



# Application for Permit to Excavate Street, Sidewalk, Alley or Public Ground

UPDATED – 07/25/2025  
Pursuant to Salem City Title 9

440 E JEFFERSON AVE  
PO BOX 249  
SALEM, SD 57058  
Phone: (605) 425-2301  
Email: [CitySalem@SalemSD.com](mailto:CitySalem@SalemSD.com)

*The City of Salem is an equal opportunity provider, employer and lender.*

<b>Applicant Name</b>		
<b>Mailing Address</b>	<b>Phone</b>	
	<b>Cell</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>		

<b>Contractor Name (if different than applicant)</b>		
<b>Mailing Address</b>	<b>Phone</b>	
	<b>Cell</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>		

<b>EXCAVATION LOCATION</b>	
<b>EXCAVATION PURPOSE</b>	
<b>DURATION OF PROJECT</b>	<b>START DATE</b>

I, the undersigned, request permission to excavate a City Street, sidewalk, alley or public ground at the above location and as shown on the attached layout sheet. In consideration for this permission, I agree to abide by all conditions as herein stated.

- 1) Applicant shall be responsible for all locates and for the removal and disposal of excess dirt, oil, concrete or likes thereof that are the result of the excavation of a street, sidewalk, alley or any public ground. Approval for any excavation covered by this Chapter shall be issued only upon the express condition that the applicant shall put street, sidewalk, alley or public ground back to original condition, including no less than 12" of gravel in any ditch with gravel in uniform six inch (6") layers, with each layer compacted to 97% of the maximum density obtainable at optimum moisture content, patch in cold mix or other appropriate mat on all oiled streets. Repair any curb & gutter or any other concrete or soil disturbed in digging. Applicant shall furnish all material needed to repair street, sidewalk, alley or public ground back to its original condition. If applicant cannot obtain needed cold mix to patch street, then contractor can PURCHASE needed material from the CITY, with the CITY delivering the material to job site. If the excavation of the street requires an appropriate MAT to put the street back to its original condition and the applicant cannot obtain this material at the time of excavation, then the contractor must inform the city, then fill and pack the ditch to original level. At this time the city personnel will inspect the ditch or cut in order to estimate ALL costs associated with repairing the street to its original condition. The applicant will pay this cost at this time and then the City will complete the work at such time matting material is available.
- 2) It shall be the duty of authorized City Personnel to inspect all authorized excavation work at any stage of construction and to ensure compliance with approved requirements. If all back filling, refilling or surfacing is not completed in accordance with approved requirements notice thereof in writing shall be given to the applicant who shall put the same in proper order within a maximum of ten (10) days. If the applicant fails after such notice to complete all requirements the city Council may authorize

the necessary repairs and such applicant shall pay the costs thereof, and until he pays the costs no other permit shall be issued to him or to any person in his behalf.

- 3) Any person receiving approval to make excavations in or upon any street, alley, sidewalk or public ground shall, during the progress and continuance of the work, erect and maintain around the same both day and night suitable guards, fences, flares, and signals so as to prevent injury to persons, animals, or vehicles on account of such excavations. No open trench shall be left open for any more time than considered absolutely necessary or reasonable.
- 4) To indemnify, hold and save harmless the City of Salem, its officers and Employees, from any and all suits, actions or claims of any kind or nature brought because of any injuries or damage received or sustained by any person or property on account of the use or occupancy of street, sidewalk, alley or public ground designated in this application.

\_\_\_\_\_  
SIGNATURE OF APPLICANT(S)

\_\_\_\_\_  
DATE

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**THIS SECTION COMPLETED BY CITY OF SALEM**

**PERMIT NO.** \_\_\_\_\_

1. Prior to commencing excavation and at completion of excavation the applicant shall notify \_\_\_\_\_ at Salem City Hall, Telephone: 605-425-2301, Cellphone: \_\_\_\_\_.

2. Special Conditions:


3. Failure to accomplish the occupancy in accordance with the provisions of this permit will automatically render this permit null and void and where applicable, constitute ground for its full restoration of the site all at the applicant's expense.

This permit to excavate is granted to all conditions as herein stated on \_\_\_\_\_.

\_\_\_\_\_  
PUBLIC WORKS SUPERVISOR

\_\_\_\_\_  
DATE