and overlay the full width of the impacted lane(s) or shoulder(s) for trench excavations that exceed 50 feet longitudinally. When 5 feet or less of pavement remains between the excavation and the nearest joint or pavement edge, the contractor shall mill and overlay to the joint or pavement edge.
- 14) **Disturbed Paved Right-of-Way.** At the completion of the Project, Applicant shall restore the paved right-of-way and any improvements thereon, to as good condition as before the Project, and keep and maintain such paved right-of-way in such condition for a period of six months. Applicant shall replace

the subgrade and surface with like kind materials. Applicant shall fill all voids and pavement openings with granular backfill, which shall be compacted to comply with Standard Specification for Road and Bridge Construction, Section 726.6.3. Applicant shall make final pavement repairs within thirty days of completed temporary pavement work. If within six months of the completion of the Project, the paved right-of-way fails to remain in as good condition as before the Project, applicant shall repair such right-of-way to effect such compliance.

- 15) **Lane Interruption/Traffic Stream.** In non-emergency situations, the Project shall not interrupt the traffic stream between the hours of 6:00 am to 9:00 am and 3:30 pm to 6:30 pm.
- 16) **Disturbed Unpaved Right-of-Way.** All disturbed unpaved areas of the right-of-way shall be re-graded, and vegetation restored to as good a condition as before the Project.
- 17) **Manholes.** Applicant shall conform utility boxes, valve boxes, manhole frame covers or any utility appurtenances to the transverse and longitudinal pavement slope, and make the top comply with the finished grade.
- 18) **Trees, Shrubs and Turf.** Applicant shall make all reasonable efforts not to cut, spray or damage trees, shrubs or turf in County right-of-way.
- 19) **Disturbed Driveways and Sidewalks.** Applicant shall repair or replace all subgrade, sidewalks, driveway approaches and associated drainage facilities that Applicant damages or removes with like kind materials. When Applicant disturbs 50% or more of a slab of a concrete driveway or sidewalk, Applicant shall replace such slab with a full slab. Applicant shall replace all paved improvements at the same depth as before the Project.
- 20) **Private Facilities.** If Applicant damages or removes privately owned facilities lawfully located within County right-of-way, Applicant shall immediately notify the owner, and repair or replace such facilities as soon as practical. Applicant shall address any dispute with owners of private facilities as a civil matter arising in the course of business.
- 21) **Storage.** Applicant shall not store construction material or equipment on County right-of-way, if Applicant owns or controls property used for such storage within 500 feet of the Project. In any case, Applicant shall not store construction material or equipment if such storage impedes traffic or property access, or creates a sight distance hazard. Within thirty days after completion of the Project, Applicant shall restore all storage areas to as good a condition as before the Project.
- 22) **Costs.** Applicant shall bear all non-reimbursable costs of construction, maintenance, removal, repair and related costs associated with this SUP.
- 23) **Pedestrian Right-of-Way Obstruction.** Applicant work that closes, or impedes pedestrian traffic shall comply with the Manual of Uniform Traffic Control Devices (MUTCD). A temporary pedestrian detour shall be provided when the work closes or impedes pedestrian traffic on sidewalks.
- 24) **Trenches.** Applicant shall keep all trenches in right-of-way covered and protected during non-working hours. At the completion of the Project, all trenches within three feet of or under existing or future (programmed) pavement shall be backfilled with granular material.
- 25) **Landscaping and Monuments.** Applicant shall not install landscaping or entrance monuments unless replacing existing landscaping or monuments as specified by this SUP.
- 26) **Fill Material.** Applicant shall use fill material that consists of uncontaminated inert materials (soil, rock, concrete, asphaltic concrete, sand and similar materials). Applicant shall not allow materials such as wood, metals, plastics, textiles and hydrocarbons as fill material. Applicant shall report to appropriate federal, state or local officials the existence of any material subject to applicable reporting requirements.

**Exhibit "A"**

**Application for Variance**

**SUP No.** \_\_\_\_\_

By filing this Application with County, Applicant represents that it has a good faith belief that the General Conditions (GC) and/or Special Conditions (SC) specified below should not apply, in whole or in part, to Applicant's Project. Furthermore, Applicant affirms that the information contained herein, and the reasons stated herein, are true to the best of Applicant's knowledge and belief.

**GC No.** \_\_\_\_\_

Reasons why GC should not apply:

- 1)
- 2)
- 3)

**SC No.** \_\_\_\_\_

Reasons why SC should not apply:

- 1)
- 2)
- 3)

(See attached pages for requests for variances for additional GCs and SCs.)

Attached are all plans and documents that support Applicant's request for variance, including plans and documents relating to duration and extent of any adverse effect on traffic stream.

Approved:

\_\_\_\_\_

(Applicant)

\_\_\_\_\_

(St. Louis County Department of Transportation)