



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

ENGINEERING DIVISION
PERMIT TO OCCUPY RIGHT-OF-WAY
APPLICATION FORM

Email all pages to permits@westerville.org

FOR OFFICE USE ONLY	
PERMIT # _____	
APPLICATION DATE _____	
EXPIRATION DATE _____	

Please complete the following:

APPLICATION FEE PAID	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
FINANCIAL SURETY ON FILE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
BOND ON FILE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
INSURANCE ON FILE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
CURRENT TELECOMMUNICATIONS & UTILITY PERMIT REGISTRATION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

PROPOSED WORK *Please select the types of proposed work requiring access to and through the right-of-way.*

R/W WORK PERMIT

Repair Replacement New Installation Co-location

INSTALL METHOD

Open Cut Tunnel/Boring Re-sleeve

WIRELESS FACILITY/FACILITIES

Repair Replacement New Installation Co-location

PROPERTY IMPROVEMENT REQUIRING ACCESS

<i>Commercial Examples</i>	<i>Residential Examples</i>
- Ladder/scaffold in R/W	- POD moving container
- Blocking parking spaces for utility vehicles	- Tapping into City storm basin
- Temporary outdoor merchandise display	- Planting a tree in the tree-lawn
	- Digging a downspout drain through the tree-lawn to the curb

MAINTENANCE OF TRAFFIC (TEMPORARY WORK)
Example: accessing a manhole in the road for a few hours.

PERMITTEE

COMPANY/FIRM NAME _____

APPLICANT/PERMITTEE/AGENT

COMPANY/FIRM NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ PHONE _____

EMAIL _____ FAX _____

PROJECT ADDRESS & DETAILED LOCATION



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CONTRACTOR for physical construction **SAME AS APPLICANT** (Attach additional sheet(s) if multiple contractors)

COMPANY/FIRM NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ PHONE _____

EMAIL _____ FAX _____

PROJECT DESCRIPTION Provide a detailed description of the proposed work.

CONSTRUCTION SCHEDULE START DATE _____ FINISH DATE _____

DRAWING OR ENGINEERING PLANS ATTACHED SHOWING LOCATION, PROPOSED WORK AND EXISTING UTILITIES WITHIN WORK AREA, TO BE INCORPORATED AS EXHIBIT A.

GENERAL NOTES ATTACHED, TO BE INCORPORATED AS EXHIBIT B.

In consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the City of Westerville. Please remember that the applicant is responsible for coordinating and scheduling the required inspections on these permits.

SIGNATURE OF APPLICANT
(Also sign p. 3 of 11)

DATE

PRINTED NAME

PHONE NUMBER



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PERMIT & APPLICATION AGREEMENT

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PERMIT NUMBER: _____
(Office use only)

Whereas, by submission of its Application for a Permit to Occupy Right-Of-Way, the applicant agrees to comply with the Right of Way regulations of the City of Westerville as they exist at the time of application AND as they may be changed from time to time; and

Whereas, by submission of its Application for a Telecommunications and Utility Permit, the Applicant agrees to pay all fees associated with this Permit as they exist at the time of application AND as they may be changed from time to time; and

Whereas, by submission of its Application for a Telecommunications and Utility Permit, the Applicant agrees to pay any fee associated with any applicable Telecommunications & Utility Permit between the Applicant and the City of Westerville as it exist at the time of application AND as it may be changed by mutual agreement by the parties; and

Whereas, the City of Westerville, having reviewed the Applicant’s submission, finds the granting of this Permit to be in the best interest of the citizens of Westerville;

NOW, THEREFORE, the City Of Westerville grants to the Applicant this Telecommunications and Utility Permit, for access to the public Rights of Way of the City of Westerville as specifically described in EXHIBIT A, subject to the laws of the United States, the laws of the State of Ohio, and the ordinances of the City of Westerville, as they exist at the time of application AND as they may be changed from time to time, and any further conditions specified in EXHIBIT B.

This PERMIT is effective this ____ day of _____, 20 ____ and shall remain in full force and effect for a term not to exceed ten (10) years from the date of signing.

