



Economic & Community Development Director:
Brittany Misner
Email: brittany.misner@hebronvillage.org
Phone #: (740) 928-9437

Right-Of-Way Permit (for construction activity)

1) Applicant Information

_____/_____/_____
(Date of Application)

PERMITTEE (Property Owner if residential/commercial; Utility Owner if a utility)

Organization Name _____
Address _____ Office Phone # _____
City _____, State _____ Zip _____ Fax # _____
Contact Name _____ Mobile Phone # _____
OUPS Registration Number _____

CONTRACTOR/PERMITTEE'S AGENT (Permittee's Agent if different than Permittee)

Organization Name _____
Address _____ Office Phone # _____
City _____, State _____ Zip _____ Fax # _____
Contact Name _____ Mobile Phone # _____

2) Project Information

ADDRESS/WORK LIMITS: _____

PURPOSE/DESCRIPTION OF WORK: _____

TYPE OF PERMIT: ☐ Residential ☐ Minor Disturbance ☐ Major Disturbance ☐ Continual/Blanket

TYPE OF WORK: ☐ Residential ☐ Gas ☐ Fiber ☐ Electric ☐ Telecommunication ☐ Other: _____

PROJECT WILL CONSIST OF (Check all that apply):

- ☐ Street Closure of: _____ (Street name, direction, and number of lanes)
☐ Sidewalk Closure: _____ (location and side of street)
☐ Restricted Parking: ____ (number of spaces) at _____ (location)
☐ Operating oversize/overweight vehicle on the street: ODOT Special Hauling Permit #: _____
☐ Other disturbance of public property: _____

Does work require cutting of sidewalk or street pavement? ☐ Yes* (Fill out Section 3) ☐ No (Skip Section 3)

*No open cutting of pavement shall be permitted unless there is no reasonable alternate option available.

Will project consist of the following: ☐ Jack and Bore ☐ Open Cut ☐ Directional Boring ☐ Berm Work

ESTIMATED CONSTRUCTION DATES AND WORKING HOURS

Start Date: _____ End Date: _____ Working Hours: _____ am/pm to _____ am/pm



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3) Open Cutting of Pavement

CONDITIONS NECESSITATING THE OPENING OF PAVEMENT: _____

PAVEMENT OPENING DIMENSIONS: Length (ft): _____ Width (ft): _____ Depth (ft): _____

Pavement is to be replaced by _____ (company name and foreman name) as directed by and to the complete satisfaction of the Public Works Superintendent. The designee above hereby agrees to backfill the trench of said opening in compliance with the standards of the Ohio Department of Transportation as set forth herein using construction methods, materials, and workmanship so prescribed in the current edition of the Construction and Materials Specifications of the Ohio Department of Transportation.



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4) Attachments

Exhibits (attachments) required by permit type:

- **Residential Right-of-Way Permits.** Exhibits C, E, F, and I (I only if requested by the Village).
- **General Right-of-Way Permits.** Exhibits B, C, D, E, F, G, H, I, J and K (D and I only if requested by the Village).

- ☐ **Exhibit B.** A copy of any applicable valid certification from the Public Utilities Commission of Ohio (PUCO), labeled as Exhibit B, including certification pursuant to Ohio R.C. 4933.81 et seq. Applicants possessing such certification are presumed to possess the required financial, technical, and managerial resources.

OR

Applicant must submit the following in lieu of PUCO certification:

