

## PUBLIC IMPROVEMENT PERMIT APPLICATION

### SECTION 1 - GENERAL INFORMATION

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Type of Project: ☐ Site Civil ☐ Street ☐ Storm Drainage ☐ Street/Storm Drainage ☐ Streetlight

Project Start Date: \_\_\_\_\_ Project Finish Date: \_\_\_\_\_

Lane closure required during construction of the project: ☐ Yes ☐ No

### SECTION 2 - CONTACT INFORMATION

#### Applicant Information (Contractor performing the work)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### Developer/Owner Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### SECTION 3 – ATTACHMENTS

Total Construction Cost (previously accepted by City) ☐ Attached \$ \_\_\_\_\_

100% Performance and 2-Year Maintenance Bond ☐ Attached

Certificate of Liability Insurance ☐ Attached

5% Inspection Fee ☐ Attached

Traffic Control Plan (required for lane closures) ☐ Attached ☐ Not Applicable

125% Stormwater Quality Letter of Credit (provided by ☐ Attached ☐ Not Applicable

Landowner and required prior to permit being issued)

Owner Authorization Form ☐ Attached ☐ Not Applicable

## SECTION 4 – CERTIFICATION AND ACKNOWLEDGMENT

The undersigned applicant certifies and acknowledges that: (1) the above described work shall be constructed in accordance with the Shawnee Design Manual and the plans incorporated herein by reference and made a part thereof, supporting documents and specifications accepted by the City Engineer; (2) the undersigned person is authorized to execute the application either as the Owner/CEO/President of the company or as a designated agent of the applicant (attach completed Owner Authorization Form) and as such shall be jointly and severably responsible for compliance with all codes regulating the described work, including the abatement of any cited violations, and shall accept service of process of all notices; (3) the execution of this application conveys to the City Engineer or designee the right to enter upon property identified on the approved plans for purpose of conducting inspection and observation of the described work; (4) during the two-year maintenance period following the date of initial acceptance of the described work by the City Engineer, the applicant shall make all needed repairs arising as the result of defective workmanship or materials which, in the judgment of the City Engineer, become necessary during the maintenance period; and, (5) failure to comply with the conditions of the permit could result in fines to the applicant and/or their designated agent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## SECTION 5 – CITY INFORMATION

The Community Development Department is responsible for issuing Public Improvement Permits. Permit applications can be emailed or dropped off at the front desk of the Community Development Department located downstairs at the west end of City Hall, Monday-Friday between 8:00 a.m. and 5:00 p.m. Contact the Development Engineer by phone at (913) 742-6010 or by email at [developmentengineering@cityofshawnee.org](mailto:developmentengineering@cityofshawnee.org) with questions or to request additional information.