



Department of Planning and Development
2348 S Brentwood Blvd. Brentwood, MO 63144
Ph. 314-962-4800 / fax 314-962-0819
www.brentwoodmo.org

PERMIT #: _____

DATE ISSUED: _____

Application for a Facilities Permit on Right of Way (ROW) or Private Property

Applicant Information:

Representative: (This is the person who the City will contact regarding the proposed Facilities Work. The designated contact person must be available for contact 24 hours/ day, 7 days/week.)

Name: _____

Address: _____ Phone: _____

Alt. Phone (cell): _____ Fax: _____

Person on whose behalf work is to be performed (if different from representative) :

Name: _____

Address: _____ Phone: _____

Alt. Phone (cell): _____ Fax: _____

Location of Right of Way or Address of Subject Property: _____

Expected Start Date of Construction: _____ Expected End Date of Construction: _____

I certify that to the best of my knowledge all application materials are attached and this application is complete. I further certify that I have received and read Brentwood Ordinance No. 4089, that I understand the requirements set forth therein, and that I will comply with the same. I further understand that failure to comply with the same may result in the City requiring the removal of the Facilities.

Signature of Applicant

Date

OFFICE USE ONLY

FEES:
Application Fee: \$ _____ Check #: _____
Surety Amount (Set by B.O.): \$ _____ Date Received: _____
Inspection Fee: \$ _____ Date Deposit Refunded: _____
Total Received from Applicant \$ _____

Final Inspection (authorized release of surety): _____

Review by Director of Planning & Development (Signature and Date):

Approved: _____

Denied: _____

Comments: _____

Facilities Permit Application Instructions

Pursuant to Section 3 of Ordinance No. 4089, an Application for Facilities Permit on Right Of Way (ROW) or Private Property is required by the City of Brentwood when any person desires to perform ROW Work or to place Facilities on private property in addition to any other building permit, license, easement, franchise, or authorization required by law.

Procedures for Obtaining a Facilities Permit

1. Submit 3 copies of a complete Facilities Permit application, including all applicable materials, to the Department of Planning & Development. The Facilities Permit application form can be obtained from the Department of Planning & Development or from the City's website at www.brentwoodmo.org under Permits and Forms.
2. The following items must accompany the Facilities Permit application:
 - Brief description of the proposed work depicting the nature, dimensions and description of the facility's proximity to other facilities that may be affected by the proposed work. This shall be in narrative format.
 - Conceptual Master Plan Engineered Site Plan
 - Plans/Technical Drawings
 - Number of Street Crossings and their Locations and Dimensions (if applicable)
 - Copies of Certificates of Insurance and Performance and Maintenance Bonds (if applicable)
 - \$100 Application Processing Fee
3. Written Notice to Property Owners:

At least 48 hours prior to commencing work, applicants must notify property owners within one-hundred and eighty-five (185) feet of the site. A mailing list will be provided by the City after receipt of the application materials. Notice must include a reasonably detailed description of the work to be done, the location of the work, and the time and duration of the work. Applicants must provide an affidavit stating the letters were mailed, with a copy of the letter and mailing list attached, prior to issuance of the Facilities Permit.
4. Prior to the issuance of a Facilities Permit, the applicant shall make a surety deposit with the City. An inspection shall be performed to ensure the site complies with the submitted plans. Upon final inspection of the proposed work, the surety amount will be refunded if the work area is restored satisfactorily.
5. Depending on the nature of the proposed work, additional permits may be required.
6. Please contact the Department of Planning & Development at (314) 962-4800 with any questions about Facilities Permits.

A complete description of the Facilities Permits requirements can be found in Ordinance 4089, which is available in the Department of Planning & Development or on the City's website.