APPLICATION REVIEWED BY:

CONSTRUCTION MANAGER SIGNATURE

PERMIT APPROVED BY:

CITY ENGINEER SIGNATURE

PERMIT AGREED BY:

APPLICANT SIGNATURE



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INSPECTION FEES FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS

Inspections are required for all public improvements constructed by developers. Public improvements consist of infrastructure constructed within public rights-of-way or public easements.

The cost associated with this inspection is invoiced to the developer on a monthly basis. These inspection costs are in addition to the fees charged by the Building Division for the inspection of building components and appurtenant work. The inspection rates are **\$70.00** per hour and **\$100.00** per hour for hours worked over 8 hours per day. In addition, all related costs such as materials testing and plant inspections are also invoiced monthly to the developer.

The developer will be billed for inspection and associated services as follows:

1. Inspection of all public utility work including, but not limited to: storm sewers, sanitary sewers, water mains and water services, electrical and communication conduit systems, concrete and asphalt work in public rights-of-way or easements.
2. Costs associated with material testing and plant inspection for items of work identified in (1) above; such as manholes, pipe, concrete, asphalt, aggregate, etc.
3. Inspection for the connection of private services to a public facility.
4. Erosion & sediment control measures for the site regardless if public work is being completed.
5. Preparation of punch-list items and re-inspection of all public improvements.
6. The review of the record drawings provided by the design engineer.

Please call (614) 901-6650 by noon (12 p.m.) for next-day inspection. Calls received after noon (12 p.m.) will result in a one (1) day delay in having your work inspected. When scheduling an inspection, please specify: type of inspection, address, engineering number, contact name and telephone number.

Please contact the City of Westerville Engineering Division at (614) 901-6650 with any questions regarding inspection requirements.

INSPECTION BILLING INFORMATION

Monthly invoicing for the inspection of public improvements will be mailed as follows:

ENG. NO. _____ PROJECT NAME _____

COMPANY _____ CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____



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EXHIBIT B GENERAL NOTES

Any modifications to the approved permit shall be submitted to the City for approval prior to the work being completed.

Approval of this Telecommunications and Utility Permit only regards work performed within the City of Westerville. Illustrations of properties outside Westerville's corporate boundary included with the permit application shall be regarded only to provide context and orientation. Applicants must seek permit approval from the relevant neighboring governmental agency for work shown outside the City of Westerville.

The contractor is responsible, prior to construction, to determine the actual location and elevation of all existing utilities whether shown on the plans or not. The contractor shall call OUPS at (800) 362-2764 two full working days prior to the start of construction. Commercial electric services are not located by the City of Westerville. Contractor shall coordinate with commercial property owners to locate commercial electric services.

The contractor shall notify the City Engineering Division (614) 901-6650 at least two working days in advance of the anticipated start of construction. Inspection is required for all public work and where identified on the approved permit.

Work hours shall be in accordance with the 2012 edition of the City of Columbus Construction and Material Specifications (CCMS) Items 108.04A and 108.04B except that no work shall commence prior to 7 a.m. The contractor shall be solely responsible for complying with all federal, state and local safety requirements, together with exercising precautions at all times for the protection of all persons, including employees and property.

All surfaces including lawns, pavements, sidewalks, curbs, berms and other surfaces disturbed during the construction of this project shall be restored by the contractor to the original or better condition. All restoration, including lawns, pavements, sidewalks, curbs, berms, trees and shrubs shall be warranted for a period of one year from the acceptance of restoration.

Contractor is responsible for notifying the City of Westerville, at (614) 901-6650, for final inspection of restoration. One year warranty period will begin after the restoration has been accepted by the City.

It is the intent that trees shall be preserved. The contractor will be responsible for any claim for damage to trees. Trees needing to be removed require the prior approval of the City.

The contractor shall reference all existing iron pins and monuments before excavation. If any pins or monuments are disturbed, a surveyor, registered in the State of Ohio, shall reset the pins at the contractor's expense.

The contractor shall confine all activities for the project to the immediate area under construction. The contractor shall not trespass upon private property without written permission of the property owner.



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EXHIBIT B GENERAL NOTES (CONT.)

