

Right-of-Way Permit Conditions and Requirements

Permits to work, dig, open holes, ditch, bore, or trench, etc. in roadway or right-of-way of any improved or unimproved street, road, alley, or public way shall be obtained at least five (5) working days in advance of proposed work. This includes replacement of existing utility poles.

General Conditions

1. The approved permit and plans shall be kept on site at all times when performing work.
2. If at any time, the site is unsafe for the traveling public, construction shall be halted and shall be corrected before any further work is commenced.
3. The responsibility for any work done under this permit and the responsibility to maintain that area of the road where any work was performed shall remain in force for a period of one year from the date of completion of said work.
4. The permit may, at any time, be removed or annulled by the Village for non-performance of or non-compliance with any conditions, restrictions or regulations.
5. If, in the process of any future work it becomes necessary, in the opinion of the Village Administrator, to order the removal, reconstruction, relocation or repair of any of the fixtures or work performed under this permit, said removal, reconstruction, relocation or repair shall be wholly at the expense of the owners thereof and be made as directed by the Village Trustees.
6. If, in the future, the Village initiates construction work, including utility installation, in the area of this permit, the permit holder shall be responsible for any required hand-excavating and exposing of the utility lined covered by this permit. The Village and its agents will exercise due caution in its work, but the owner of the utility will be responsible for repairs due to inadvertent damage to the utility line by the Village or its agents. The permit holder shall save the Village harmless from all damages to permit holders property that is not installed according to the conditions.
7. This permit gives only the rights that are under the control of the Village and is not a guarantee that any permits, right-of-ways, or easements are not needed. Permit holder shall be responsible for and save the Village harmless for all damages and claims to persons or property due to or resulting from any work performed under this permit and shall defend any action brought due to this work.
8. Any expense of the Village which may occur as a result of this project, including necessary inspection, shall be billed to the owner of this permit.

General Requirements

1. A separate right-of-way permit application with a set of plans (see below for Plan Requirements) is required for each road.
2. All utilities should be installed within five (5) feet of the outer right-of-way limits.
3. Above-grade installations shall be a minimum of ten (10) feet away from the edge of the roadway surface and outside of the ditch.

4. Utilities shall be installed a minimum of 42 inches below the surface, except that all utilities shall be installed a minimum of 36 inches below lowest elevation of drainage structures (e.g., culverts) and the flowline of ditches.
5. Utilities crossing the roadway and installed under the roadway surface shall be installed in casing. The option to bore without casing may be granted on a case-by-case basis provided the following:
 - a. The depth of the bore is five (5) feet or greater below ditch lines and drainage structures.
 - b. Owner submits calculations verifying that the pipe internal pressure does not exceed 30% of the Specified Minimum Yield Strength.
 - c. Gas and/or petroleum pipelines meet all rules, regulations, and inspections criteria of 49 CFR 192, 49 CFR 195 and/or any other applicable federal criteria.
6. Bore pits shall be at least three (3) feet outside of the ditch, and casing shall extend continuously under the roadway surface and ditches.
7. Markers for gas and/or petroleum pipeline crossings shall be installed at the road right-of-way boundaries.
8. Open cut of roadways shall not be permitted.

Plan Requirements

1. The plans shall be of suitable size (11" x 17") and clarity to show the nature of the work to be performed at the printed plan size.
2. The plans shall show all existing utilities and topographic features.
3. A legend and/or labeling shall be included showing items such as: aerial lines, underground, existing poles, proposed poles, existing vaults/handholes, proposed vaults/handholes, pedestals, bore pit locations, etc.
4. An aerial photo shown behind the plan view sheets is recommended to assist with review. The plan shall show the location of the proposed installation, proposed trench locations, bore pits, excavation locations, etc. drawn to scale and specify the proposed depths.
5. No structures of any kind shall be proposed in waterways or ditches.
6. When work is proposed near or at a bridge or culvert, details shall be provided at the structure.
7. The following notes shall be included on the plans:
 - a. All signage and barricades shall conform to the latest edition of the Ohio MUTCD
 - b. Lights, signs, barricades, and if necessary, flagmen, watchmen, and workers shall be placed on the job for the protection of the traffic at all times of the day and night during any time work is being performed.
 - c. Traffic shall be maintained at all times, unless approved by the Village Trustees.
 - d. When not working, the "Flagger Ahead" and "One Lane Ahead" signs and any other warning signs shall be covered or taken down.

Maintenance of Traffic Requirements

1. Not more than one-half of the traveled roadway shall be closed at one time; such barriers shall be erected and maintained as may be necessary for the protection of the travelling public.
2. The applicant and contractor shall abide by the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

Village of Bowerston, Ohio
bowerstonvillage83@gmail.com

Permit Fees

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|--|-------------------------------|
| 1. Under 2,000 feet within Right-of-Way | \$ 200.00 |
| 2. Additional fee for 2,000 feet or more within Right-of-Way | \$ 50.00 per add'l 1,000 feet |
| 3. Failure to provide 48 Hours of Notification | \$ 250.00 |
| 4. Working without a permit | \$1,000.00 |
| 5. Not following approved permit | \$1,000.00 |

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Right-of-Way Permit Application

Notification shall be given to the Village Administrator at least 48 hours prior to commencing work via email at bowerstonvillage83@gmail.com

Applicant Information

Name _____ Utility Company _____

Address _____

Phone _____ Email _____

Contractor Name _____ Company _____

Address _____

Phone _____ Email _____

24-HR Emergency Contact Name/Number _____

Project Location (One Application Per Road)

Utilities to be installed on (N,S,E,W) _____ side of _____

Type of Installation: Overhead on Existing Poles Overhead on New Poles Underground

If on Poles: Length of line: _____ Minimum clearance over pavement _____ #of New Poles: _____

If Underground: Length of Line _____

If the proposed installation requires the construction of bore pits, give the following information:

- Distance bore pits will be from the edge of pavement: _____ feet
- Size of bore pits: _____ feet long (as measured parallel to road) by _____ feet wide by _____ feet deep

If the proposed installation requires construction parallel to the edge of pavement, give the following information:

- Distance from edge of pavement: _____ feet Average width of open trench: _____ feet
- Average depth of trench: _____ inches

Anticipated Construction Start Date: _____ Anticipated Completion Date _____

Lane Closure Required for Work: Yes No Total Length of Project _____

I certify under the penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system that assures that qualified personnel properly gathered and evaluated the information submitted. To the best of my knowledge and belief, the information contained on this permit application is true, accurate and complete. I am aware that there are significant penalties for submitting false information. I also certify that the submitted documents have been prepared by a qualified professional and that all work performed on site will comply with the Right-of-Way Permit Conditions and Requirements of the Mill Village Trustees. I will be responsible for advising each employee working on this project of the aforementioned conditions and requirements. I agree that I have read and understand the terms and conditions for the project and agree to follow the practices described herein.

Signature: _____ Date: _____

Permits are valid for six calendar months from the date of approval

For Village Use Only

Completed Permit with Signature _____ Plans _____ Fee \$ _____

Approved: Yes No

Signature: _____ Date: _____

Village Administrator