



Post Office Box 31338 St. Louis, MO 63131
314.993.1160 www.crystallakepark.org

CITY OF CRYSTAL LAKE PARK, MISSOURI DEMOLITION REGULATIONS

- 1. Demolition Permit Required.** A permit from the City of Crystal Lake must be obtained prior to the demolition of any structure in the City of Crystal Lake.

The application for a permit may be obtained at the City of Frontenac City Hall. Application must be obtained before any and all work will proceed.

- 2. Approval by Other Agencies.** The applicant shall present the following documents from other agencies in order to obtain a demolition permit :(Items 2b.-2g. applies only if utilities exist on site).

- a.** An approved Demolition Waste Disposal Release Authorization from the St. Louis County Department of Health, Waste Management Section. This may be obtained by calling 615-8924.

- b.** Electrical service disconnection statement from Ameren UE. Call 1-800-552-7583.

- c.** Natural gas service abandonment statement from Laclede Gas. Call 1-800-887-4173.

- d.** Certificate of Final Inspection for water tap destroy from St. Louis County Department of Public Works, 314-615-2559.

- e.** Letter of approval for water service termination from Missouri-American Water Company, 1-866-430-0820.

- f.** Certificate of Final Inspection for sewer cap from St. Louis County Department of Public Works, 314-615-2559.

- g.** Letter of approval for sewer cap from Metropolitan St. Louis Sewer District. Call 314-768-6260.

- 3. Demolition Permit Fee.** A one hundred dollar (\$100.00) permit fee, \$100 for each \$10,000 fee of the actual cost of the demolition, as well as a twenty-five hundred dollar (\$2,500.00) minimum deposit, as surety for satisfactory completion of the work, shall be made for all structures which include: single family structures, multi-family, and commercial. The respective fees and deposit are due at the time of issuance. Higher deposits are required if it is determined that the project will take longer than 10 days, or will have an impact on neighboring property.



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4. **Notice to Public.** Notice shall be sent by the permit holder to adjoining property owners regarding the impending demolition. A copy of the notices shall be presented at the time or shortly thereafter the permit is obtained.
6. **Sewer Lateral.** The sewer service must be terminated by capping the sewer line at the sewer main in a manner approved by the Metropolitan St. Louis Sewer District and the St. Louis County Department of Public Works. Capping at the property line is not permitted.
7. **Delays or Work Stoppages.** Once work has begun, it must be performed and completed in a workmanlike and expedient manner, as determined by the City of Crystal Lake. Undue work stoppages will result in revocation of the permit. The city has the authority to complete the demolition and place a lien on the property for the cost of the demolition.
8. **Inspections.** It is the permit holder's responsibility to call the City of Crystal Lake Park Street Commissioner, Jim Link, 636-590-6197 for inspections at the following times:
 - A. prior to the demolition to check the condition of the street and sidewalk prior to start,
 - B. prior to the completion of any removal or break-up of basement wall or floor slabs,
 - C. prior to the filling of any excavated area, after the site is finish graded and seeded.
9. **Damage to City Property.** Any sidewalks, driveways or curbs, broken by the demolition contractor shall be replaced by the demolition contractor. The deposit will be held until work on any damaged right-of-way is completed satisfactorily.
10. **Notification before Excavation.** Before digging, drilling or blasting, the permit holder MUST call 1-800-DIG-RITE (1-800-344-7483). All utilities must be disconnected.
11. **Storage in Street.** Street rights-of-way shall not be used for storage of materials.
12. **Use of Public Right-of-Way.** Receipt of a demolition permit does not grant permission to work in the street, sidewalk or alley. An approved "demolition permit for streets" must be obtained from the City of Crystal Lake streets dept.
13. **Public Safety.** Barricades, warning lights, signs or other devices to warn a safeguard pedestrians and vehicular traffic, shall be used.



