



PUBLIC WORKS & WATER RESOURCES
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7160 · www.newarkde.gov

Utility Permit Application

Permit No. _____

Job Location

Street Address/City Zip _____

Lot No. _____ Subdivision _____

Owner Information

Name _____

Phone No. _____ Email _____

Contractor Information

City of Newark License No. _____ Company Name _____

Contact Name _____

Phone No. _____ Email _____

Acknowledgement

I, the undersigned, hereby certify that I own the above-referenced property or act as an authorized agent for the contractor/owner and have the authority to make this application; that the information is complete and correct; and that the construction and/or use will conform to City of Newark code and other applicable laws and regulations which relate to the property.

Applicant's Name (Please Print) _____

Applicant's Signature _____ Date _____

Project Details

Renovation or Repair to: Curb Roadway Sidewalk

Dimensions _____ by _____ Number of blocks _____

Additional Information _____

Charge for Permit \$60.00

This work shall be executed in accordance with the rules and regulations adopted by the City of Newark. The work shall be started within thirty days from the date of this permit and pushed to completion with as little delay to traffic and the general public as possible. Every precaution must be taken to protect the general public while this work is in progress. The right to work under this permit expires six months from date of this permit unless the permit is renewed or extended upon application. The Contractor must contact the Department at least twenty-four hours prior to start of work. All excavations within the right-of-way that cannot be permanently restored the same day shall be temporarily repaired with cold patch or other City approved equal.

(Office Use Only)

Mark One: Approved _____ Denied _____

Authorized Signature _____ Date _____



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Utility Permit General Comments:

1. All utility installations require mark-out of existing utilities per Miss Utility rules.
2. All work must be done in accordance with the City of Newark specifications with required inspection. For inspection prior to concrete pour, or material placement call the Public Works Department 24 hours in advance of any work at 366-7000. All work performed within the Public Right-of-Way must be completed between the hours of 7am and 4pm, unless otherwise approved by the Public Works and Water Resources Department. Any work completed outside normal business hours may result in additional costs to cover overtime pay for the City Inspector.
3. Traffic control must be in accordance with the Delaware Manual on Uniform Traffic Control Devices (MUTCD – Latest edition).
4. If valve box adjustment is required, contact the Public Works Department 48 hours in advance at 366-7000.
5. Any damage to roadway, curbs, or sidewalk must be repaired to the satisfaction of the City and must be inspected.
6. All state roads require a Delaware Department of Transportation Permit.
7. No hand-holes, pull boxes, junction boxes, etc., can be located over storm sewer pipes or within 10' of catch basins if the boxes are installed in the grass strip between the sidewalk and the curb.
8. All property owners must be notified of work and of any hand-hole boxes that will be located in their grass plots.
9. Pull boxes, junction boxes, hand-holes, etc., shall not be installed over top water mains or services and 10' from fire hydrants. When underground utilities are installed parallel to existing water main a 4' horizontal and 2' vertical clearance shall be made. No utility installation is allowed directly above a water main or service. An 18" clearance is required on all crossings.
10. No utilities shall be installed directly above electric lines. Utilities running parallel to electric lines shall have 2' horizontal and vertical clearance and a 2' clearance from all electric poles. Utilities to be installed next to utility poles shall not proceed prior to notifying the City of Newark Electric Department at 366-7000.
11. All utility installations other than the City of Newark shall provide warning tape 1' above the utility.
12. All utilities shall be installed a minimum of 1' clear from back side of curbs and sidewalks. A minimum depth of 3' along curbs and a minimum depth of 1½' beneath sidewalks shall be maintained.
13. All excavation in roadway is considered spoil material. A minimum of 1' crusher run backfill shall be placed over any select material required by utility patch.
14. All temporary patching in roadways must use cold patch.
15. Any pavement markings that are disturbed must be placed back in kind.
16. A utility map is required for exact dimensioning from back of curb and sidewalk indicating depths and showing all pull box, hand-hole, and junction box locations.
17. The City retains the right to refuse locations not in accordance with these notes and the installer is responsible for the removal and reinstallation upon notice.
18. The City shall not be held liable for damage to any utilities that are installed over, under, or too close to previously installed City of Newark utilities, curb or sidewalk. The utility shall be responsible for all repair, removal, and reinstallation costs.
19. The utility shall call the appropriate City department for approval prior to deviating from the above requirements. All departments can be reached at (302) 366-7000.
20. The appropriate city departments may require a walk through prior to start of installation. Call to inquire about and schedule with the department.