Construction shall be sequenced so as to limit the number of open excavations. Open excavations include any excavation that has not yet been backfilled as outlined in the most recent version of the City of Columbus Standard Drawing #1441- Pavement and Utility Cut Repairs Standards. The maximum number of simultaneous open excavations (not including those performed for utility locating) shall be (3) three unless prior written approval from the City is obtained. Road plates shall be installed, identified and proper signage installed per the City of Columbus Standard Drawing #1441- Pavement and Utility Cut Repairs Standards. The Utility is responsible for 24-hour maintenance and inspection of all road plates.

Pavement repairs and steel plate requirements shall be performed in accordance with Columbus Standard Drawing 1441 with the following exceptions:

The City of Westerville will not perform any of the work; the pavement repair is the responsibility of the contractor in its entirety.

It is the City's expectation that restoration shall be completed within no more than 15 days after the completion of construction. For work that occurs between October 15 and April 15, temporary repairs are acceptable with the understanding that permanent repairs be completed prior to May 1. At the discretion of the City, the Contractor may be required to recess steel plates.

All roadway trenches shall be backfilled or securely plated during non-working hours. All street plates shall be secured with asphalt placed around the perimeter. The contractor shall maintain the plates in a secure, safe condition. The City may require the Contractor to provide a milled recess around the perimeter of the excavation in order to better secure the plate. The milled recess shall be the same depth as the plate thickness and provide a smooth transition between the asphalt surface and steel plate.

All backfill placed within existing or proposed road rights-of-way or within the pavement influence line (as shown in City of Columbus Standard Drawing 2179) shall be compacted granular material in accordance with CCMS item 912 or CCMS item 613 Type 1, II or III.

All backfill outside of existing or proposed road rights-of-way and outside of the pavement influence line shall be placed in accordance with CCMS item 911. In lieu of adequate compaction, as set forth by this item, the City reserves the right to require compacted granular backfill in accordance with CCMS item 912.

Utility trench construction which occurs in existing or proposed lawns shall have the backfill compacted to a minimum of 90% maximum dry density and backfill within driveways shall be compacted to a minimum of 100% maximum dry density.

The contractor shall provide minimum clearances of 1.5 feet vertically and 3-feet horizontally between all underground utilities. No utility facility shall be installed with less than these minimum clearances without the written approval of the owners of the facilities involved. The contractor shall expose all utilities or structures prior to construction to verify the vertical and horizontal clearances with proposed construction.



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EXHIBIT B GENERAL NOTES (CONT.)

All traffic control devices shall be furnished, erected, maintained and removed by the contractor in accordance with the "Ohio Manual of Uniform Traffic Control Devices for Streets and Highways" (OMUTCD), current edition.

All traffic lanes are intended to be fully open to traffic. Any lane closures deemed necessary for the construction shall be authorized by the City Engineer (614) 901-6650 as part of an approved traffic maintenance plan prior to closing. Any authorized two-way, one-lane, traffic operations shall be in accordance Part 6, Temporary Traffic Control, of the OMUTCD. Lane closures on arterial streets shall only occur between the hours of 9 a.m. and 3 p.m. Other restrictions may apply.

A uniformed police officer(s) shall be substituted for each flagman shown on Page 747, of the OMUTCD and the officer(s) shall be present whenever two-way, one-lane, operations are in effect. Manual control of traffic by anyone other than a police officer is not permitted.

Construction signs shall neither conflict with nor obstruct existing traffic control signs. Signage shall be installed in accordance with Tables 6H-3 and 6H-4 of the OMUTCD. Construction signs shall be mounted on their own posts. All construction signs shall be installed, covered and approved by the City Engineer prior to commencing work on this project.

If existing traffic control signs conflict with the proposed maintenance of traffic signs they can only be removed with the written approval of the City Engineer. These signs shall be reinstalled at proper height and at approximately the same locations. Any existing signs or posts that are damaged, as determined by the City Engineer, as a result of the contractor's operations shall be replaced at the contractor's expense.

All traffic sign material, permanent or for maintenance of traffic, shall be in accordance with the Ohio Department of Transportation Construction and Materials Specifications Item 730.19.

Should the City Engineer determine additional signs are necessary for traffic maintenance, they shall be installed by the contractor within 24-hours.

