



Vandalia^{ohio}
small city. big opportunity.

PERMIT APPLICATION FOR
IMPROVEMENTS ON CITY EASEMENTS

I, _____, being the owner of
the property located at _____,
request permission to encroach upon an established City easement. Said encroachment
will consist of _____

(Description – type and extent)

within existing _____

(Define type & size of easement or right-of-way)

I am aware of the restrictions and conditions of Chapter 1026.03(a) and (b) of the
Codified Ordinances of the City of Vandalia.

“Chapter 1026.03

(a) No improvement of any kind shall be constructed upon any easement owned
by the City unless the owner of the real estate upon which the easement is situated shall
obtain a permit to make such improvement. Such permit shall be issued by the proper
official of the City. The permit shall not be issued until the owner submits the requisite
plans and specifications, if any, of the proposed improvement, together with an
agreement that such improvement shall be considered temporary and may be removed,
without cost to the City, in the event such removal is deemed necessary by the City
officials, and that reconstruction or repair, if any, shall be at the sole cost of the property
owner. “Improvement,” as used herein, means construction of any type, including
paving.

(b) The permit and conditions attached thereto set forth in subsection (a) hereof
shall be binding upon the owner, his or her successors, heirs, administrators, executors
and/or assigns.”

I understand that if City officials determine removal of the encroachment is
necessary, such removal will be completed at no cost to the City, and all reconstruction
or repairs shall be the sole responsibility of the property owner. I also acknowledge that
other utilities (e.g., gas, electric, telephone, etc.) may have an interest in the affected
easement or right-of-way, and that it is the property owner’s responsibility to resolve any
conflicts directly with the appropriate utility providers.

Signature of Owner

Date

Issued by:

Date:

"Revised 12/30/2025"