

Right-of-Way Permit Application

See the *Right-of-Way Permit Guidance* document for instructions on completing and submitting this application.

CONTACT INFORMATION

Contact:	Applicant	Billing
Name:		Same as: <input type="checkbox"/> Applicant; <input type="checkbox"/> Contractor; <input type="checkbox"/> 24-Hour
Company:		
Phone:		
Email:		

Contact:	Contractor	24-Hour
Name:	Same as: <input type="checkbox"/> Applicant; <input type="checkbox"/> Billing; <input type="checkbox"/> 24-Hour	Same as: <input type="checkbox"/> Applicant; <input type="checkbox"/> Billing; <input type="checkbox"/> Contractor
Company:		
Phone:		
Email:		

RIGHT-OF-WAY ACTIVITY INFORMATION

Type of Work (check all that apply):	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Driveway	<input type="checkbox"/> Curb
<input type="checkbox"/> Dumpster/Storage Unit	<input type="checkbox"/> Roadway	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Water Line
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Telephone	<input type="checkbox"/> Fiber optic
<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Cable		
<input type="checkbox"/> Tree Trimming	<input type="checkbox"/> This Permit Part of a Larger Project	<input type="checkbox"/> Other: _____	

Project Information (attach exhibit if needed):			
Street Address:		Street:	
Additional Streets or Location Description:			
Right-of-Way Impacts:	<input type="checkbox"/> Occupancy of R/W Only (no excavation)	<input type="checkbox"/> Excavation in the R/W	
Excavation Location:	<input type="checkbox"/> Excavation in Roadway Pavement	<input type="checkbox"/> Excavation Outside Road Pavement	
Estimated Start Date:		Estimated End Date:	

Impacts to Traffic (check all that apply):	<input type="checkbox"/> None	<input type="checkbox"/> Parking Restriction
<input type="checkbox"/> Sidewalk Closure	<input type="checkbox"/> Shoulder Closure	<input type="checkbox"/> Lane Closure
		<input type="checkbox"/> Full Road Closure

Additional Project Description (attach drawings or additional pages if needed):

APPLICANT CERTIFICATIONS

By submitting this application, the applicant certifies they have read and understand the following:

Requirements for Work in the Public Right-of-Way

- City Code of Ordinances Chapter 901 is applicable to right-of-way activity.
- All City construction standards and specifications are applicable and enforceable to right-of-way activities. Reference can be made to City standard construction drawings and general notes. City of Columbus Construction and Material Specifications are the City of Delaware’s reference construction and material specifications.
- The Public Works Department Policy *Maintenance of Traffic and Public Notice Requirements for Activities within Public Right-of-Way* should be referred to for any right-of-way activity impacting vehicular or pedestrian traffic.
- The City may require modifications to the application or any associated plans prior to approval of the permit.
- The City reserves the right to place project-specific conditions on any approved right-of-way permit.
- The Contractor shall keep on site a copy of the approved Right-of-Way Permit, including any conditions placed on the permit. The Contractor should also be familiar with, and as necessary retain copies, of any applicable City policies or standards.
- It shall be the contractor’s responsibility for complying with all city standards and specifications, permit-specific conditions, and any other applicable laws and regulations.

Right-of-Way Application and Inspection Fees

- Right-of-Way permit application and inspection fees are in accordance with City Codified Ordinances Section 197.02. Reference the code or Right-of-Way Permit informational documents for the current fee schedule.
- After submittal of a permit application, the City will determine all applicable fees and issue an invoice to the billing contact. The invoice must be paid prior to the permit being issued to the applicant. However, the City reserves the right to invoice fees on a monthly basis for applicants who are identified as large utilities who routinely have ongoing projects in the City, in which case an approved permit will be issued prior to payment of fees.
- It should be understood that the City reserves the right to determine construction inspection requirements, and that additional inspection fees may need to be assessed and invoiced after the application is approved and the work is performed.

PERMIT APPLICATION SUBMITTAL

Type of Application:		
<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal of Expired Permit	<input type="checkbox"/> Resubmittal
	If so, previous Permit No.: _____	If so, previous Permit No.: _____

Signature of Applicant:		Date:	
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