

**CLAREMONT DEPARTMENT OF PUBLIC WORKS  
PERMIT APPLICATION COVER SHEET**

**Dear Applicant:** Please fill out all applications which apply to your activity as completely and accurately as possible. Be sure to include sketches on the attached forms for any work involving pipe placement of any kind, incorporating pipe size, material, distance to property boundaries, elevations (sewer only), etc. *Failure to do so may result in processing delays.*

All fees must be paid, appropriate signatures attained, and bonds (if required) posted prior to any permit being granted. All highway and right-of-way cuts require the posting of a minimum \$2,500 bond which will be returned upon D.P.W. approval of the completed activity. Other retainers may be higher when, in the opinion of a D.P.W. Superintendent, the activity has the *potential* of causing greater damage to any portion of the City's infrastructure.

For each permit application submitted, a one-time fee of \$75.00 shall be charged. ***For example:***

Driveway Permit.....	\$75
Water Connection Permit.....	\$75
Sewer Connection Permit.....	\$75
Highway Open Cut.....	<u>\$75</u>
Total permit fees due =	\$300.00

**Note:** This fee does not include water and sewer capacity replacement charges, water and sewer connection fees, backflow device fees(if applicable), or water and sewer inspection fees. These fees are attached for your information and are on file at the City Clerk's Office. All fees are to be paid in full before any permit is granted.

**This cover sheet shall remain with the application(s). All permit applications require the following information to be filled out below by applicant:**

**Type of activity(ies)** \_\_\_\_\_

**Exact location of activity** \_\_\_\_\_ **Map** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Owner name, address & phone #** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor name, address & phone #** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of application** \_\_\_\_\_ **Anticipated start date** \_\_\_\_\_

**Signature of applicant** \_\_\_\_\_