

# INSTRUCTION SHEET

## TRENCHING

*This instruction sheet is for trenching only. For other projects, please disregard.*

1. Complete the top of the Trenching Permit listing the type of project to be completed and the name, address, and phone number of the property owner and contractor.
2. Provide a sketch in the space provided on the Trenching Permit or a plat, indicating the proposed trench, and all trees within 75 feet of the proposed work.
3. All permit meetings are scheduled for Monday morning at the following times: 8:45, 9:30, 10:15, and 11:00. To make an appointment, contact City Hall (245-4654) no later than 12:00 pm the Friday preceding the Monday morning meeting. Keep in mind that during certain times of the year, appointments fill up quickly. As a reminder, the permit application must be returned to City Hall no later than 5:00 pm the Friday preceding the Monday morning meeting.
4. For your protection, both the property owner and the contractor must be present at the meeting to sign the permit.