1. A detailed statement relating to the applicant's organizational structure, labeled Exhibit C, including, but not limited to, the following:
 - The names, titles and business addresses of all officers, and/or directors of the applicant; and
 - The names and addresses of any parent or subsidiary company of the applicant and any other group owning or controlling or owned and controlled by the applicant, and an explanation describing the nature of any such parent or subsidiary business entity.
 2. A detailed description, labeled Exhibit D, of the applicant's previous experience in providing related and/or similar services as those being proposed in the application; and
 3. A detailed and complete financial statement of the applicant, prepared by a certified public accountant, labeled Exhibit E, for the fiscal year next preceding the date of said application, or a letter or other acceptable written evidence from a recognized lending institution or funding source, addressed to both the applicant and the Village, setting forth the basis for provision for whatever capital shall be required by the applicant to construct and operate the proposed system within the Village, or a statement from a certified public accountant, certifying that the applicant has available sufficient free, net and uncommitted cash reserves to construct, operate and maintain the proposed system and/or facility within the Village;
- ☐ **Exhibit C.** A statement, labeled Exhibit C, certifying that the applicant is not delinquent on any taxes or other obligations to the Village or the County;
- ☐ **Exhibit D.** A detailed description, labeled Exhibit D, of the operation and management plan for the facility being proposed (if applicable);
- ☐ **Exhibit E.** *Residential:* A concept drawing detailing the location of proposed work with respect to existing facilities. *Minor/Major:* Three (3) copies of to-scale construction drawings, labeled Exhibit E, of facilities proposed to be constructed in the right-of-way. This map must include locations of existing underground utilities, utility poles/pedestals, and existing structures, along with the right-of-way boundary, property owner information, roadway edge of pavement, and any other information as required by the Village or its Engineer.
- ☐ **Exhibit F.** A non-refundable application fee (initial, renewal or transfer) in the form of a cash, check, money order, or credit card made payable to Treasurer of the Village, labeled Exhibit F, in the proper amount for the type of permit being requested. Residential Permit (\$25.00); Minor Disturbance Permit (\$300.00); Major Disturbance Permit and Continual/Blanket Permit (\$1,000.00 for the first half-mile of occupied work + \$500.00 every additional half mile)
- ☐ **Exhibit G.** All applicants for general right-of-way permits and special right-of-way permits shall provide a copy of an insurance certificate naming the Village as an additional insured. This includes proof of general liability, automobile, and worker's compensation insurance.
- ☐ **Exhibit H.** Except for right-of-way permits for residential purposes, all applicants for permits shall provide proper bonding, self-bonding, irrevocable letters of credit or certified checks as required by Section 905 of the Village Codified Ordinances;
- ☐ **Exhibit I.** The Village reserves the right to request any additional information necessary to ensure that the Village's property and infrastructure is protected. This includes but is not limited to detailed photographs, video footage of the proposed Right-of-Way, sanitary/storm sewer televising and meetings with the Village Public Works Superintendent.
- ☐ **Exhibit J:** A Maintenance of Traffic Plan, labeled Exhibit J, per the Ohio Manual of Uniform Traffic Control Devices. All proposed road/lane closures must be depicted on the plan. The Village Public Works Superintendent shall be notified at least 72 hours in advance for any road closures and 48 hours in advance for any lane closures.
- ☐ **Exhibit K.** Statement verifying notification of affected parties.



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5) Permit Conditions

1. **Notify the Village of Hebron Public Works Department 48 hours prior to start of construction** (740-928-1778)
2. It is the applicant's responsibility to contact the Hebron Police Dept. (740-928-9402) and to pay any applicable fees for special duty law enforcement officers. A minimum of 72 hours' notice is required.
3. All traffic control shall be in accordance with the State of Ohio, Dept. of Transportation, Manual of Uniform Traffic Control Devices and, for any work requiring lane closure, a written statement from the Village authorizing such closure shall be obtained.
4. All work is to be done in accordance with the current edition of the City of Columbus, Ohio Construction and Material Specifications and the current City of Columbus, Ohio Standard Construction Drawings and as supplemented by the Village of Hebron.
5. All street plates used during this work shall be removed from the job site within 24 hours of the pavement repair. If plates are not removed within this time period, the Village of Hebron will remove the plates and the owner of the plates will be required to pay a \$250 handling and storage fee per plate.
6. A pre-construction video may be required at least a week prior to the start of construction.
7. A pre-construction meeting may be required.
8. No work outside of Corporation Limits will be approved – The Village will not approve work in areas outside of the Village's jurisdiction by proxy.
9. For any work done outside of the right-of-way, the easement must be shown on plans and proposed improvements must be within the limits of the easement. The easement must be recorded with the County Recorder prior to initiating work.
10. A location map and legend including all the symbols used in the plans shall be included.
11. Surface restoration is to be done in accordance with requirements of the City of Columbus Construction and Material Specifications.
12. Restoration of curbs, sidewalks, or driveways is the responsibility of the applicant. All new concrete shall be Class "S".
13. Village hardscapes are not to be cut or potholed without prior written approval by the Village.
14. No sidewalk or driveway cuts, except at construction joints.
15. Both a horizontal clearance of 5' and vertical clearance of 1.5' shall be maintained between proposed improvements and Village Utilities.
16. No excavation is permitted within 10' of any tree in the Village Right-Of-Way without prior written approval from the Village.
17. All structures and potential obstructions in the area of work must be shown and dealt with appropriately (use of Google maps street view or other available data can be used to gain better understanding on this)
18. Prior to construction, proof of insurance with the Village listed as an additional insured shall be provided to the Village.
19. Forty-eight (48) hours prior to excavation, the contractor must contact the Ohio Utilities Protection Service (OUPS): 1-800-362-2764
20. Permittee or Applicant is responsible for permit fees, permit review fees, and inspection fees.
21. Permittee or Applicant hereby assumes all responsibility for work to be performed and indemnifies the Village of Hebron from any and all liability that may arise, directly or indirectly, from their operation within the public Right-of-Way.
22. The Village reserves the right to require a bond that shall be posted by the Contractor performing the work. A bond issued by a bonding agency may be used if the acceptable documentation is submitted with this form. If a cash bond is used, the check must accompany this form.
23. The Right-of-Way Permit shall expire on the lesser of: (1) 12 months after the date it is issued; or (2) the time period specified within the permit application.
24. For Major Disturbance and Continual/Blanket Permittees, the Permittee shall furnish "as-built" drawings for any new facilities installed not later than 120 days after construction in the Right-of-Way has been completed in a form that is importable to GIS.
25. Major Disturbance Permittees and Continual/Blanket Permittees require pre- and post-construction site photos and videos.
26. The Permittee shall obtain and maintain a liability insurance policy (or policies) naming the Village as an additional insured throughout the term of the permit.
27. The Permittee shall use its best efforts to cooperate with other permittees and the Village to provide the best, most efficient, most aesthetic, and least obtrusive use of the Right-of-Way.



