

If you have any questions or need assistance with completing and submitting a Right-of-Way Permit Application, you may call (740) 203-1810 or email [engineering@delawareohio.net](mailto:engineering@delawareohio.net)

## COMPLETING THE APPLICATION

- A Right-of-Way Permit Application may be completed either electronically on the fillable PDF form provided by the City, or the application may be completed by hand.

### Contact Information

- Contact information must be provided for all four types of contacts (Applicant, Billing, Contractor, and 24-Hour). If one contact is the same as another, utilize the “same as” check boxes, otherwise enter unique contact information for each contact type.
  - The Applicant must be the person signing and submitting the application. The approved permit will be provided to the Applicant. The Applicant will be responsible for providing the approved permit to other parties, such as the contractor.
  - The Billing contact must be the person responsible for paying the application fees. All fee invoices will be sent to the Billing contact via email.
  - The Contractor must be the individual and company actually performing the work.
  - The 24-Hour contact should be the individual responsible for the work who can take emergency phone calls 24-hours a day and who is capable of addressing situations that develop after normal hours or on weekends. Ideally, the 24-Hour contact is a representative of the contractor.
  - If a Contractor has not yet been identified, indicate “TBD” under the Contact name. When a Contractor is identified, their contact information must be provided to the City.

### Right-of-Way Activity Information

- For “Type of Work”, check all types of work that apply.
  - If a permit application is part of a larger project, indicate as such and provide additional information in the Additional Project Description area.
  - If a permit type is “Other” provide additional information on the space provided.
- For “Project Location”, provide the street address. If there is not a specific street address or addresses, provide additional streets and locations description (i.e. a roadway intersection) in the space provided.
- Right-of-Way Impacts: all applications should indicate whether the work occupies the right-of-way only or includes excavation within the right-of-way.
- Excavation Location: all applications should indicate the type of excavation to be performed in the right-of-way.
- Impacts to Traffic: all applications should indicate the type of impact to traffic, if any.
- Additional Project Description: provide any additional information about the type or work to be performed in the right-of-way. Attach any additional information as necessary, such as sketches, engineering drawings, maintenance of traffic plans, etc.

## SUBMITTING THE APPLICATION

- Applications should be submitted electronically by email to [engineering@delawareohio.net](mailto:engineering@delawareohio.net) with the subject "R/W Permit Application". For applications completed using the fillable PDF, simply email the PDF form. For applications completed by hand, the form may be scanned and emailed in PDF format.
- If an application cannot be submitted via email, they may be submitted in person or by mail to the City of Delaware Public Works Department at 440 E. William St. Delaware, OH 43015.

## PAYING APPLICATION FEES

- All fees will be invoiced via email and will come from the City's email address [findept@delawareohio.net](mailto:findept@delawareohio.net).
- Permit application fees may be paid by remitting payment to the address indicated on the invoice either by mail or in person. In person payments should be made at City Hall at the 1<sup>st</sup> Floor Finance Department clerk's window.
- Application fees are to be paid prior to a permit being issued. Additional inspection fees may be invoiced after work is started or completed if additional City-inspection is required.
- Fees are in accordance with the current fees schedule in City Code. Below is a summary of right-of-way permit fees.

Item	Fee
<b>Application Review/Administrative Fees</b>	
Existing Sidewalk & Driveway Aprons	0
Dumpster/Storage Pod	\$25
Excavation in Public Right-of-Way	\$35
Occupancy of Public Right-of-Way (no excavation)	\$30
Blanket Permit Designation	\$500
<b>Inspection Fees</b>	
Excavation in roadway pavement	\$200
Excavation outside of roadway pavement	\$50
Additional inspection fees	As determined by City
Notes: 1. There are no fees associated with the repair or replacement of existing sidewalks or driveway aprons. Fees are applicable to new installations. 2. Blanket permits require the submission of a \$10,000 annual performance bond and will only be approved on a case-by-case basis. 3. Additional inspection fees will be invoiced at a rate of \$55 per hour to the applicant upon completion of the work. This fee is typically reserved for high impact projects.	