Sidewalks and curb ramps replaced in conjunction with the construction shall meet current federal requirements as established by the "Americans with Disabilities Act". All concrete used shall be Class S, 4500 psi, and shall be sealed in accordance with CCMS Item 451. Sidewalks shall be replaced and re-opened to pedestrian traffic within ten (10) calendar days of concrete removal at each repair location. Sidewalk replacement shall be inspected by the City of Westerville; call (614) 901-6650 24-hours in advance to schedule inspection of concrete replacement.

Any fill placed that would alter pre-construction grades within Westerville corporation limits requires the submission of a proposed grading and erosion control plan signed and sealed by a professional engineer registered in the state of Ohio. The contractor shall submit the proposed grading and erosion control plans to the City Engineer for review and approval prior to the placement of any fill. The coordination and execution of this work shall be considered a private matter between the contractor and the property owner.



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REGARDING GAS UTILITIES

No gas valves are to be installed in sidewalk panels.

UTILITY MARKERS

No above ground utility markers are permitted.

PRIVATELY OWNED UTILITIES (NON-OUPS MEMBERS)

Privately owned utilities (non-OUPS members) may be located within the City-owned ROW and easements. These improvements include (but are not limited to) sanitary sewer laterals and water services. These private utilities are not located by the City of Westerville, it is the Contractor's responsibility to locate these utilities prior to excavation. The Contractor is responsible for any damage to private utilities.

GENERAL REQUIREMENTS FOR POD PLACEMENT ON PUBLIC ROADS

- The size of the storage POD is limited to 8 feet in width and 16 feet in length.
- The Unit shall not extend more than 10 feet from the face of the curb.
- A minimum of 10 feet clearance shall be provided from the driveway and/or a minimum of 30-foot clearance from any street corner.
- Reflective barrels, or an approved device, shall be provided at each end of the unit.
- Maximum length of occupancy within the right-of-way is three calendar days.



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HORIZONTAL DIRECTIONAL DRILLING NOTES

HORIZONTAL DIRECTIONAL DRILLING

The following regulations were designed by the City of Westerville to provide safeguards and standard practices to be utilized when performing horizontal directional drilling within the City of Westerville, Ohio. These regulations are minimum requirements and are intended to supplement other local, state or federal laws. These regulations shall also be applied to other methods of underground construction including boring, jacking, pushing and tunneling.

PRE-PLANNING

DEVELOPMENT OF DRILL PLAN

The utility owner shall develop a drill plan in sufficient detail (50-scale minimum) to identify the limits of work, roadways, topography, all existing underground utilities and entry and exit points in plan and profile. Field investigation, including survey work and records research shall be performed, by the plan preparer, during plan preparation.

INVESTIGATION OF EXISTING UTILITIES

As-built plans of existing utilities shall be reviewed for potential conflict. All underground utilities within the limits of the drill path shall be included on the drill plan and profile in sufficient detail to determine the drill depth and bend radii needed to avoid damage by the drilling operations.

The contractor shall expose existing utilities, as necessary, to confirm conflict avoidance. (Exception: When existing utilities are located within a roadway where the asphalt pavement is less than 3 years old, additional repaving requirements, as determined by the City of Westerville, may be implemented. This shall be determined on a case-by-case basis).

PERMIT APPROVAL

The Utility Owner or their assigns shall not proceed with drilling operations in any portion of work until they have an approved street opening permit. Where a combination of traditional trenching work and boring work is proposed, the plan preparer shall clearly delineate on the plans the construction method proposed for each portion of the work. The plan preparer shall submit drilling procedures to The City of Westerville Planning and Development Department with each permit application, outlining the process and steps they would initiate to identify and mitigate potential problems. These problems include, but are not limited to:

- Directional boring into another utility
- Directional boring that strays off line or off grade
- Heaved pavement caused by the directional boring operation

PRECONSTRUCTION

NOTIFICATION OF OHIO UTILITIES PROTECTION SERVICES

The contractor shall contact the Ohio Utilities Protection Service in accordance with State Law for a location-marking request.



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HORIZONTAL DIRECTIONAL DRILLING NOTES (CONT.)

PRECONSTRUCTION (CONT.)

