RETAINING WALL PERMIT APPLICATION

CITY *of* CAPE GIRARDEAU

COMMUNITY DEVELOPMENT, 44 N LORMIER ST, CAPE GIRARDEAU, MO 63701 (573) 339-6327

Property Address

Project Description – Type and Height of Retaining Wall

Location of Retaining Wall (NOTE: a corner lot has 2 front yards, one on each street. The yard, or setback, is the distance from the building line to the property line.) ☐ Front Yard ☐ Side Yard ☐ Rear Yard	**Construction Cost**

Property Owner		**Contractor**	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email	Telephone	Email

CERTIFICATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

_____ _____

Owner/Agent Signature Date

_____

Owner/Agent Printed Name

OFFICE USE ONLY

Date Received _____ Munis App # _____

Permit Number_____

CITY OF CAPE GIRARDEAU
RETAINING WALL PERMIT APPLICATION
INFORMATION SHEET

Please read this information sheet in its entirety.

Submit the following items to the Development Services Department for review:

1. A completed retaining wall permit application form, and
2. Two copies of the site plan

The site plan should include, but is not limited to, the following items:

1. A North arrow
2. Location of all existing structures on the lot
3. Building setback distances (building to property line on all sides)
4. Locations of all easements with relative widths
5. Locations of streets, driveways and sidewalks
6. Location of existing fences and retaining walls
7. Location of proposed fence(s) and retaining wall(s), indicating type and height of each
8. Depth and diameter of postholes

Retaining walls over 30” in height require a guard or fence at the higher elevation to prevent falls.

Retaining walls exceeding 4’-0” in height are required to be designed, signed and sealed by a licensed design professional.

It is the responsibility of the owner or the owner's agent to determine the location of property lines and to confirm no utilities are located within the construction area. The property owner or contractor should call 1-800-DIG-RITE (1-800-344-7483) to make a locate request for utilities that might be within the construction area. The property owner is responsible for determining if utility easements exist in the area of the planned retaining wall. Note: Individual utility services, such as sanitary laterals, water service lines, or gas or electric service lines normally do not reside within an easement. Additionally, utility facilities can exist on public right of way in lieu of easement.

If the landowner requests a utility to relocate its facilities, the utility must approve the landowner's requested modification, and the landowner shall be responsible for all utility facility relocation costs.

If easements exist and the landowner proceeds with installing the improvement within the boundaries of the easements, the landowner assumes the responsibility and financial risk that the customer installed obstruction (i.e. fence, retaining wall, etc.) may need to be removed/modified due to existing or future utility facilities. Inspection Services must be notified by the owner, agent or person in charge, when any portion of work is ready for inspection. All work must be inspected before any concrete is placed. This Permit expires 6 months from the date of issue.

Any questions pertaining to Electric or Natural Gas facilities should be directed to Ameren Missouri at 1-800-552-7583.

Submittals are subject to a minimum of five (5) business days for review. *Plan review will not begin before a completed permit application form is submitted.*