



City of Delaware, Ohio RIGHT OF WAY PERMIT

No. _____

Check Type of Work

- Sidewalk Driveway Sanitary Sewer Water Line Storm Sewer Roadway Curb
 Electric Gas Telephone Cable Fiber Optic Dumpster/Storage Unit
 Tree Trimming Other _____

- Check if work requires partial of full closure of a public street. *A Maintenance of Traffic (MOT) Application form must be completed and submitted for review and approval*
 Check if work involves new sanitary sewer or water taps. (Additional Sewer/Water Tap Permit is required)
 Check if work involves installation of underground utility lines or new utility poles. (Submission of detailed plans required)

Request for restriction on Public Parking (metered, time limited or curbside parking)	
Date(s) and time _____	
Exact spaces to be restricted _____	

Vehicle / equipment info _____	

Authorizing signature _____	PCO _____

Location of Work _____

Date work/event will start _____ Number of days to complete work/event _____

Applicant Name _____ Business Phone _____

Applicant Address _____ Cell Phone _____

E-mail Address: _____

Contractor Name (if different) _____ Business Phone _____

Contractor Address _____ Cell Phone _____

Email Address: _____

Detailed Description of work _____

Signature of Applicant required _____ Date _____

Completed permit must be turned in to the Department of Planning & Community Development, 1 S. Sandusky Street, Delaware, or faxed to (740)203-1699, or emailed to planninganddevelopment@delawareohio.net

Office use only	
Approval Notes _____	
MOT Requirements (ODOT 2012 Temporary Traffic Control Manual) <input type="checkbox"/> TA-6 <input type="checkbox"/> TA-10 <input type="checkbox"/> TA-18 <input type="checkbox"/> TA-33	
Approved By	
Planning & Community Development _____	Date _____
Department of Engineering Services _____	Date _____
Total Fees Due: \$ _____	
<input type="checkbox"/> If checked, additional inspection fees will be billed to applicant upon completion of the work	

No work shall proceed without an approved permit and without contacting the City Right of Way Inspector at 740-203-1723 to coordinate and schedule inspections. Failure to contact the inspector may result in work delay, suspension or stoppage.

City of Delaware, Ohio
Right of Way Permit & Inspection Fees Schedule

Fees are calculated by the City and are due at the time permit is picked up.

Item	Fee
Permit Fees	
<input type="checkbox"/> Sidewalk & Driveway Aprons ⁽¹⁾	- 0 -
<input type="checkbox"/> Dumpster/Storage Pod	\$25.00
<input type="checkbox"/> Excavation in Public Right-of-Way	\$35.00
<input type="checkbox"/> Occupancy of Public Right-of-Way	\$30.00
<input type="checkbox"/> Blanket Permit Designation ⁽⁴⁾	\$500.00
Inspection Fees	
<input type="checkbox"/> Excavation in roadway pavement	\$200.00
<input type="checkbox"/> Excavation outside of pavement	\$50.00
Additional Inspection Fees	
<input type="checkbox"/> Additional Inspection fees required ⁽²⁾	To be determined by City
Pavement Repair Deposit	
<input type="checkbox"/> Pavement Repair Deposit ⁽³⁾	\$250.00
Total Permit & Inspection Fees	
	\$

Notes

(1) There are NO FEES associated with the repair or replacement of existing sidewalks or driveway aprons

(2) Additional Inspection fees will be invoiced at a rate of \$55.00/hour to the applicant upon the acceptable completion of the work.

(3) Pavement repair deposits are refundable upon satisfactory completion of pavement work.

(4) Blanket Occupancy permits require the submission of a \$10,000.00 annual performance bond.