



Monument Encroachment Permit Application

This Monument Encroachment Permit Application identifies the requirements and process to work within the vicinity of a survey monument within the jurisdiction of the Weber County Surveyor's Office.

It is the responsibility of the applicant to know and understand the terms of the permit outlined herein. If any part of this application is not clear, please contact the Surveyor's Office prior to the submittal of this application.

APPLICATION DEADLINE: This application, with the associated escrow and inspection fees must be submitted to the Weber County Surveyor's Office a minimum of five (5) business days prior to the commencement of work activities in the vicinity of a survey monument.

Monument Encroachment Permits will only be granted upon receipt of the following:

- A completed monument encroachment permit application.
- Payment of the corresponding escrow and inspection fees.
- A copy of the approved engineered plans or construction drawings for the work to be performed (where applicable).

The completed application and corresponding escrow and inspection fees, when submitted shall constitute a signed contract that the applicant will comply with the terms of this permit, county ordinance, and state law. When all application requirements have been met, the Weber County Surveyor's Office will assign a Permit Manager to issue a monument encroachment permit to the applicant for each monument within the project and proceed with the following process.

Process

- Step 1 - Upon issuing a monument encroachment permit, the County Surveyor's Office will begin monument preservation work within three (3) business days (excluding holidays and weekends). If monument preservation work cannot begin within three business days due to unforeseen workloads or circumstances, the Permit Manager shall notify the permittee of the intended start date.
- Step 2 - When monument preservation work has been completed, the Permit Manager shall issue a *Notice to Proceed* (green sheet) to the site manager for each monument and send a copy to the permittee.
- Step 3 - **Only after the *Notice to Proceed* has been granted, may work commence within the vicinity of a monument.** Depending on the course of construction the monument will either:
- A) stay in original location undisturbed.
 - or
 - B) be demolished, completely removed, and replaced if necessary.
- Step 4 - When a monument is to be completely removed, the contractor shall notify the Permit Manager and provide a window of no less than one hour prior to the removal of the monument for the Permit Manager to inspect the monument for historical evidence typically buried alongside the monument. When possible the contractor shall assist the Permit Manager in their search for the historical evidence of the monument.



- Step 5 - When all work around the monument is completed, the permittee shall give written notification to the Permit Manager to:
- A) have an undisturbed monument inspected.
 - or
 - B) identify the position of the new replacement monument on the ground.

- Step 6 - Upon receipt of the written notification from the permittee, the County Surveyor's Office will within three (3) business days:
- A) inspect the undisturbed monument and issue a:
 - 1. *Notice of Compliance* (pink sheet) for monuments completely undisturbed to the site manager for each monument and send a copy to the permittee.
 - or
 - 2. *Notice to Reconstruct* (yellow sheet), for monuments which have been disturbed in any way, to the site manager for each monument and send a copy to the permittee.
 - or
 - B) identify the re-position point on the ground (mag nail in asphalt, hub and tack in earth) for the new replacement monument and issue a *Notice to Reconstruct* (yellow sheet) to the site manager for each monument and send a copy to the permittee.

If the work requested of the County Surveyor's Office cannot be performed within three (3) business days due to unforeseen workloads or circumstances, the Permit Manager shall notify the permittee of the intended date to perform the work.

- Step 7 - Upon receipt of the *Notice to Reconstruct* the permittee shall:
- A) oversee the construction of the appropriate monument in the appropriate location, per direction of the Permit Manager, in accordance with the Weber County Public Works Standards Plans SRV1 – SRV7 as applicable, and any other additional requirements as directed by the Permit Manager.
 - A) **insure that the center of the constructed monument and cap does not exceed 0.04' (approx. ½") in any direction from the actual surveyed re-position point provided by the County Surveyor's Office.**
 - B) insure that the monument cap is oriented correctly and remain unmarked and clean.
 - C) complete the installation of the monument within thirty (30) days of the *Notice to Reconstruct* date.

- Step 8 - When the monument construction is complete, the permittee shall give written notification to the Permit Manager to have the reconstructed monument inspected (only when all work around the monument is completed).

