

RIGHT-OF-WAY AND STREET OPENING PERMIT APPLICATION

Department of Public Works
980 Holman Avenue
Monroe, OH 45050
Phone: (513) 727-8953 Fax (513) 422-7146
Office Hours: 7:30 a.m. – 4:30 p.m. Monday-Friday
7-10 Business Day Review Process

Name & Address of Owner:

Contact Phone: _____ Email Address: _____

Address of Excavation:

Name & Address of Contractor:

Date of Opening: _____

Purpose of Opening: _____

Attach a plan or sketch depicting exact location, dimensions, type of installations, and details. The Director of Public Works or their designee will consider issuance of the Permit following a review.

I hereby agree to all terms, conditions and restrictions as far as they apply to work to be done under the permit as issued.

Signature of Applicant: _____

Date: _____

Residential: ☐ \$50.00

Commercial: ☐ \$100.00

Please attach or provide drawing on back on application.

- *Notes:
- (1) See Standard Drawings for trench backfill and pavement repair.
 - (2) Call Ohio Utilities Protection Services (800)362-2764 before you dig.
 - (3) **Schedule Engineering inspections 48 hours in advance by calling (513) 727-8953 during operating hours. (M-F 7:30am-4:30pm)**
 - (4) Please be advised the non-refundable application fee is paid upfront for processing the application and does not guarantee approval of the permit or consent for work to be performed. Work shall not be performed until you receive the approved permit certificate from the City of Monroe. This process could take up to 7 – 10 business days.
 - (5) The Public Works Department will perform inspection during the construction of these specific items to ensure the enforcement of City specifications. Any preparation found to be out of compliance will require the homeowner, builder, contractor, and/or developer to correct any, and all, deficiencies.
 - (6) If the homeowner, builder, contractor, and/or developer fails to have their work inspected, the Director of Public Works, or his designee, may require any work performed be removed and replaced at the owner's expense. All materials used shall be approved by the City of Monroe. Failure to use approved materials may result in removal and replacement with approved materials at the owner's expense.
 - (7) **Effective April 7, 2022, all developers, contractors and/or property owner(s) shall be required to pay a \$500 deposit (includes the \$50/\$100 non-refundable application fee). Each permit shall require a separate deposit.**