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- 14. Debris Removal.** No material shall be dropped, thrown, or placed outside the exterior walls of any structure or building unless a wood or metal chute is provided for that purpose. All structural materials and related debris shall be stored in an approved solid waste container or removed from the premises. Property must be maintained free of rubbish and unsafe conditions at all times.
- 15. Dust.** All material which will cause any dust shall be wetted down with water to prevent the creation of a nuisance.
- 16. Foundations & Walks.** Concrete walls and floors shall be broken up, with a maximum slab length of 3 feet measured along any dimension, to allow drainage. All accessory structures, concrete steps, walkways and drives shall be removed. Concrete debris shall not be used as fill material unless broken into chunks of 6 inches or less.
- 17. Excavation.** Fill Excavations shall be filled immediately after city inspection with noncombustible materials (rock, dirt, sand, etc.), graded to their original grade and maintained in conformity with the existing grade immediately adjacent to such excavation. Please refer to the Crystal Lake Park website, (www.crystallakepark.org), for information regarding the Excavation Permit which can be found under the Permits, Forms and Procedures tab.
- 18. Final Grading.** The top twenty-four (24) inches of the site shall be clean dirt. If no development is planned within six (6) months of demolition, the property shall be seeded, and straw placed.
- 19. Permit Expiration.** The demolition permit shall expire if work has not started within sixty day of the date of issuance, or if work has started and then been abandoned for a period of six months.
- 20. Permit Posting.** The permit card must be posted on the job until work is completed and approved. The permit card will be removed by the inspector.

If you have questions, contact the City of Frontenac Building Department, John Morgan, Building Commissioner, 314-994-3200.



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DEMOLITION GUIDELINES

EXCAVATION REGULATIONS

1. Fees.

- A. No person shall make or cause to be made or help, aid or assist therein any excavation on any public street, highway, alley or other public place or any easement or right-of-way without first having make application to the Street Commissioner for a permit for such excavation and receiving from the Director of Public Works a written permit therefor. The applicant shall pay a filing fee in the amount of one hundred dollars (\$100.00) to the Street Commissioner. The amount of the filing fee may be adjusted by the Board of Aldermen from time to time to reflect the average cost of the actual time expended in the administration, inspection and superintendence of the excavation and restoration work.
- B. Before such permit is issued, the applicant shall deposit with the City Clerk a sum of cash and shall file with the City Clerk a continuing bond with good and sufficient sureties payable to the City, both conditional upon the faithful performance of all the requirements of the permit and the law, the restoration of the public street, highway, alley or other public place, easement or right-of-way in as good a condition as it was before the excavation was made. The amount of the deposit and bond shall be sufficient, in the judgment of the Street Commissioner, to ensure the faithful performance of such conditions and in no case shall the deposit be less than the degradation amount provided for in this Section nor the bond be less than two thousand five hundred dollars (\$2,500.00). All cash so deposited shall be kept in a special fund in the City depository and shall be repaid after all deductions, if any, have been made by the City Clerk to satisfy such conditions and pay a degradation amount to the City equal to the number of square feet of the excavation cut multiplied by one dollar fifty cents (\$1.50). The degradation amount may be adjusted by the Board of Aldermen from time to time to reflect changes in the average cost to repair or maintain a public street, highway, alley or other public place, easement or right-of-way earlier than would be required if the excavation or disturbance had not occurred and caused accelerated depreciation. Upon completion of the work to the satisfaction of the Street Commissioner, the Street Commissioner shall authorize the termination of the bond.
- C. **Street Excavation Procedures:** Street Commissioner Jim Link
streets@crystallakepark.org 636-590-6197.



