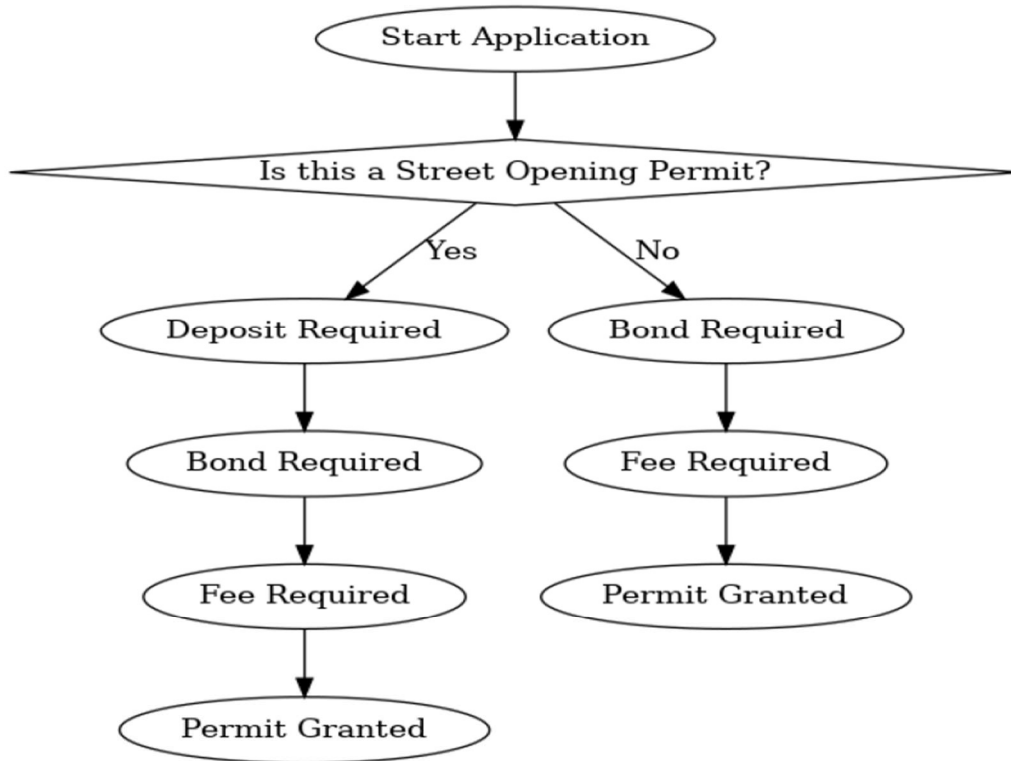


Right of Way Permit Process Flowchart

This flowchart outlines the required steps for obtaining Right of Way permits in the Village. **Street Opening Permits:** Require a deposit, bond, and fee before the permit will be granted. **All Other Right of Way Permits:** Require only a bond and fee before the permit will be granted.



For questions or additional details, please refer to Section 905.04 of the Village of Doylestown Code of Ordinances or contact the Village Administrator's office.

RIGHT-OF-WAY PERMIT – BOND REQUIREMENT

Who Needs a Bond?

Anyone performing work in the right-of-way—including homeowners completing their own work (not just contractors)—must provide a \$10,000 bond before a permit can be issued.

How Do I Get a Bond?

If you are not a contractor, you can still easily obtain a bond:

1. Contact your homeowner's insurance company or local insurance agent
2. Request a "\$10,000 Right-of-Way / Performance Surety Bond" for municipal work
3. Provide them with the Village's bond form (included in this application)
4. The insurance company will complete the form and return it to you
5. Submit the completed bond with your permit application

Typical Cost:

- Approximately \$75–\$150 for most homeowners

Important:

- The bond guarantees proper completion and restoration of work
- Work cannot begin until the bond is submitted and the permit is approved



The Village of Doylestown
Zoning Department
24 South Portage Street
Doylestown OH 44230



A VILLAGE WITH VALUES

A TOWN OF TRADITIONS

RIGHT-OF-WAY BOND FORM

Bond No.: _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ (Contractor), of _____ (Address), as Principal, and _____ (Surety Company), of _____ (Address), as Surety, are held and firmly bound unto the **Village of Doylestown, Ohio**, in the penal sum of **Ten Thousand Dollars (\$10,000)** lawful money of the United States, for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally.

CONDITION OF THIS OBLIGATION:

WHEREAS, the Principal has applied for a permit to perform work within the Village's public right-of-way, as authorized under Section 905.04 of the Village of Doylestown Code of Ordinances; and

WHEREAS, the Principal is required to furnish a bond guaranteeing:

1. Completion of the work in accordance with Village standards and approved plans;
2. Proper restoration of any disturbed pavement, curb, sidewalk, landscaping, or other improvements; and
3. Correction of any defects arising within one (1) year of completion.

NOW, THEREFORE, if the principal shall faithfully perform said work and fully restore all disturbed public property to the satisfaction of the Village, then this obligation shall be null and void; otherwise, it shall remain in full force and effect. The Surety may cancel this bond by giving thirty (30) days' written notice to the Village, but such cancellation shall not affect any liability accrued prior to the effective date of cancellation.

IN WITNESS WHEREOF, the parties hereto have executed this Bond this ____ day of _____, 20.

