



TOWN OF MANILA, UTAH
145 E HWY 43/PO BOX 189
Office: 435-784-3143
Fax: 435-784-3356

Applicable Fees Paid: _____

Town of Manila

Street Cutting Permit Application

Applicant Checklist

Purpose of this checklist:

This checklist is provided to help applicants and contractors ensure all necessary project details, contractor credentials, traffic management plans, and signatures are complete when submitting a Street Cutting Permit Application to the Town of Manila. Reviewing this checklist prior to submission helps ensure a complete submittal package and prevents unnecessary delays in obtaining public works and town approval.

1. General Submission Requirements

- ☐ Application form completed in full.
- ☐ Scaled project sketch attached (or drawn on the back of the application) including street names and showing the proposed work.
- ☐ Application date recorded.

2. Applicant & Contractor Details

- ☐ **Applicant / Contact Information Provided:**
 - ☐ Contact person name
 - ☐ Company name (if applicable)
 - ☐ Address, City, and Zip code
 - ☐ Phone and cell numbers
 - ☐ Email address and fax number
- ☐ **Excavator / Contractor Information Provided:**
 - ☐ Contact person name
 - ☐ Company name
 - ☐ Address, City, and Zip code



TOWN OF MANILA, UTAH
145 E HWY 43/PO BOX 189
Office: 435-784-3143
Fax: 435-784-3356

- ☐ Phone and cell numbers
- ☐ Email address and fax number
- ☐ Contractor License Number

3. Street Cut & Schedule Details

- ☐ **Location of Cut:** Specific street address or location described.
- ☐ **Purpose of Cut:** Reason for street excavation clearly stated.
- ☐ **Cut Dimensions Recorded:**
 - ☐ Width
 - ☐ Length
 - ☐ Depth
- ☐ **Project Schedule:**
 - ☐ Approximate Project Start Date provided.
 - ☐ Approximate Project End Date provided.

4. Traffic Impact Plan

- ☐ Selected applicable traffic impact category:
 - ☐ Road Closure / Detour
 - ☐ Road Closure / One Way Traffic with Flaggers
 - ☐ Lane Closure (both directions still open)
 - ☐ Sidewalk Closure
 - ☐ Shoulder Closure / Lane Shift
 - ☐ No Traffic Impact
 - ☐ Other (specified)

5. Certification & Signatures

- ☐ Perjury and compliance certification statement read and understood.
- ☐ Full printed name of applicant/representative provided.
- ☐ Applicant/representative signature and date attached.



TOWN OF MANILA, UTAH
145 E HWY 43/PO BOX 189
Office: 435-784-3143
Fax: 435-784-3356

6. Town Office & Public Works Review — *For Office Use Only*

- ☐ Application Number assigned: _____
- ☐ Receipt Number recorded: _____
- ☐ Excavator bonded with City: [] Yes [] No
- ☐ Workers' Compensation Certificate provided: [] Yes [] No
- ☐ Certificate of Insurance provided: [] Yes [] No
- ☐ Age of surface verified: [] More than 3 years [] 3 years or less
- ☐ Fee calculation completed.
- ☐ Approved by Public Works Director & Date: _____
- ☐ Approved by Mayor & Date: _____

Statutory & Code References

Town of Manila Code & Ordinances

- Street Excavation and Public Right-of-Way Ordinance: Regulates cuts, utility trenches, and excavations within municipal streets and rights-of-way; mandates municipal permits prior to breaking surface pavement.
- Public Works Standards & Engineering Specifications: Sets requirements for trench backfilling, soil compaction, resurfacing standards, and differential fee structures based on asphalt surface age (e.g., surfaces 3 years or less vs. over 3 years).
- Right-of-Way Bonding & Insurance Policy: Requires contractors performing work on municipal property to maintain active city bonding, statutory Workers' Compensation coverage, and General Liability insurance naming the Town of Manila as an additional insured.
- Traffic Control & Work Zone Safety Standards: Requires proper temporary traffic control plans, flaggers, lane closures, detours, and signage complying with municipal right-of-way safety guidelines.

Utah Code Annotated (UCA)

- UCA Title 54, Chapter 8a (Damage to Underground Utility Facilities / Blue Stakes): Mandates that any person or contractor performing excavation within public roads



TOWN OF MANILA, UTAH
145 E HWY 43/PO BOX 189
Office: 435-784-3143
Fax: 435-784-3356

or easements notify the regional notification center (Utah 811 / Blue Stakes) prior to digging to prevent utility damage.

- UCA § 10-8-14 & § 10-8-15: Grants municipal statutory authority to construct, control, manage, and repair municipal streets, alleys, sidewalks, public utilities, and right-of-way access.
- UCA § 58-55-101 et seq. (Utah Construction Trades Licensing Act): Governs state licensing requirements for general engineering and excavating contractors operating within public rights-of-way.
- UCA § 34A-2-201: Mandates required Workers' Compensation coverage for employees engaged in construction or excavation work within the State of Utah.

Important Reminder

Street cutting or excavation work within the public right-of-way cannot begin until the permit has been formally approved by Public Works and the Mayor. Contractors must maintain appropriate traffic controls as designated on the application throughout the duration of the project.

Town of Manila

145 East Hwy 43

P.O. Box 189

Manila, Utah 84046

Phone: (435) 784-3143 | Fax: (435) 784-3356