

# CONSTRUCTION PERMIT APPLICATION FORM

## CITY OF NORTH LIBERTY

Applicant must complete numbered and shaded spaces.

FILING FEE \$25.00

<b>Project Name:</b>				
<b>1</b>	CONTACT INFORMATION OWNER	MAILING ADDRESS	PHONE#	EMAIL
<b>2</b>	APPLICANT			
<b>3</b>	CONSTRUCTION MANAGER			
<b>4</b>	ENGINEERING FIRM			
<b>5</b>	GRADING CONTRACTOR			
<b>6</b>	PAVING CONTRACTOR (5-yr maintenance bond required)			
<b>7</b>	SANITARY SEWER CONTRACTOR (2-yr maintenance bond required)			
<b>8</b>	STORM SEWER CONTRACTOR (5-yr maintenance bond required)			
<b>9</b>	WATER MAIN CONTRACTOR (2-yr maintenance bond required)			
<b>10</b>	SEEDING/EROSION CONTROL CONTRACTOR			
<b>11</b>	DESCRIPTION OF WORKED TO BE COVERED UNDER THIS PERMIT			
<b>12</b>	ATTACH A COPY OF THE FOLLOWING APPROVALS	CITY ENGINEER , DNR PUBLIC WASTEWATER SYSTEM CONSTRUCTION PERMIT, DNR WATER SYSTEM CONSTRUCTION PERMIT, NPDES ERSION CONTROL PERMIT, SIGNED DEVELOPER'S AGREEMENT, RECORDED COPY OF OFFSITE EASEMENTS (if applicable), AND OTHER APPLICABLE STATE/FEDERAL PERMITS.		
<b>13</b>	I AGREE TO THE CONDITIONS SET FORTH AND UNDERSTAND THAT THE WORK MUST BE DONE IN CONFORMANCE WITH APPLICABLE LAWS, SPECIFICATIONS, AND APPROVED PLANS.			
	Signature of Owner or Authorized Agent :	DATE:	PRINT NAME:	
<b>STAFF USE ONLY</b>	ACCEPTED BY:	DATE:	PERMIT NUMBER:	APPROVAL DATE:

**Notes:**

1. Two sets of City approved plans shall accompany this permit application. One paper copy and one portable document format.
2. This permit is issued for the purpose described in this application with the express condition that every agreement and covenant in this permit application is faithfully performed and that the work shall be performed in accordance with approved plans including City of North Liberty Municipal Design Standards and Specifications and any special provisions attached, which are hereby made part of this permit.
3. A copy of the subdivision Construction Permit along with a City approved set of plans must be maintained at the jobsite and available upon request.
4. The City Engineer may require preconstruction meeting.
5. State Statutes require proper notification of Iowa One Call at 1-800 292-8989 prior to excavation.
6. During construction of this project the developer/contractor shall be required to perform daily dust control, clean-up and maintenance of all adjacent and offsite roadways used during the course of construction.

City of North Liberty

**Subdivision Construction General information:**

1. A City of North Liberty subdivision construction permit must be acquired before beginning any work on new subdivisions.
2. The City inspects improvements as constructed. **Call 626-5713 to schedule inspections.**
3. The stormwater pollution prevention plan (SWPPP) shall be implemented prior to starting work. The SWPPP shall be kept on site at all times, and revised as needed to accommodate phasing or additional erosion or sediment controls. If a problem is noted by the City, the construction manager will be notified. The developer is responsible for designing and implementing changes needed to rectify any erosion problems.
4. Construction manager shall notify the City Engineer at least 48-hours prior to paving in order to arrange for concrete testing. No paving shall be placed until the sub grade has passed sub grade inspection.
5. City inspector shall witness all sewer and watermain testing.
6. The construction manager and/or developer's engineer shall inspect the subdivision before contacting the City for final walk through of the subdivision to ensure that the improvements have in fact been satisfactorily completed.
7. The construction manager shall contact the City Inspector at least 14 calendar days prior to a City Council meeting date to schedule a final walk thru. City Council generally meets on the second and fourth Tuesday of each month. Subsequent walk thru's may be necessary.
8. The subdivision construction manager should be aware of any additional requirements of the subdivision that may be contained in the Developer's Agreement with the City.
9. All improvements must be completed including, but not limited to: lot staking, private utility installations, streetlights, as-builts, final grading, seeding and other erosion control measures before acceptance of the subdivision.
10. The developer may petition the City Council on a case-by-case basis for acceptance of the subdivision prior to 100% completion of the improvements. Approval will be strictly subjective and likely for only "minor" item(s) that have not been completed. Acceptance shall be in accordance with Section 16.20.020 of the Municipal Code.
11. If the Council allows acceptance prior to installation of a private utility or streetlight, the developer shall provide written documentation from the applicable utility company that all deposits/costs have been paid and also provide a schedule for when the utility shall be installed.
12. Record as-built drawings including surveyed as-constructed utility locations and elevations, topographic surveyed information for all ponds and drainage swales shall be approved prior to acceptance of the subdivision. Both hard copy and electronic AutoCAD as-builts shall be submitted.
13. Subdivision acceptance by the City does not release the Owner/Developer from the NPDES erosion control or other State/Federal permit obligations.
14. Before final acceptance by Council, the owner shall reimburse the City for all fees associated with plan reviews and inspections.

I have read and understand the Subdivision Construction General Information.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date