



West Fargo Public Works
810 12th Ave. NW
West Fargo, ND 58078
Ph. (701) 433 - 5400
Fax (701) 433 - 5419

Excavation Code - Policy Statement 2019

Sewer & Water Connections for Residential & Commercial Properties

- All entities will be required to apply and be approved for an Excavation Permit before commencing work, this includes all work in the right of way or tapping onto an existing main/manhole or service. Failure to obtain a permit prior to commencing work will result in additional fines/citations.
- A User Registration form is required before any permit can be approved.

Requirements

- A. **Plans Submittal** - all permit applications must include a sewer/water plan that includes:
1. Grades and elevations of improvements, elevations may be absolute or assumed.
 2. Site plan showing other utilities, property lines, roads, sidewalks, accesses.
 3. Traffic and sidewalk control plan
- B. **Review Period** - all permits must be submitted 2 business days prior to work starting.
1. Review period may be extended if permit and/or plan is not complete or if more information is needed.
- C. **Inspection & Notification Requirement** - All work must be inspected and the Public Works Department must be notified of actual start and completion dates.
1. It is the responsibility of the applicant/contractor to schedule inspections.
 - a. Public Works - (701) 433 - 5400
 - b. Benji Schwartz- (701) 261-1770
 - c. Brian Matzke- (701) 540-8857
 2. Permits will remain open until a final inspection is completed, failure to notify the Public Works Department of start and/or end date can result in increased fees.
- D. **Restoration and Completion** - All work areas must be restored to their original condition
1. Contractor shall be responsible to televise line and provide a copy upon request.
 2. Applicant/operator must submit all utility tie information to Public Works.
 3. Fees are billed out after final inspection, costs are \$20 permit fee plus \$20 per day. Public Works can increase the per day fee if work is creating a safety hazard or is untimely



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Private Utilities using West Fargo Right of Way

- All entities will be required to apply and be approved for an Excavation Permit before commencing work, this includes all work in the right of way and road crossings. Failure to obtain a permit prior to commencing work will result in additional fines/citations.
- A User Registration form is required before any permit can be approved.

Requirements

- A. Plans Submittal** - all permit applications must include a layout plan that includes:
1. For linear feature the plan will include a lateral distance from a parallel feature (curb, sidewalk, roadway), and a depth from existing grade .
 2. Point feature shall be located by coordinates, tie information, or a direction and distance for a known point. .
 3. Distance from existing city utilities will also be noted.
- B. Review Period** - all permits must be submitted 2 business days prior to work starting.
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