



**GUAM WATERWORKS AUTHORITY**

“Better Water. Better Lives.”

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913

Telephone No.: (671) 300-6058

**UTILITY CLEARANCE REQUEST**

Form ENGP-009 (09-09-2024)

For GWA Use			
Date of Form Submittal:		Confirmed Construction Start Date:	
Received By:		Estimated Construction Completion Date:	
Highway Encroachment Permit Number:		Submitted By:	
		Received By:	
		Date Received:	

Instructions

**(1) The confirmed construction start date must be provided to GWA at least 3 full working days prior to the start of construction by calling 300-6058 or emailing [permits@guamwaterworks.org](mailto:permits@guamwaterworks.org). GWA will not conduct a clearance until the construction start date has been confirmed.**

**NOTE: Utility Clearance Requests delayed more than 30 calendar days after the confirmed construction start date will be cancelled and must be resubmitted. Utility Clearance Requests submitted without a confirmed construction start date will not be accepted.**

- (2) This request must be submitted with an aerial photograph or engineering plans that clearly identify the area to be cleared.
- (3) Clearance activities will be scheduled **3 to 5** business days prior to the confirmed construction start date to allow adequate time for OPS managers and the Planning Division to be involved if necessary. GWA must be informed of construction start date changes in order to avoid multiple clearance requests for the same area.
- (4) The area to be cleared must be staked or marked in the field.
- (5) OPS Water/Wastewater managers or Planning Div. Ground Penetrating Radar (**GPR**) services require at least one full working days’ notice to schedule a meeting at the area staked if they need to identify the presence of utilities.

Excavator (Applicant): \_\_\_\_\_

Authorized Representative (If the excavator/applicant is a company): \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Excavation Method: \_\_\_\_\_

Village: \_\_\_\_\_

Street Address: \_\_\_\_\_

DPW Construction Permit: \_\_\_\_\_ DPW Highway Encroachment Permit: \_\_\_\_\_

Job Site Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

By his/her signature below, the Excavator’s authorized representative acknowledges and agrees to the following:

- (1) The excavation is subject to the requirements of Guam Code Chapter 21 Title 71.
- (2) A copy of the approved clearance form must be available for inspection by GWA at the job site.

- (3) The clearance is strictly limited to GWA utilities.
- (4) The clearance is valid for 10 days from the date cleared or when field markings become unclear, whichever is sooner.
- (5) The approximate location of underground utilities will be marked based on available GWA records.
- (6) A map of approximate utility locations may be provided. The Excavator is responsible for field-verifying map information.
- (7) Utility lateral locations will vary and might not be marked.
- (8) Due to variations in depth, GWA makes no representations with respect to how deep a utility may be. GWA will not be held responsible for the absence of warning tape or bedding sand.
- (9) If insufficient information is available to safely excavate, the Excavator shall employ prudent techniques, such as hand-dug test holes, which shall be paid for by the Excavator or project owner.
- (9a) **Applicant is advised that use of a stonewall or trenchers during exploratory investigations will relieve GWA of any responsibilities for utility damages caused by the applicant.**
- (10) An experienced excavation spotter is required during all excavation/trenching work.
- (11) The Excavator shall take precautions to avoid damage to utilities [Guam Code Title 21 Chapter 71 §71107]. GWA reserves the right to require that the Excavator perform non-destructive excavation to uncover a utility for visual inspection and verification prior to issuing clearance for standard excavation procedures.
- (12) Installation of new (non-sewer) utilities must meet the following minimum utility separation distances. See GWA for separation distances for new sewer utilities.
  - (a) A minimum horizontal distance of 3 feet, a minimum vertical crossing distance of 18 inches. For trenchless installation work (micro-tunneling, directional drilling, etc.) crossing or paralleling existing mains, provide 3 feet vertical clearance to existing mains.
  - (b) Minimum horizontal clearance shall also be provided to manholes, valves, and meters.
  - (c) Distances are to be measured between outer edges or diameters of utilities.
- (13) Excavator assumes all liability for any damages resulting from its own negligence.
- (14) Repair of damage to GWA utilities will be the responsibility of the Excavator requesting the clearance. Repair costs incurred by GWA will be charged to the requesting party [Guam Code Title 21 Chapter 71 §71105 and GAR Title 28 Chapter 2 Article 1 §2103 (n)].
- (15) **Damage to GWA utilities must be immediately reported to GWA by calling 646-4211.**

Signature of Excavator's Authorized Representative	Date
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For GWA Use	
Clearance Conducted By:	Date:
Inspector Signature:	Date:
<input type="checkbox"/> GIS reviewed for water mains, gravity sewers, and force mains <input type="checkbox"/> GIS information marked on map provided to requestor <input type="checkbox"/> Excavator marked/staked area in the field <input type="checkbox"/> Field utility markings completed on: Date _____	
<b>Water Utilities</b> <input type="checkbox"/> Water utilities marked OR. <input type="checkbox"/> No water utilities within the area staked/marked by Excavator. <input type="checkbox"/> If the Permits Inspector cannot verify no water utilities within the area staked/marked by Excavator, the permits inspector will request the OPS Water Distribution Manager to field verify no water utilities within the area staked/marked by Excavator. (One full working days' notice required to schedule OPS Water Distribution Manager)	
OPS Water Distribution Manager Signature	Date

- If the OPS Water Distribution Manager cannot verify no water utilities within the area staked/marked by Excavator, the Permits inspector will request GPR services from the Planning Div. (One full working days' notice is required to schedule GPR services)

\_\_\_\_\_

Planning Division Supervisor Signature

\_\_\_\_\_

Date

Comments:

**Sewer Gravity Mains**

- Gravity sewer marked OR
- No gravity sewer within the area staked/marked by Excavator
- If the Permits Inspector cannot verify no gravity sewer utilities within the area staked/marked by Excavator, the permits inspector will request the OPS Wastewater Collection Manager to field verify no water utilities within the area staked/marked by Excavator. (One full working days' notice required to schedule OPS Wastewater Collection Manager)

\_\_\_\_\_

OPS Wastewater Collection Manager Signature

\_\_\_\_\_

Date

- If the OPS Wastewater Collection Manager cannot verify no sewer gravity mains within the area staked/marked by Excavator, the Permits inspector will request GPR services from the Planning Div. (One full working days' notice required to schedule GPR services)

\_\_\_\_\_

Planning Division Supervisor Signature

\_\_\_\_\_

Date

Comments:

**Sewer Force Mains**

- Force mains marked OR
- No force mains within the area staked/marked by Excavator.
- If the Permits Inspector cannot verify no sewer force mains within the area staked/marked by Excavator, the permits inspector will request the OPS Wastewater Collection Manager to field verify no sewer force mains are within the area staked/marked by Excavator. (One full working days' notice required to schedule OPS Wastewater Collection Manager)

\_\_\_\_\_

OPS Wastewater Collection Manager Signature

\_\_\_\_\_

Date

- If the OPS Wastewater Collection Manager cannot verify no force mains within the area staked/marked by Excavator, the Permits inspector will request GPR services from the Planning Div. (One full working days' notice required to schedule GPR services)

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Planning Division Supervisor Signature

\_\_\_\_\_

Date

Comments: