



# Dodge City's, General Information For Driveway/Sidewalk Permits, Utility Permits.

All private construction and/or maintenance activities which take place within the City right-of-way are subject to oversight by the City. This is most usually accomplished via a permit application and review process. The most commonly requested permits fall into the following categories:

- Sidewalk and driveway construction/repair which takes place within City right-of-way is regulated by a permit process in order to assure optimal user safety. Permit applications and further information is available as cited below.
- Utility construction and maintenance activities are also regulated by permit. Questions regarding the activities of a particular utility within the right-of-way may be directed to the phone number below.

The [Utility Right Of Way Permit](#) and the [Driveway / Sidewalk Permit](#) (fillable forms) are now available online. If you have any questions or an electronic submittal, please e-mail [Engineeringpermits@dodgecity.org](mailto:Engineeringpermits@dodgecity.org) or call Engineering Department at (620)225-8106. Any sidewalk or street closures will require a traffic control plan to be submitted with the permit application. Please be aware, it may take up to 7 days to review and approve a permit. The [Permit Fee Schedule](#) is also available in a PDF format.

Permit applications and detailed instructions are also available the City Hall Office Building, 806 Second Ave., Dodge City, Kansas 67801.

For all other permitting questions, please call (620) 225-8105.

## **WORK NOT REQUIRING A PERMIT**

The "Public Right-of-Way" generally includes the area from your front property line to the property line across the street. Any construction within this area is restricted to licensed contractors only.

The following are examples of work allowed in the public right-of-way, and not requiring a permit. If in doubt, please call to (620) 225-8100 for assistance.

- Cleaning of leaves, lawn cuttings or debris, produced in the maintenance of the property
- Installation and maintenance of sprinkler systems, plants, and removable bricks in the Right-of-Way. Repair of sprinkler system lines also do not need a permit.

This is all done in an effort to keep the City of Dodge City uniform and beautiful. Your cooperation is greatly appreciated in holding up our great standards.

## **CITY OF DODGE**

### **REQUIREMENTS FOR PERMITS FOR CONTRACTORS**

1. REQUIRED- MUST BE A LICENSED CONTRACTOR OR UTILITY COMPANY/CONTRACTOR
2. REQUIRED-CONTRACTOR SHALL PROVIDE PROOF OF LIABILITY INSURANCE AS REQUIRED BY SECTION 4117 OF THE CODE OF THE CITY OF DODGE.
3. MUST CALL KANSAS ONE-CALL (1-800-344-7233) BEFORE EXCAVATING.
4. PERMIT COST IS \$25.00 PRIOR TO CONSTRUCTION; IF PERMIT IS NOT OBTAINED PRIOR TO CONSTRUCTION, THE PERMIT PRICE DOUBLES TO \$50.00.
5. AFTER PERMIT IS APPROVED BY ENGINEER, CONTRACTOR MUST CALL FOR INSPECTIONS 24HRS. IN ADVANCE (225-8106) AFTER FORMS ARE SET AND BEFORE CONCRETE IS PLACED AND AGAIN AFTER THE PROJECT IS FINISHED FOR FINAL INSPECTION.
6. **ALL CONCRETE DEBRIS MUST BE REMOVED BY THE CONTRACTOR AND TAKEN TO THE FORD COUNTY LANDFILL OR AN APPROVED SITE. DO NOT PILE MATERIALS IN ALLEY OR IN THE RIGHT-OF-**

**WAY, CITY SANITATION WILL NOT TAKE CONSTRUCTION DEBRIS (SPECIAL HANDLING ORD. ARTICLE 5, 15-510) FINES WILL APPLY ACCORDINGLY, AT THE DISCRETION OF THE CITY ENGINEER, IF VIOLATED.**

## **REQUIREMENTS FOR DRIVEWAYS SIDEWALKS**

1. A DRAWING MUST BE SUBMITTED AT THE TIME OF PERMIT APPLICATION SHOWING:
  - a. THE PROPERTY'S MEASUREMENTS
  - b. WIDTH OF DRIVEWAY AT STREET
  - c. WIDTH OF DRIVEWAY AT RIGHT-OF-WAY/PROPERTY LINE
  - d. MEASUREMENT OF PROPERTY FROM EACH PROPERTY LINE TO EACH EDGE OF DRIVEWAY
2. DRIVEWAY MUST BE 6" THICK WITHIN THE CITY'S RIGHT-OF-WAY FOR RESIDENTIAL 7" THICK WITH REINFORCEMENT FOR COMMERCIAL.
3. EXPANSION JOINT REQUIRED AT PROPERTY LINE.
4. IF SIDEWALK IS INVOLVED AND DRIVEWAY CROSSES IT, THE SIDEWALK MUST BE REMOVED AND REPLACED. THE SIDEWALK MUST MEET THE SAME THICKNESSES OF #4 ABOVE, THE SIDE SLOPE CAN BE NO MORE THAN ¼" PER FOOT AND IT MUST BE A MINIMUM OF 4' WIDE.