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- 2. St. Louis County and State Right-of-way.** A permit must be obtained from the St. Louis County Department of Highways and Traffic for excavations in St. Louis County right-of-way (McKnight road, Manchester, Berry road). A permit from the Missouri Department of Transportation must be obtained for excavations on Manchester Road (Mo. Rte. 100), which begins at the west curb line of Bremerton. An excavation permit from the City of Crystal Lake Park is not required for excavations in the above referenced rights-of-way.
- 3. Time Period.** The excavation permit shall be in effect for a period not to exceed thirty days from the date of issuance. Work must be completed within sixty (60) days. If additional time is needed, an extension must be requested. Contact the Street Commissioner, Jim Link streets@crystallakepark.org 636-590-6197.
- 4. Underground Facilities.** Conflict with utility facilities must be investigated by the permittee before the start of work. Before you dig, drill, or bore, the permittee must call 1-800-DIG-RITE. (1-800-344-7483)
- 5. Securing Openings.** No open excavations shall be left unattended. Excavations shall not be left open overnight or over weekends, and must be securely covered at all times with 3/4" plywood, or secured metal plate if in a traffic lane. It is the responsibility of the permittee to ensure that excavations are marked and protected in a manner that ensures the safety of the public, using whatever means necessary, including but not limited to, lighted barricades, signs, and safety barrier tape. The inspector may require certain other safety measures, in his sole discretion, to ensure the safety of the public.
- 6. Traffic Control.** Permittee shall use sufficient barricades, cones, and signs to safely direct traffic away from the work area. All work must be confined to the area within the defined work zone. The inspector may require adjustments to the size of the work area, additional protective devices, signs or other measures, in his sole discretion, to ensure the safety of the public.
- 7. Street Closure.** No Street shall be closed unless approved by the City of Frontenac Building Department, John Morgan, Building Commissioner, 314-994-3200 and City of Crystal Lake Park Street Commissioner, Jim Link, 636-590-6197. When allowed, notice of closing shall be given by the permittee to the Frontenac Police department at 314-994-9300. Street shall be returned to normal traffic flow at the end of each work day, unless otherwise authorized by the Building Commissioner or Street Commissioner.



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- 8. Work Site Cleanliness.** Work area shall be kept clean, free of mud, rock and debris at all times. No storage of waste or backfill materials is permitted for more than 24 hours on city streets.
- 9. Inspections.** Two inspections are required when concrete or asphalt paving is involved. Contact the Building Division (314-968-1410). Call 24 hours prior to placing concrete street base, or in the case of sidewalk replacement, when forms are set. A second inspection is required after completion of final paving, or in the case of sidewalk installation, after forms have been removed and backfilling of adjacent areas have been completed. In the case of earthwork only, one inspection is required at the completion of the job.
- 10. Backfilling.** All street excavations in City of Crystal Lake Park right-of-way shall be backfilled with one inch minus rock, placed in six inch lifts, thoroughly compacted or jetted. Unpaved areas shall be backfilled with soil compacted in one foot lifts. Surface shall be seeded, with added straw.
- 11. Temporary Paving.** If pavement restoration will not begin immediately, the Permittee is responsible for compaction and patching to allow unimpeded traffic flow over the excavation. The permittee is responsible for maintaining the temporary paving in a satisfactory condition until pavement restoration is completed.
- 12. Pavement.** Restoration Permittee shall restore pavement in accordance with attached details. Openings must be either saw cut or opened to the nearest pavement joint. Hot mix asphalt is required for final paving of asphalt paved streets. On concrete streets and sidewalks, use concrete consisting of Meramec fine and coarse aggregates only. The minimum required sidewalk thickness is four inches at residential property, six inches at commercial property. Driveway thickness is six inches. ½ inch expansion material shall be placed between the driveway apron and the public sidewalk.
- 13. Settlement.** The permit holder shall be responsible for correction, to the satisfaction of the Building Commissioner and Street Commissioner, of any settlement for a period of six months after final inspection and approval of work, done under an excavation permit.
- 14. Damage.** Any structure, line, facility or vegetation damaged in the course of excavation work shall be replaced at the expense of the permittee.
- 15. Permit at Job Site.** Permit must be held by a worker at the job site, and shall be presented to the inspector upon request.



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- 16. Permit Revocation.** Any unacceptable condition not corrected by the permittee within 48 hours of notification by the City of Crystal Lake Park shall result in revocation of the excavation permit.

- 17. Permit Conditions.** By acceptance of this permit, permittee agrees to indemnify and hold harmless the City of Crystal Lake Park, its agents, officers, and employees, from any and all claims, lawsuits and expenses, including attorney's fee and court costs, made, brought, or incurred for injuries to persons or property caused by the work contemplated under this permit.