



Right-of-Way Permit No.

PERMIT ISSUED DATE:

PERMIT APPROVED BY:

SCHEDULED WORK DATE:

1. APPLICANT AND SITE INFORMATION

1.A. Site Address or Location for Permit (For Location list all streets affected, and range (from/to) or bounds of project area)

1.B. Type of Work (mark all that apply)

New Drive	Utility, Communication	Utility, Sewer
Access Request		
Sidewalk or Drive Apron	Utility, Electric	Utility, Water
Curb	Utility, Gas	Other (list)

1.C. Date of Application

1.D. Utility Project or Work Order ID.

1.E. City Site Plan No.

1.F. Utility Representative or Property Owner Information (Utility Employee in responsible charge of proposed work or Property Owner)

NAME	COMPANY NAME	PHONE	EMAIL
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1.G. Agent Contact Information (Agent or Consultant applying for permit on behalf of Utility or Property Owner)

AGENT NAME	COMPANY NAME	PHONE	EMAIL	ADDRESS
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1.H. Contractor Information (Contractor or Utility Person in charge of work site)

CONTACT PERSON NAME	CONTRACTOR COMPANY NAME	PHONE	EMAIL	ADDRESS
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2. DESCRIBE WORK/EXCAVATION TO BE COMPLETED UNDER PERMIT

2.A. PLAN INCLUDED (CHECK)

3. SCHEDULE

3.A. Anticipated Construction Schedule

ANTICIPATED START DATE:	ANTICIPATED COMPLETION DATE or NUMBER OF DAYS/MONTHS:
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3.B. Temporary Installment(s) in the Right-of-Way

ANTICIPATED DURATION DAYS/MONTHS/OR YEARS:

4. PERMIT RECIPIENT

I, THE PERMITEE, ACKNOWLEDGE THE ORDINANCES, FEES, AND INSTRUCTIONS, INCLUDED IN SECTIONS #5, #6 AND #7, AND ACCEPT RESPONSIBILITY FOR SAME. CHECK IF AGREED, AND STATE NAME AND PHONE#

5. PERMIT ORDINANCES AND FEES

5.A. New Drive Access	[City Ord. 911]	\$5.00
5.B. Sidewalk, Drive Apron, and/or Curb	[City Ord. 909]	\$5.00
5.C. Public Utilities	[City Ord. 909]	\$35.00 x Number of Streets w/Excavation
5.D. Other Openings or Excavations	[City Ord. 909]	\$35.00 x Number of Streets w/Excavation

Total Fees

6. CITY NOTES & INSTRUCTIONS (SEE ALSO, TERMS AND CRITERIA IN SECTION 7)

7. Terms/Criteria Applicable to Right-of-Way Permits for Work and Excavations within Canton City Public Right-of-Way:

- 1) **Notifications:** Permit Holder/Contractor shall notify the City Engineer's Office (Civil Division 330-489-3381) 48 hours in advance of commencing work in the public right-of-way; excepting work performed on an emergency basis to prevent injury or damages to the general public or existing utilities.
- 2) **Utility Clearance:** Permit Holder/Contractor is responsible for notifying utility owners to have existing utilities located and marked. Call O.U.P.S at 1-800-362-2764. The facilities installed must maintain a minimum three feet horizontal clearance and one foot vertical clearance from existing City utilities and structures; the City Engineer may deem greater clearance requirements as needed. Exceptions must be approved by the City Engineer.
- 3) **Traffic Maintenance:** Permit Holder/Contractor is responsible for all traffic control. In advance of any work requiring the full or partial closure of roadways, approval must be obtained from the City Engineer's Office (Traffic Division 330-489-3370). Also, Permit Holder/Contractor shall notify the Traffic Division 72 hours in advance of commencing work in the roadway for a public news release.
- 4) **Alignment:** Permit Holder/Contractor is to follow proposed work and/or route shown on submitted drawing.
- 5) **Conduits:** Conduit installed underground is not to exceed planned inside diameter and will be laid at a minimum depth of 18" of cover unless said depth interferes with existing or proposed conduits. Boring of conduits is subject to the approval of the City Engineer based on outside diameter of conduit, method of installation, proximity of other utilities, and surface treatments. Typically pipes exceeding 8"o.d. must be installed by open-cut trench.
- 6) **Improvements Removal/Replacement:** Permit Holder/Contractor must notify the City Engineer or the owner for approval prior to the removal/adjustment/replacement of structures or equipment in the public right-of-way (i.e., parking meters, pull-boxes, mailboxes, traffic signs, etc.). Pavements shall be saw-cut (full pavement depth) prior to commencing excavations.
- 7) **Stone Walk/Curb:** Stone walks/curbs may need to be replaced or restored if integral to the aesthetic value of the property. Any portion of stone walk or curbs removed from the public right-of-way must be delivered to a City storage facility, as directed by the City Engineer, by the Permit Holder/Contractor
- 8) **Backfill in R/W:** Permit Holder/Contractor is to remove excavated material and backfill with ODOT Type 1 Backfill (304, 411, or 617 aggregate spec.) or ODOT 613 Low Strength Mortar Backfill in the public right-of-way. Reuse of excavated material as backfill under paved areas may only be used if approved by the City Engineer.
- 9) **Road/Utility Restoration:** Permit Holder/Contractor is responsible for repairing damaged utilities or pavements and restoring disturbed areas as a result of the proposed work. Pavement shall be restored in-kind. Joints in asphalt shall be sealed with asphalt cement. Brick pavers must be toothed in at joints. Pavement constructed/restored within the right-of-way must meet City Specifications and standard drawing #'s 27 thru 46. Reinstall pavement markings as directed by the City Engineer. The City Engineer will require full lane width or full pavement width resurfacing dependent upon length, width, and number of open cut trenches. Sidewalk and/or curb replacement/installation must be performed under a Sidewalk/Curb Construction Permit (\$5.00) by a Contractor licensed with the City Engineering Dept. Temporary pavement may be required by the City Engineer, in the event permanent restoration is delayed due to weather or other circumstances deemed necessary by the city.
- 10) **ADA Ramp:** Any portion of walks, curbs, or road pavement being disturbed/replaced in the area of a curb return at street/alley intersections must include the installation of wheelchair ramps. Wheelchair ramps constructed/restored must meet City Std. #33, with truncated domes.
- 11) **Trees along work in the public right-of-way:** The Permit Holder/Contractor must allow a City Engineer appointed arborist to inspect the tree prior to commencing work to assess the tree/s and determine if removal of tree(s) is necessary. Permit Holder/Contractor must reimburse the City for the cost of the arborist. Removal of tree(s) and stumps and if applicable, the replacement of tree(s), is at the expense of the Permit Holder/Contractor.
- 12) **Lawn Restoration:** Permit Holder/Contractor is responsible for lawn restoration unless released by adjoining property owner. Lawn areas are to be restored with 4" topsoil, in-kind perennial grass seed, and mulch; water and fertilize as needed.
- 13) **Utility Removal/Relocation:** Utility owners shall be responsible for relocation, and/or removal of their utilities, active or abandoned facilities (including plugging and/or grouting pipes), in the public right-of-way requested from the City of Canton.
- 14) **Working hours:** In the public right-of-way, working hours are Monday thru Friday, 8 am to 4:30 pm; excepting City-recognized holidays. Work on Saturdays, holidays, or after hours are subject to City Engineer approval and cost of inspection.
- 15) **Inspection Fee:** Public Utility work is subject to city inspections fees in addition to the permit fee.