## **REQUIREMENTS FOR UTILITIES PERMITS**

1. A DRAWING MUST BE SUBMITTED AT THE TIME OF PERMIT APPLICATION SHOWING:
  - a. THE UTILITY LINE INSTALLATION LOCATION WITH DIMENSIONS
  - b. ANY STREET/ALLEY CROSSINGS
  - c. ANY DRIVEWAY CROSSINGS

2. DRIVEWAY/SIDEWALK CROSSING SURFACING REPLACEMENT MUST MEET SAME REQUIREMENTS AS IN THE STANDARDS SET FORTH UNDER DRIVEWAY/SIDEWALK PERMITTING.

3. STREET/ALLEY CROSSING SURFACING REPLACEMENT MUST MEET THE FOLLOWING:

A. TRAFFIC CONTROL REQUIREMENTS:

- 1) Must use traffic control signage/methods as per Manual on Uniform Traffic Control Devices (MUTCD). On jobs where a specific traffic control plan is required work shall not begin until the plan has been reviewed and approved by the City.
- 2) One travel lane must remain open at all times unless otherwise specified on the traffic control plan.

B. PAVEMENT CUTS

- 1) All pavements, including driveway crossings and curbs, shall be saw cut prior to final repair.
- 2) Excavated spoils may not be stockpiled in the street for more than 24 hours.
- 3) Concrete wash water, saw cut slurry, mud or other debris may not be washed into the City's storm or sanitary systems or deposited in the right-of-way, or alley.

C. TRENCH BACKFILL REQUIREMENTS

- 1) Trenches shall be backfilled with the native base material compacted in 6" lifts to a minimum of 95% density or backfilled with a Controlled Density Fill (flowable fill) to a maximum height equal or just below the existing base material. Any other backfill material must be approved prior to using.
- 2) Controlled Density Fill shall be used if specified on the approved permit. CDF shall meet the requirements of City of Dodge City Standard Specifications.

D. PAVEMENT PATCHING

- 1) Asphalt Pavement Patching shall be installed in a minimum of 2 lifts (maximum lift of 4") of hot mix asphalt with the seams tack coated. The thickness of asphalt patches will match the existing street thickness.

- 2) Concrete Pavement Patching will be doweled into existing concrete pavement and will be reinforced with approved welded wire reinforcing or approved rebar. It will have either a light broomed or a burlap drag finish.

#### E. EROSION PREVENTION AND SEDIMENT CONTROL REQUIREMENTS

- 1) Erosion Control Plans are needed only as required by the City Engineer.
- 2) Any changes in Erosion Control Plan must be preapproved by City Engineer before work starts.

#### F. BORING MUD/DIRECTIONAL DRILLING

- 1) All "Boring Mud" and material produced from any boring/directional drilling shall be contained at the construction site and be disposed of at an approved site. This material shall not be allowed to flow in the curb & gutter, street, drainage ditch, alley, etc.

#### G. SITE RESTORATION

- 1) All areas disturbed through the excavation by this Utility Permit shall be restored to prior excavation condition. Restoration shall include all necessary grading and seeding of disturbed areas and or replacement of pavement. Adjacent property owners shall be made aware of any damages to sprinkler systems, fences, and etc. caused by this excavation.
- 2) CONCRETE WASH WATER, SAW CUT SLURRY, MUD, OR OTHER DEBRIS MAY NOT BE ALLOWED TO ENTER THE CITY'S STORM OR SANITARY SEWER SYSTEMS OR DEPOSITED IN THE RIGHT-OF-WAY OR ALLEYS.
- 3) EXCAVATED SPOILS MAY NOT BE STOCKPILED IN THE RIGHT-OF-WAY FOR MORE THAN 24 HOURS.