Where extensive utility marking is requested, the contractor shall submit a copy of the proposed plans with the marking request. An on-site meeting with the contractor and the O.U.P.S. Utility Coordinator shall be scheduled to expedite the process. The contractor shall not request locates for more of the project than can be constructed in a 48-hour period.

MARKING OF PROPOSED DRILL PATH

Regardless of the extent of the directional boring, the contractor shall mark with white paint, flags, stakes or a combination of these to indicate the intended drill path prior to the utility locator's arrival to the site.

After the intended drill path has been marked and prior to the arrival of the utility locator, the contractor shall confirm that the intended drill path is the same as that represented in the approved plan. Any changes to the proposed drill path from that shown on the approved plan will require an amended permit. Approval is required from the City prior to implementing any alignment or grade change.

LOCATE VERIFICATION

If there are known facilities in the proposed drill path, the contractor shall conduct a preconstruction meeting with the utility owner, at the site, prior to commencement of work. The contractor shall check for visible signs of utilities that may have been missed by the locators. If any obvious utilities are not located, or if there are problems with the OUPS markings, the contractor shall contact the responsible agency directly prior to start of work.

DURING CONSTRUCTION

SITE WALKOVER AND CALIBRATION OF EQUIPMENT

Prior to construction, the contractor shall walk the limits of the proposed work with the Construction Coordinator to evaluate potential construction conflicts. Conflicts identified during the walkover shall be resolved to the satisfaction of the City. The contractor shall calibrate the transmitter and receiver of the bore head according to manufacturer's instructions prior to construction.

EXPOSE EXISTING UTILITIES

When the drill path crosses an existing utility the contractor shall expose the utility by vacuum excavation or hand digging to verify the location and depth of the facility. Where applicable, the contractor shall leave open a window to the exposed facility so the bore head and back-reamer can be visually monitored. When clearance from a utility is required to be maintained, the required clearance shall include both horizontal and vertical clearances from the nearest edge of the existing facility to the closest edge of the largest diameter back reamer to be used along the drill path.

- Sewers and Waterlines-3' Horizontal | 1.5' Vertical
- Traffic Poles and Electric Poles- 5' Horizontal | 3' Vertical



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DURING CONSTRUCTION (CONT.)

When the drill path is parallel to and within 3 feet of an existing sewer, waterline, or electric duct bank, the contractor shall expose by vacuum excavation or hand digging at reasonable intervals to confirm clearance to the adjacent utility. The contractor shall be responsible for televising sewer lines for a damage analysis if so requested by the City.

MONITOR DRILLING OPERATIONS

The contractor shall monitor, at 10' intervals, the horizontal and vertical location of the drill head and back-reamer to confirm its conformance with the approved drill plan.

The contractor shall not deviate from the approved drill plan. If the bore cannot be completed as per the approved drill plan the contractor shall stop operations until such time that the City can approve the new alignment.

PROTECTION OF LOCATE MARKINGS

The contractor shall maintain, and protect the locate marks until they are no longer required for proper and safe execution of the drill plan.

BORING PITS

Contractor must cover and secure open boring pits at the end of each business day. Boring pit cover material must be deemed 'walkable' to support the weight of an adult. Additionally, the contractor is required to use appropriate means to cordon off work areas to ensure they are safe.

DRILLING FLUID CONTROL

The contractor shall control the use of drilling fluids to prevent damage to adjacent utilities and pavement in accordance with the Horizontal Directional Drilling Good Practices Guidelines published by the HDD Consortium, current edition.

EMERGENCY CONTACTS

The contractor shall provide an emergency contact list to the City at the pre-construction meeting for all known utilities anticipated to be crossed during the drilling operations.

DAMAGE TO UNDERGROUND FACILITIES

If an underground object is struck, the contractor shall stop the drilling process, pothole or otherwise expose to ascertain the situation before pulling back the bore head. In the event the drilling damages an existing facility the contractor shall immediately notify the City at (614) 901-6650. The contractor shall complete and submit to the City a written report explaining the events that led to the damaged facility within 24 hours of the damage. Repairs to the damaged City or other existing facility will be in accordance with Ohio Utilities Protection (CUPS) law and standard construction practices. Repair work shall be proposed to and approved by the City prior to performing repair work.