



**PUBLIC RIGHT OF WAY PERMIT APPLICATION**

City of Springfield  
 Service Department - Engineering Division  
 2100 Lagonda Avenue  
 Springfield, OH 45503  
 Phone: (937) 525-5800 Fax: (937) 324-7733  
<https://springfieldohio.gov>

Date: \_\_\_\_\_

PERMIT APPLICANT: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_ PHONE #'S \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ OFFICE: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
 CONTACT EMAIL: \_\_\_\_\_ CELL: \_\_\_\_\_  
 CITY \_\_\_\_\_  
 PERMIT CONTRACTOR: \_\_\_\_\_ LICENSE #: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ OFFICE: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
 CONTACT EMAIL: \_\_\_\_\_ CELL: \_\_\_\_\_  
 LOCATION OF WORK: \_\_\_\_\_ CONSTRUCTION START DATE: \_\_\_\_\_  
 CONSTRUCTION END DATE: \_\_\_\_\_

NEW INSTALLATION  REPAIR  REPLACEMENT

TYPE OF WORK	<input type="checkbox"/> WATER	<input type="checkbox"/> SEWER	<input type="checkbox"/> GAS	<input type="checkbox"/> TELECOM	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> OTHER
INSTALLATION TYPE	<input type="checkbox"/> OPEN	<input type="checkbox"/> BORE	<input type="checkbox"/> AERIAL	<input type="checkbox"/> OTHER		
WORK LOCATION	<input type="checkbox"/> ROADWAY	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> GRASS	<input type="checkbox"/> MEDIAN	<input type="checkbox"/> OTHER	
LENGTH OF PIPE INSTALLED (If Applicable)						

PROVIDE A BRIEF DESCRIPTION OF WORK TO BE PERFORMED. ATTACH DRAWINGS OR SKETCHES TO EXPLAIN THE WORK IF NECESSARY.

LANE CLOSURE, WORK ZONE, AND TEMPORARY TRAFFIC CONTROL (TTC) <a href="http://www.dot.state.oh.us/Divisions/Engineering/Roadway/DesignStandards/traffic/OhioMUTCD/Pages/OMUTCD2012_current_default.aspx">*http://www.dot.state.oh.us/Divisions/Engineering/Roadway/DesignStandards/traffic/OhioMUTCD/Pages/OMUTCD2012_current_default.aspx</a>			OHIO MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (OMUTCD)* - TTC PLAN TO BE USED	
WILL THE CLOSURE OF ONE OR MORE LANES OF A PUBLIC STREET BE NECESSARY? IF YES, APPLICANT AGREES TO USE PROPER TTC PLANS AND DEVICES.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> TA-10	<input type="checkbox"/> TA-30
WILL BLOCKING OR CLOSURE OF SHOULDER OF A PUBLIC STREET BE NECESSARY? IF YES, APPLICANT AGREES TO USE PROPER TTC PLANS AND DEVICES.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> TA-3	<input type="checkbox"/> TA-4
WILL THE CLOSURE OF ONE OR MORE SIDEWALKS OR PATHS BE NECESSARY? IF YES, APPLICANT AGREES TO USE PROPER TTC PLANS AND DEVICES.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> TA-28	<input type="checkbox"/> TA-29

THE UNDERSIGNED AGREES TO PERFORM THE ABOVE IN ACCORDANCE WITH ALL ORDINANCES, RULES, AND REGULATIONS OF THE CITY OF SPRINGFIELD, OHIO, RELATING THERETO. THE UNDERSIGNED FURTHER AGREES TO BE FULLY RESPONSIBLE FOR THEIR OPERATIONS AND TO HOLD THE CITY OF SPRINGFIELD HARMLESS FROM ANY AND ALL CLAIMS, DAMAGES, AND CAUSES FOR ACTION WHATSOEVER WHICH MAY ARISE FROM WORK PERFORMED UNDER THIS PERMIT. PRIOR TO STARTING THE WORK, THE CONTRACTOR SHALL CALL THE CITY ENGINEERING DEPARTMENT, (937) 525-5800, AT LEAST FORTY EIGHT (48) HOURS IN ADVANCE. THE APPLICANT AGREES TO RESTORE ALL FACILITIES DISTURBED BY THIS WORK TO A CONDITION EQUAL TO OR BETTER THAN ORIGINAL.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE PRINT NAME: \_\_\_\_\_

PERMIT IS GRANTED SUBJECT TO ALL LAWS OF THE STATE OF OHIO AND THE CITY OF SPRINGFIELD, OHIO. FAILURE TO COMPLY SHALL BE CAUSE FOR REVOCATION OF THIS PERMIT AND/OR LIABILITY AND COST FOR ANY DAMAGES.

