



Village of Shawnee Hills
Right-Of-Way Permit
Village Codified Ordinance 907.09(j)(1)

Date _____ \$250 Application Fee (per location) _____

Project Size (determines deposit amount: Minor(\$500) _____ Mid(\$1250) _____ Major(\$2500) _____
(To be completed by Village Staff)

Name of Applicant _____

Mailing Address _____

City _____ Zip _____

Phone _____ E-Mail _____

Description of Work (Attach Drawings/Sketch plan) _____

Description of Restoration Procedure (attach Drawings) _____

Start Date _____ Completion Date _____

Instructions to Applicant:

1. The Village Administrator/or designee may issue a Right-of Way (ROW) permit within seven(7) days upon receiving a completed application and required information. The application shall be accompanied by a **non-refundable fee of \$250.00** payable with cash, check or money order. Fee application processing, review and inspection services (one review by Village Engineer of submitted plans/drawings and one onsite inspection). Any additional reviews and/or inspections shall be an additional cost of \$125.00 per hour and will be deducted from the deposit below.
2. After review of submitted application/plans/sketch drawing by Village Administrator/Village Engineer, the applicant will be notified whether project size is determined to be: **Minor(\$500), Mid(\$1250) or Major(minimum of \$2500)** and the designated refundable deposit amount will be submitted to the Village. Note: The Village Administrator/Engineer has discretion in establishing deposit amounts for Major projects and new home builds are Major projects. If there is no damage to the ROW attributable to the project, the deposit will be released to the applicant upon satisfactory completion of work according to the procedure on this application. A performance bond may be utilized in lieu of the deposit fee if documentation is provided.
3. Each ROW permit shall be confined to a single project and shall be valid only for such dates as authorized on the application. Applicant/contractor is responsible for contacting O.U.P.S. between 48 hours and 10 days prior to any digging.

4. Applicant shall inform the Village Administrator and adjacent property owners within 200 feet on either side of the work location in writing 24 hours prior to the start of the work.
5. Applicant shall establish temporary apron of suitable material of sufficient depth and width on his/her property to permit deliveries of materials and turnaround for construction and other vehicles to prevent blocking of street traffic and damage to street pavement. Temporary culvert pipe for conveyance drainage under apron can be made of any suitable material. However, the permanent culvert pipe under the driveway shall be a minimum of 12-inch reinforced concrete pipe or greater diameter connecting to storm water drainage ditches or storm water systems as determined by the Village Engineer.
6. Short-term street parking is not permitted. It is the responsibility of the applicant to provide sufficient off street parking for workers/others and to provide traffic control devices and other safety measures as required by state and federal laws, rules and regulations.
7. When the work is completed, pavement and street right-of-way shall be restored to its original condition within seven (7) calendar days of the commencement of the work. During construction applicant shall maintain the pavement in a safe and passable condition.
8. Should the Village street pavement/sidewalk condition, including berm, ditches, or other items, become damaged, deteriorated or rendered useless or sub-standard as determined by the Village Administrator or his/her designee, it shall be the responsibility of the applicant to restore them to original or better condition. The Village shall bear no financial responsibility for the above. Should the work not be completed or right-of-way not restored satisfactorily, the Village may retain all or part of the deposit to cover costs. In addition, if the Village is required to repair any damages that exceed the deposit submitted, the Village will invoice the applicant for any additional costs.
9. Applicant shall restore pavement right-of-way and other features along the street frontage as well as provide sewer connection, if applicable, as per City of Columbus standards.
10. It is the responsibility of the applicant to submit the Right-of-Way Refund form to the Village Administrator after completion of the project. The Village Fiscal Officer will return any unused deposit amount within 30 days upon satisfactory site review by the Village Administrator/Village Engineer.
11. If you should have any question contact Village Hall at (614)889-2824.

The undersigned agrees to comply with all costs, procedures, ordinances and restoration processes related to work in the Village Right-of-Way.

Signature of Applicant

Date

Approval: Village Administrator
Or his/her designee

Date