



*"Village with a Past, City with a Future"*

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January 28, 2015

To All Contractors and Utility Companies

## **EXCAVATION IN THE CITY OF KENAI'S RIGHT-OF-WAYS**

**Prior to doing any work within the City of Kenai's right-of-ways, you need to contact the Public Works Department at [publicworks@kenai.city](mailto:publicworks@kenai.city) or at 283-8236 to obtain a Yearly Excavation Permit. This permit is good for one calendar year to do excavation work in the City's right-of-ways. You will also need an Individual Project Application for each project you do. **ALL PERMITS EXPIRE EACH CALENDAR YEAR ON DECEMBER 31<sup>ST</sup>.****

I have enclosed the following for you:

1. **Chapters 18.20, 18.25, and 18.27 of the Kenai Code**, which deal with excavations in City streets. Please read these chapters carefully. These chapters in the Code are subject to change by the Council of the City of Kenai. You will have to adhere to any changes made at the time the changes go into effect. Your application for a Yearly Permit requires you to fully understand them.
2. **Application for Contractor's Yearly License**. This application needs to be fully completed with all the attachments furnished prior to issuing the Yearly License.
3. **Waiver of Worker's Compensation Coverage**. This is to be filled out only if you do not have any employees and do not have Worker's Compensation Insurance.
4. **Construction and Excavation Permit Bond**. This is a sample form that may be used. Forms submitted by the bonding companies may also be acceptable.
5. **Contractor's Yearly License**. After the City has received and approved all the information you have submitted, you will be issued this Yearly License.

6. **Individual Project Application.** This form needs to be filled out for each individual project. The City has to approve each project prior to start up.
7. **Detour Description.** A detour description and location sketch has to be filled out and approved by the City prior to the start of any work which requires a detour.
8. **Exception to Assigned Utility Location.** This form is for Utility Companies only when they want to place their lines outside of their assigned area.

If you have any questions, please contact the Public Works Department at 283-8236.

Sincerely,

A handwritten signature in black ink, reading "Sean Wedemeyer", with a long horizontal flourish extending to the right.

Sean Wedemeyer  
Public Works Director