Excavation Permit
Municipal Code Section 12.05

Step 1: Complete Application
Section 12.05.030

→ **Application Link**

Step 2: Pay Fees & Submit Reimbursement Agreement
Section 12.05.040

↓ 10 Calendar Days

Step 3: Completeness Review by the Town
Section 12.05.050

→ **Incomplete**
Applicant to provide missing items to complete application. Application returns to Step 3.

↓ 10 Calendar Days

Step 4: Review by Town Engineer
Section 12.05.060

→ **Not Approved**
Applicant to respond to comments and application returns to Step 3.

↓ Approved

Step 5: Applicant posts minimum $10,000 surety bond or Letter of Credit
Section 12.05.070

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Step 6: Permit Issued: Valid for 120 Days
Section 12.05.080

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Step 7: Applicant Completes work & notifies the Town
Section 12.05.140 (5)

→ 10 Calendar Days

Town inspects to verify all conditions of the permit and Section 12.05
Section 12.05.140 (5)

Town finds deficiencies

Step 7a: Applicant corrects deficiencies

→ **Step 7b: Applicant extends surety bond for 2 years**
Section 12.05.140 (6)

Town accepts work

2 Years

Defects discovered
Section 12.05.140 (6)

No Defects
Section 12.05.140 (7)

↓

Applicant makes corrections and extends surety bond 2 years
Section 12.05.140 (7)

2 Years

No Defects
Section 12.05.140 (7)

↓

Step 8: Applicant Requests Security Refund