



# City of Delaware - Maintenance of Traffic (M.O.T.) Request

**Notes:**

1. Requests for **partial road closure/lane restrictions** must be submitted no less than **five (5) working days** in advance of the commencement of approved road closure activity.
2. Requests for **full road closure** must be submitted no less than **two (2) weeks in advance** of the commencement of approved road closure activity.
3. A **Right of Way Permit** must also be submitted for approval for any work within public street right of way.
4. Work within Township, County, or State of Ohio right of way may also be subject to other agency permits and approval.

*Rev. 01/09/09*

**Project Name:**

**Contractor:**

**Address:**

**Submitted By:**

**Email Address:**

**Business Phone:**

**Cell Phone:**

**Location & Description of Work:**

**Date Work to Start:**

**Date to be Completed:**

**Working Hours:**

Shoulder Work

Intermittent Lane(s) Closure

Continuous Lane(s) Closure

Full Road Closure

**Detailed Description of Proposed Maintenance of Traffic Plan: (Attach sketch as required)**

Check if sketch is included

**Applicant Signature:**

**Date:**

**Office Use Only**

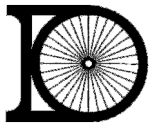
<b>Reviewed By:</b>	Public Works Department	Reviewed By	Date				09
	Police Department	Reviewed By	Date				09
	Fire Department	Reviewed By	Date				09
<b>Approved By:</b>	Engineering Services	Approved By	Date				09

***Approval of this application does not constitute permission for the applicant to commence any activity within the road right of way until appropriate coordination of the described work is made with the designated city representative listed below. Any alterations or changes to the approved MOT plans are subject to city review and approval prior to being implemented.***

**Approval Notes:**

**City Representative:**

**Phone:**



# RIGHT OF WAY PERMIT

Permit No. \_\_\_\_\_

### Check Type of Work to be Performed

- Sidewalk     Driveway     Sanitary Sewer     Water Line     Storm Sewer     Roadway     Curb  
 Electric     Gas     Telephone     Cable     Fiber Optic     Dumpster     Tree Trimming  
 Parade     Street/Sidewalk Fair     Other \_\_\_\_\_

- Check if work involves NEW sanitary sewer or water taps. (Additional permit is required for new utility taps)  
 Check if work involves installation of NEW utility poles or underground utility lines etc. (Requires submission of detailed plans for review)  
 Check if work requires partial of full closure of a public street within the city. (A Maintenance of Traffic (MOT) Request form must be completed and submitted for review and approval)  
 Check if work requires the temporary bagging or removal of parking meters. (Contact the Police Department at 203-1100 for coordinating this work)

Location of Work \_\_\_\_\_

Date work/event will start \_\_\_\_\_ Number of days to complete work/event \_\_\_\_\_

Applicant Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Applicant Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Contractor Name (if different) \_\_\_\_\_ Business Phone \_\_\_\_\_

Contractor Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Detailed Description of work \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant required \_\_\_\_\_ Date \_\_\_\_\_

*No work shall proceed without an Approved permit & full payment of permit fees.  
Contact the Engineering Department to schedule required inspections at (740) 203-1715*

Office use only
Approval Notes _____ _____ _____ _____
<b>Approved By</b>
Planning & Community Development _____ Date _____
Department of Engineering Services _____ Date _____
<b>Total Permit &amp; Inspection Fees Due (Calculated by City): \$ _____</b>
<input type="checkbox"/> If checked, additional inspection fees will be billed to applicant upon completion of the work

**Turn in completed permit to the Department of Planning & Community Development, 1 South Sandusky Street**

## Right of Way Permit & Inspection Fees

Fees are calculated by the Department of Engineering Services and must be paid at the time permit is picked up.

Item	Fee	Authority
<b>Permit Fees</b>		
<input type="checkbox"/> Sidewalk/Driveway <sup>(1)</sup>	\$25.00	1321.03
<input type="checkbox"/> Dumpster/Storage Pod	\$25.00	901.14
<input type="checkbox"/> Excavation Work in Right of Way	\$35.00	901.01 (d)(2)
<input type="checkbox"/> Occupancy of Public Right of Way	\$30.00	901.01 (d)(1)
<input type="checkbox"/> Blanket Occupancy <sup>(2)</sup>	\$500.00	901.01 (b)(3)
<input type="checkbox"/> Re-Issue Permit	\$20.00	901.01 (e)
<b>Inspection Fees</b>		
<input type="checkbox"/> Excavation in roadway pavement	\$200.00	901.07 (c)
<input type="checkbox"/> Excavation in grass (not in pavement)	\$50.00	901.07 (c)
<input type="checkbox"/> Additional Inspection fees required <sup>(3)</sup>	(To be invoiced after work)	901.07 (d)
<b>Pavement Repair Deposit <sup>(4)</sup></b>		
<input type="checkbox"/> Pavement Repair Deposit	\$250.00	901.07 (b)
<b>Parking Meter Fees</b>		
<input type="checkbox"/> (# ) Parking Meters Bagged x \$5.00	( \$ )	901.11
<input type="checkbox"/> (# ) Parking Meters Removed x \$50.00	( \$ )	901.11
<b>Total Permit &amp; Inspection Fees \$ _____</b>		

- Notes:
- (1) There are NO FEES for the repair or replacement of existing sidewalks within the City
  - (2) Blanket Occupancy permits require the submission of a \$10,000.00 annual performance bond surety.
  - (3) Additional Inspection fees if required will be billed at a rate of \$55.00/hour to the permit applicant upon completion of the work.
  - (4) Pavement repair deposits are refundable upon completion of pavement work to the satisfaction of the city.

Please refer questions regarding work within the public right of way to the Department of Engineering Services, Right of Way Inspector at 740-203-1715