- Step 9 - Upon receipt of the written notification from the permittee, the County Surveyor's office will within three (3) business days inspect the reconstructed monument and:
- A) mark the cap per Weber County Public Works Standards Plan SRV7 and issue a *Notice of Compliance* (pink sheet) to the contractor on site for each monument and send a copy to the permittee.
 - or
 - B) require necessary corrections and issue a *Notice to Reconstruct* (yellow sheet) to the contractor on site for each monument and send a copy to the permittee.



If the inspection requested cannot be performed within three (3) business days due to unforeseen workloads or circumstances, the Permit Manager shall notify the permittee of the intended date to perform the work.

Step 10 - After issuance of the *Notice of Compliance* the Weber County Surveyor's Office will process the refund of the monument encroachment permit escrow to be refunded.

Fee Schedule

The permittee shall deposit with the County Surveyor's Office a non-refundable inspection fee, to cover the cost incurred by the monument preservation work and inspections, at the time of submission of the permit application for each monument. The permittee shall also deposit with the County Surveyor's Office a refundable escrow deposit at the time of submission of the permit application for each monument. When the terms of the permit have been fulfilled the escrow deposit shall be refunded to the permittee. In the event that the terms of the permit have not been fulfilled, the County Surveyor may deem the permit to be in default and the escrow deposit shall become forfeited funds and be the property of the County Surveyors Office.

Non-Refundable Inspection Fee: \$200.00 each Monument

Refundable Escrow: \$800.00 each Monument

Illicit Destruction of a Monument:

Any damage, disruption, removal, or covering with a hard surface (including but not limited to asphalt, concrete, metal, ect.) of any monument, including the associated concrete collar and metal cover **before a Notice to Proceed is issued** by the County Surveyor's Office shall constitute the illicit destruction of a monument. The illicit destruction of a monument penalty includes but is not limited to a fine in the amount of **\$1,000.00 per monument** in accordance with Weber County Code Section 45-5-6.

Permit Deadline

The permit expires ninety (90) days after the application date or upon receipt of *Notice of Compliance* from the County Surveyor's Office. A request for an extension of additional time up to ninety (90) day may be granted by the County Surveyor. Requests for an extension of time, together with the reason thereof, shall be submitted in writing to the County Surveyor for approval before the expiration of the permit.

For Your Information

All materials, safety equipment, and labor necessary to construct the required survey monuments shall be provided by the permittee. However, due to the time frames involved in ordering some of the materials necessary for building the monuments the Weber County Surveyor's Office may have some quantities of rod sections, rod drive points, security sleeves, monument access covers, monument caps, pipe monuments, and monument frame and covers on hand and available for purchase. Contact the Surveyor's Office at 801-399-8020 for availability and pricing.

The permittee hereby indemnifies Weber County and the Weber County Surveyor's Office of any and all claims, demands, losses, damages, injury, or liabilities incurred by the public or employees of the permittee as a result of work activities related to this permit and is hereby responsible for all work, employees, safety procedures, safety equipment, and liability associated with this permit.



Permittee Information

Name:		Application Date:
Phone Cell:	Email:	
Company:	Title/Position:	
Company Mailing Address:	Phone Office:	
	Escrow check to be refunded to: <input type="checkbox"/> Permittee <input type="checkbox"/> Company	

Site Manager/Foreman Information

Name:	
Phone Cell:	Email:
Company:	Title/Position:

Project Information

Type of work to be performed in the vicinity of each monument: <input type="checkbox"/> Light Duty – Hand tools only. <input type="checkbox"/> Heavy Duty – Power Tools or Machinery		Construction Start Date:
Are there Engineered Plans or Construction Drawings for this project: <input type="checkbox"/> Yes <input type="checkbox"/> No	Company who prepared the plans:	
	Engineer/Designer:	
Engineer/Designer Email:	Engineer/Designer Phone Office:	

Monument Information

Monument Number:	Approximate Address:	Anticipated Impact: <input type="checkbox"/> Leave Undisturbed <input type="checkbox"/> Remove and Replace
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If needed additional monuments to be listed on a separate sheet and attached.