## TYPICAL APPLICATION REVIEW TIMEFRAMES

Permit application timeframes vary based on the type of work proposed in the permit, the impact to the right-of-way, and workload of city staff. Typical right-of-way permit application review times are as follows:

Type of Activity	Review Time
<ul style="list-style-type: none"> <li>Sidewalk</li> <li>Dumpsters/Storage Unit</li> <li>Aboveground work on low volume streets</li> <li>Work requires minimal, if any, MOT provisions</li> </ul>	2-5 Days
<ul style="list-style-type: none"> <li>Work that involves excavation in the roadway, but limited to private utility services</li> <li>Excavation in the roadway, but shallow, short duration, and small project footprint</li> <li>Work requires MOT but does not require full road closures</li> </ul>	5-10 Days
<ul style="list-style-type: none"> <li>Long duration projects, expansive work limits, or deep excavations</li> <li>Work requiring detours and complex MOT</li> <li>Potential for high impact to residents, first responders, freight transport, schools, etc.</li> <li>Work requiring engineering plan review/approval</li> <li>Excavation in the Downtown Area</li> <li>Applications requiring extensive research and/or field investigation on behalf of City Staff</li> </ul>	2-4 Weeks
<ul style="list-style-type: none"> <li>Area-wide or lengthy projects</li> <li>Multi-jurisdictional projects</li> <li>High impact projects</li> </ul>	4+ Weeks

## PERMIT ISSUANCE

- After the City has reviewed and approved the permit application and after all necessary fees have been paid, the permit will be issued to the Applicant via email. The email will be sent to the email address provided for the Applicant on the application form and will come from the email address [cityworks@delawareohio.net](mailto:cityworks@delawareohio.net) with the subject "Permit Approved". This email will be automatically generated, so please be sure the email is not blocked by a spam filter.
- The Contractor shall keep on site a copy of the issued right-of-way permit at all times.
- The issued permit will have an assigned permit number in the format of the year (YYYY) and a four digit number (####)

## SCHEDULING INSPECTION & NOTIFICATION OF CONSTRUCTION START DATE

- After a permit application is approved and issued, advance notification of the actual construction start date and schedule must be given to the City.
- Advance notification must be given to the City in accordance with the City's Maintenance of Traffic and Public Notification Policy. For all other work within the R/W, including work that does not require a road closure or MOT plan, a minimum 24-hour notification shall be given (exclusive of weekends and holidays) to schedule an inspection.
- Advance notification and scheduling of construction inspection shall be given either by phone to (740) 203-1810 or by email to [engineeringservices@delawareohio.net](mailto:engineeringservices@delawareohio.net). When calling, ask for a right-of-way inspector. When emailing, provide the right-of-way permit number ("YYYY-####") in the subject line in the preferred format "YYYY-#### Inspection Request".

## TRAFFIC CONTROL DURING CONSTRUCTION

- All work that will include impacts to vehicular or pedestrian traffic shall have an approved maintenance of traffic (MOT) plan in accordance with the City's Maintenance of Traffic and Public Notification Policy.
- For MOT plans that require a law enforcement officer, the contractor shall call the City Police Department at (740) 203-1101 one week in advance to schedule an officer. The request should include the schedule of work as well as the specific duties requested of the officer.

## MISCELLANEOUS GUIDANCE

- If a project includes a water or sewer tap, a separate sewer or water tap permit is required.
- Working within a public **walkway** typically requires:
  - That you leave a minimum of 4 feet for pedestrians to safely pass without leaving the walk, otherwise a total closure of the walk is required. A total closure requires "Sidewalk Closed Ahead" signs at the nearest defined crosswalk at which you are detouring pedestrians (from both directions).
  - Measures to prevent pedestrians from walking underneath overhead work and equipment, which include but are not limited to defining the work zone with caution tape and/or safety fence.
  - Any additional safety measures as outlined in the Permit Approval Notes.
- City Engineering Standard Drawings and Specifications shall be referenced where applicable. Standard Details RDWD-18.1 and RDWD-18.2 are commonly applicable for excavations and backfill within the right-of-way. Pertinent standard drawings and specifications are available on the City website or upon request from the Public Works Department.