

Instructions for Right of Way (ROW) Permit Application (1/1/16)

Application Preparation and Submittal:

➤ **You can submit a COMPLETE application in the following ways:**

1. Drop off/mail to Planning & Community Development, 2nd Floor of City Hall (1 South Sandusky Street)
2. Email to Planning & Community Development at planninganddevelopment@delawareohio.net
3. Fax to Planning and Community Development at 740-203-1699

Note: Sidewalk replacement applications are the only exception and can be submitted directly to pwcs@delawareohio.net, or dropped off at the Public Works Department (440 East William Street)

➤ **Description** must address the following questions (sketches are strongly encouraged):

- In as much detail as possible, what the work involves.
- The location and limits of the work.
- Does the work involve excavation, or just occupying the ROW?
- Will you be working in the roadway or blocking a sidewalk?
- Does any sewer or water work involve tapping a main? **If so, a separate Sewer/Water Tap Permit is required.**
- Provide a **desired** date to start the work, duration of project, and **desired** hours during the day.

➤ Please note that a request to close a vehicular travel lane requires a review process, internal to the City between several City Departments. The review is coordinated through Public Works staff and it requires an extended application review timeframe (3 day minimum, see below). The Applicant is responsible for implementing all Maintenance of Traffic (MOT) items as required by the City. Pre-application MOT coordination with Public Works staff is strongly encouraged, in order to compare the proposed work against already approved activities at the same time and location.

➤ 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.

➤ Please note that most underground work in the ROW requires an approved engineering plan. The development of the engineering plan requires coordination with Public Works staff in advance of the formal submission of this application. At the time this application is submitted, the engineering plan should already have been reviewed and be approved by Public Works.

Typical Review Timeframes:

2-5 Days	Sidewalk Dumpsters/Storage Unit Above ground work on low volume streets Work requires minimal, if any, MOT provisions
5-10 Days	Work that involves excavation in the roadway, but limited to private utility services Excavation in the roadway, but shallow, short duration, and small project footprint Work requires MOT but does not require full road closures
2-4 Weeks	Long duration projects, expansive work limits, or deep excavations Work requiring detours and complex MOT Potential for high impact to residents, first responders, freight transport, schools, etc. Work requiring engineering plan review/approval Excavation in the Downtown Area Applications requiring extensive research and/or field investigation on behalf of City Staff
4+ Weeks	Area-wide or lengthy projects Multi-jurisdictional projects High impact projects

Permit Fees

- **Permit fees are calculated as part of the City's review process.** The fee amount due will be listed on the approved application. This packet includes the fee schedule utilized by the City to calculate the permit fee.
- The lead reviewer will contact you once the review is complete. The application will either be returned with comments or approved. If the application is approved, **fees must be delivered to PCD on the 2nd Floor of City hall** (1 South Sandusky Street, Delaware, OH 43015) at the Customer Service window. The approved application will be provided in exchange for payment. Please list your permit number on your check.

Scheduling Inspection/Advance Notification of Mobilization:

- **A MINIMUM OF 24 HOURS IN ADVANCE (exclusive of weekends and holidays)** Call 740.203.1810 to schedule an inspection for APPROVED work (or to provide advance notification that APPROVED work will commence) **OR email the request/notice to pwcs@delawareohio.net. Email will provide the best level of service, and please type "ROW" somewhere in the subject line.**
- Please reference the approved ROW permit number when contacting the City.
- Even though you have an approved **lane closure**, the City still requires **3 days of advance notice** of the actual closure. This important notice serves as final confirmation to the City.
- Even though you have an approved **road closure**, the City still requires **5 days of advance notice** to actually close the road. This important notice serves as final confirmation to the City.
- If unexpected field conditions result in a drastic change of scope of work, call 740.203.1810 immediately.
- Contractor must have approved permit application on the job site at all times, along with any accompanying plans/detail/specifications.
- Off-Duty Law Enforcement Officers are scheduled (at least 1 week in advance) by calling 740.203.1101.

IF THIS INFO DID NOT ANSWER YOUR QUESTION(S), PLEASE CONTACT THE CITY'S PUBLIC WORKS DEPARTMENT AT pwcs@delawareohio.net or 740-203-1810