**FOR CITY USE ONLY. DO NOT WRITE BELOW THIS LINE.**

PAVEMENT COMPOSITION:						
	LENGTH	WIDTH	AREA	UNIT	UNIT PRICE	TOTAL
RESTORATION DEPOSIT (Refundable if restoration is performed by permittee)				S.Y.		
PERMIT				L.F.	Min. \$100/Max.\$1000*	
	METER SIZE				*See #1 in General Provisions	
CONNECTION FEE (SEWER)				L.S.		
CONNECTION FEE (WATER)				L.S.		
WORK PERMIT FEE				L.S.		
RIGHT OF WAY PERMIT FEE				L.S.		
					<b>TOTAL</b>	

COMMENTS: \_\_\_\_\_

PERMIT #: \_\_\_\_\_ APPROVAL DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ PER: \_\_\_\_\_  
 City Engineer

FINAL INSPECTION BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## General Provisions

1. The permit fee shall be a minimum of \$100 for the first 400 lineal feet of excavation. If an excavation exceeds 400 lineal feet, an additional fee of \$100 is payable for each additional increment of up to 400 lineal feet. The maximum permit fee is \$1,000.
2. Upon the issuance of a permit, the City reserves the right to require a preconstruction meeting and/or the submission of a traffic control plan demonstrating the protective measures and devices that will be employed. These measures must be consistent with the Ohio Manual of Uniform Traffic Control Devices, latest edition.
3. At a minimum, all work and materials shall conform to the requirements of the City of Springfield Construction Specifications and Standard Drawings (CSSD) and/or the State of Ohio Department of Transportation Construction and Materials Specifications (CMS).
  - a. At the end of the day, no excavated material shall be stored on the roadway or sidewalk. Curb and gutters shall be kept clean to provide proper drainage.
  - b. All excavations with dimensions less than or equal to four (4) feet in length and four (4) in width are to be backfilled with flowable backfill material in accordance with CMS Item 613 (Type I or Type II). The contractor shall not intentionally enlarge the excavation area to avoid the use of Item 613.
  - c. All edges between new and existing asphalt are to be sealed with a liquid asphalt sealer conforming to CMS Item 702.01 PG Binder. The width of the sealant band shall be no less than three (3) inches centered on the joint.
  - d. Excavations in the roadway shall be filled with a bituminous patch material with a durable surface or properly plated prior to opening the road to traffic. All street plates shall be secured with asphalt placed around the perimeter and pinned to the roadway to minimize shifting under heavy traffic loads. The Contractor shall be required to maintain asphalt patch or plates in a secure, safe condition. The cost of placing, removing, and disposing of the temporary patch or plates will be at the Contractor's expense.
4. The Contractor shall notify the City Engineering Department, (937) 525-5800, at least two working days in advance of the anticipated start of construction. Inspection is required for all work within the public right of way and where identified on the approved permit.
5. All work shall be performed Monday through Friday from 7:00 am to 7:00 pm unless otherwise directed by the Engineer.
6. For all underground installations, adequate drawings, plans, and specifications shall be included with the application showing the existing and/or proposed utility/conduit being installed in a method acceptable to the City.
7. The contractor shall contact the Ohio Utilities Protection Service (OUPS) in accordance with State Law to facilitate location of all public and private utilities within the area of excavation.
8. The perimeter of the excavation shall be saw cut to the depth of the asphalt pavement and any rigid base or as deep as practicable. Intersecting cuts shall be at right angles when possible. Any damage to pavements outside of the original excavation shall be removed in the same manner. At no time is the pavement to be removed with a pneumatic or hydraulic hammer prior to saw cutting.
9. Construction areas shall be cleaned at the end of each day and be neat and presentable. All catch basins, culverts, and storm sewers affected by the project shall be protected from dirt, mud, rock, and debris to provide for proper drainage.
10. Vehicles and equipment shall not be operated or stored on existing sidewalk that is outside of the work area. Any damage caused by such action will become the responsibility of the Contractor or Permittee.
11. Trench safety shall be utilized at all times in strict accordance with State and Federal safety standards.
12. All restoration including lawns, sidewalks, curbs, pavements, and berms shall be warranted for a period of one (1) year from the acceptance of restoration. The Contractor is responsible for notifying the City at (937) 525-5800 for final inspection of all restoration. The one (1) year warranty period will begin after the restoration has been accepted by the City.
13. Restoration of the right of way is required and shall be completed by the time indicated in the application or by the termination date on the permit.
14. Construction signage shall neither conflict with nor obstruct existing traffic control signs. If existing traffic control signs conflict with the proposed maintenance of traffic signs they can only be removed with the written permission of the Engineer.

\* Application fee of \$100 for monitoring well installation must be submitted with the Right of Way Application.