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6) Inspection

Prior to beginning work or to scheduling an inspection, the Permittee or Applicant shall notify the Village at 740-928-1778 (minimum 48-hour notice for inspections). The Permittee or Applicant agrees to restore all facilities disturbed by this work to a condition equal to or better than prior to construction within thirty (30) days after the conclusion of work and prior to permit expiration. Permittee or Applicant agrees to follow all requirements in Chapter 905 of the Village of Hebron Codified Ordinances.

7) Agreement with Village

Minor Disturbance, Major Disturbance and Continual/Blanket permits will require a bond in cash or certified check. The bond or certified check shall be posted prior to the issuance of the permit, pursuant to Section 905.03 of the Codified Ordinances of Hebron. The bond shall be in the amount determined by the Village Administrator and/or their designee, and shall be sufficient in size as to insure the complete restoration of any pavement, drainage, shoulder, structures, sod or other items disturbed by the permittee.

The Village Administrator and/or their designee shall have the right to specify working hours on a project where heavy traffic volumes exist or in a case where a hardship will be created if the work is conducted during normal working hours.

All work requiring workers or vehicles on the pavement or shoulders shall comply with all the requirements of the Ohio manual of uniform traffic control devices and item 614 (maintaining traffic) of the Ohio Department of Transportation Construction and Material Specifications. Failure to comply with this requirement will be cause for immediate suspension of the permit until proper traffic controls have been provided.

Applicants constructing features that will occupy the right-of-way are required, as a part of this agreement, to identify their facilities in the right-of-way whenever they are notified by the Village that the Village has determined that such identification is reasonably necessary in order for the Village to begin planning for the construction, paving, maintenance, repairing, relocating or in any way altering any street or area in the rights-of-way as defined in this chapter. The Village shall notify the permittees of the Village's date to begin the process at least thirty days prior to the commencement of said activities.

I/We the undersigned do hereby state that information provided herein and contained on any attachments are true and accurate to the best of my/our knowledge. I/We agree to abide by all laws, standards, regulations, and ordinances of the Village of Hebron and the State of Ohio. I/We understand that failure to comply with the above may result in the revocation of this permit. I/We accept all and full liability for my/our work and/or actions.

APPLICANT SIGNATURE _____	Date: _____
Applicant Printed Name _____	Date: _____
Witness _____	Date: _____

8) Village Contact Information

Village of Hebron Departments:

Mayor.....740-527-3036
Administrator.....740-928-3204
Public Works.....740-928-1778
Community Development.....740-928-9437
Water Treatment.....740-928-8792
Water Reclamation.....740-928-8793

Public Utilities:

The Energy Cooperative.....1-800-255-6815
Windstream.....1-800-362-2764
Columbia Gas.....1-800-344-4077
Time Warner Cable.....1-800-934-4181
American Electric Power.....1-800-362-2764
Ohio Utilities Protection Service.....1-800-362-2764



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VILLAGE OF HEBRON USE ONLY

COMMENTS OR RESTRICTIONS: (i.e. pre and/or post-construction video, pre-construction meeting, etc.)

DATE OF APPLICATION ____ / ____ / ____

Permit Type: ☐ Residential ☐ Minor Disturbance ☐ Major Disturbance ☐ Continual/Blanket

Bond on File ☐ Yes ☐ No ☐ N/A \$ _____ (N/A Residential)

(\$500 Minor Disturbance)

(\$10,000 Major Disturbance)

(\$50,000 Continual/Blanket)

Certificate of Insurance on File ☐ Yes ☐ No ☐ N/A

Application Fee: ☐ Yes ☐ No ☐ N/A (\$25 for Residential Permits)

(\$300 for Minor Disturbance)

(\$1000 for the first half-mile of occupied work + \$500 every additional half-mile for Major Disturbance)

(\$1000 for the first half-mile of occupied work + \$500 every additional half-mile for Continual/Blanket)

Inspection Deposit: ☐ Yes ☐ No ☐ N/A \$ _____ (as determined by the Village Administrator)

☐ **Approved**

PERMIT #: _____

☐ **Not Approved**

PERMIT ISSUE DATE: _____

PERMIT EXPIRATION DATE: _____

Economic/Community Development Director

Date

Original to Applicant:

CC: ☐ Mayor ☐ Village Engineer ☐ Fiscal Officer ☐ Public Works Superintendent

☐ Water Superintendent ☐ Wastewater Superintendent ☐ Police ☐ Fire