



### **Procedure and Application Process for Excavation / Encroachment Permits**

An excavation / encroachment permit is required for any work in Murray City's right-of-way. The Permit and Bond Form can be obtained from the Murray City Public Works Department located at 4646 South 500 West, Murray Utah 84123. This Permit and Bond Form can also be obtained on the Murray City website at [www.murray.utah.gov](http://www.murray.utah.gov). When you enter this website click on Departments, Engineering, Excavation & Road Cut Permits and then Excavation Permit Form and Requirements.

### **Application Process**

1. Fill out an Application for Excavation / Encroachment Permit.
2. Applicant must read and agree to meet all Murray City road cut standards and specifications published by Murray City Engineering department.
3. Include required submittals. (see below)
4. Once the excavation / encroachment permit application is completed correctly and all required submittals are included, it will be submitted to the appropriate person for review. In some cases a pre-construction meeting may be requested by the City Engineer or the Construction Inspector.
5. **Permit Fees.** The applicant shall pay the Public Works Department the following fee deposit before a permit will be issued; these fees are non-refundable.

**\$250.00 for excavations requiring asphalt, concrete, or paved ROW (>500 SF = \$400.00)**

**\$200.00 for excavations in unpaved ROW, and encroachment**

### **Required Submittals**

1. **Bond.** Murray City Corporation will supply the bond form. The form can be obtained from the Murray City Public Works Department located at 4646 South 500 West Murray, Utah 84123. Bond form can also be obtained on the Murray City website, [www.murray.utah.gov](http://www.murray.utah.gov). **(Original Copies Only, No Faxes).**
2. **Insurance.** Insurance certificates are obtained from your insurance carrier company. **(Original Copies Only, No Faxes).**
3. **Traffic Control Plan.** The applicant shall also submit a formal traffic control plan which must meet the department's approval as a condition for the issuance of the permit. Traffic control plan must meet MUTCD standards.

**Note:** Reference Murray City Excavation / Road Cut Requirements on page 2 of Encroachment Permit Agreement for submittal requirements. If you are sending these documents to us, please send them to the following address:

ATTN: DERRICK BOLTON  
MURRAY CITY DIVISION OF ENGINEERING  
4646 SOUTH 500 WEST  
MURRAY, UT 84123

By Email: [dbolton@murray.utah.gov](mailto:dbolton@murray.utah.gov)