Principal (Contractor): _____ **By:** _____

Surety Company: _____ **By:** _____

Surety Address: _____ **Phone:** _____

Bond & Insurance

- Required Bond Amount: **\$10,000** (original bond form provided above)
- Insurance Certificate Attached? ☐ Yes ☐ No

Applicant Certification

I hereby certify that the information provided above is true and correct, that I have read and will comply with all applicable provisions of the Village of Doylestown Code of Ordinances, and that all work will be completed in accordance with Village standards.

Signature: _____ **Date:** _____

For Village Use Only

- Bond Received: ☐ Yes ☐ No Date: _____
- Insurance Verified: ☐ Yes ☐ No Date: _____
- Fee Paid: \$ _____ Receipt #: _____
- Permit #: _____ Approved By: _____ Date: _____



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REGULATIONS FOR STREET OPENINGS AND WORK IN THE RIGHT OF WAY

REQUIREMENTS:

- A 48-hour notice is required prior to excavation;
- Each application shall include a drawing detailing the work to be performed and the extent of excavation;
- For tree or shrub planting and removal, the size, quantity, species, location, and reason must be attached for approval by Shade Tree Commission;
- Evidence of liability insurance issued by a company authorized to write insurance in the state of Ohio in an amount satisfactory to the zoning official;
- Must have an OUPS number and all utilities spotted prior to excavation;
- Contractor will have proper Barricades, Road Signs and Traffic Control if applicable;
- All asphalt and concrete openings will be saw cut;
- All excavated materials under pavement must be hauled out and cannot be used as backfill;
- All excavations will be backfilled with C.D.F. material to within 4 inches of top of excavation. Excavation must be plated until C.D.F. has set and top coat applied.
- A Village inspector will be required to inspect the procedure at a fee of \$30.00 per inspection;
- Top coat will be a minimum of 4 inches of 304 Asphalt or 6 inches concrete with pins on concrete roads;
- All grass areas will be seeded and straw placed down;
- If an excavation cannot be completed in the same day, plates and proper barricades are required;
- If a road should have to be closed, ALL road closed and detour signs will be supplied by the contractor. The Police, Fire, and School Bus Departments must be notified by the contractor. **Police 330-658-6582, Fire 330-658-2300, Bus Garage 330-658-2113;**
- Contractors must submit proof of the \$10,000 performance bond prior to scheduling inspections or starting work.
- All damage to the storm, water and sanitary lines will be repaired to village specifications by the contractor at their cost and inspected by the Village during the repairs.

FEES AND DEPOSITS:

A nonrefundable fee of \$150.00 shall be charged for the first 100 lineal feet of right-of-way to be disturbed plus \$100.00 for each additional 100 feet of right-of-way disturbed. Fee waived for tree or shrub planting and removal. All contractors performing work within the Village public Right-of-Way must provide a \$10,000 performance bond payable to the Village of Doylestown. Bonds may cover multiple projects over a calendar year, as approved by the Village Council. The bond guarantees proper completion of all work, including restoration of disturbed areas to their original condition. Failure to submit the bond prior to commencement of work will result in denial of the permit.

Required Deposit:	Primary Road	\$2,000.00
	Secondary Road	\$1,000.00

Note: The above deposit is separate from the mandatory \$10,000 performance bond for all ROW work.

Shade Tree Commission

No tree or shrub may be planted or removed within any public way, street, alley, park, or other Village owned property unless a permit is approved by the Shade Tree Commission. The Commission may require replanting at the applicant's expense. The Shade Tree Commission shall have the authority to deny a permit. The homeowner is required to attend the next scheduled shade tree meeting to discuss approval. Meetings are at Village Hall the first Monday of every month at 6PM. Please visit Village Hall or <https://www.doylestown.com/calendar> to verify if the meeting will be taking place as posted.

PENALTIES:

Any person who has a Village permit and does not follow these regulations will forfeit their deposit and be required to make repairs to meet these regulations at their cost. Any person or contractor performing excavations in the Village right of way without a permit is subject to a \$500 fine. Any contractor not following these regulations will be fined and banned from future work in the Village right of ways.



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RIGHT OF WAY PERMIT APPLICATION

Date: _____

Permit No. _____

Job Location: _____

Owner/Contractor: _____ Contact Person: _____

Address: _____

Phone: _____ Email: _____

Start Date: _____ Est. Completion Date: _____

Reason for Work: _____

Number of Excavations: _____ Size: L _____ W _____ D _____

Locations of Excavation: ☐ Street ☐ Devil Strip ☐ Side Walk

Do you have an OUPS Number: ☐ Yes ☐ No OUPS No. _____

Type of Equipment you will be using _____

PERMIT FEE: \$_____ (Per attached requirements)

DEPOSIT: \$_____ (Per attached requirements)

TOTAL DUE: \$_____

It is understood that this permit is a condition such that the holder of the permit agrees to perform the work in accordance with the regulations of the Village of Doylestown.

The undersigned also certifies that the required \$10,000 performance bond has been submitted to the Village of Doylestown prior to the start of work.

The undersigned here by certifies that the information contained in the application is true and correct.

Signature

Title

YOU NEED TO CALL 330-658-2181 EXT. 1160 FOR BACKFILL INSPECTION 24 HOURS PRIOR TO BACKFILLING.

VILLAGE USE ONLY

INSPECTOR: _____ ☐ **APPROVED** ☐ **DISAPPROVED**

SHADE TREE CHAIRPERSON: _____ ☐ **APPROVED** ☐ **DISAPPROVED**

COMMENTS: _____

ZONING OFFICIAL SIGNATURE: _____ **DATE** _____

☐ **Performance Bond Received (\$10,000)**

Verified By: _____ **Date:** _____