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To: Utility Provider/Contractor

From City of West Fargo Engineering Department

**RE: Soft Shutdown**

This notice is to inform you that as of November 1, 2020, the City will no longer authorize right-of-way permits involving removal of streets and/or sidewalks, unless otherwise deemed a necessary emergency and approved by the Engineering Department. Restoration for all emergency related permits must be complete within seventy-two (72) hours and incorporate cold weather procedures in accordance with city standards for streets and/or sidewalks. In addition, the City will limit the number of active permits for a single entity to a maximum of five (5). Permits are considered active until restoration is completed and approved by the Engineering Department. Once active permits are closed and an entity has less than five (5), the City will issue and authorize additional permits but not to exceed the maximum of five (5).

The City would also like to inform you that on or around December 1, 2020, a “shut-down” will go into effect for all non-emergency right-of-way activities for established residential areas. However, the City will continue to allow the installation of service drops to buildings within their property as well as utilities in commercial districts and new developments. All work within the right-of-way shall cease when the frost depth reaches 1- 1½ feet and/or compromises the integrity of city infrastructure.

Finally, there are several locations where work has been performed, without completed site restorations. Please inspect your sites and complete the necessary restoration. Addressing this now will avoid penalties and delays in obtaining new permits now and/or next spring.

If you have questions regarding this notice, please contact Kayla Volness or Benji Schwartz with the Engineering Department at 701-433-5430.

Thank you!

*Kayla Volness*

Kayla Volness  
Engineering Office Manager