

## APPLICATION FOR PERMIT TO WORK WITHIN THE ROAD RIGHT-OF-WAY

Inspection Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

<b>Applicant Name (Resident, Business, etc.):</b>	<b>Contractor Name/Moraine Registration #:</b>
<i>Contact Name:</i>	<i>Contact Name:</i>
<i>Complete Address:</i>	<i>Complete Address:</i>
<i>Phone/Mobile #:</i>	<i>Phone/Mobile #:</i>
<i>Email Address:</i>	<i>Email Address:</i>
<b>Sub-Contractor Name/Moraine Registration #:</b>	<b>Sub-Contractor Name/Moraine Registration #:</b>
<i>Contact Name:</i>	<i>Contact Name:</i>
<i>Complete Address:</i>	<i>Complete Address:</i>
<i>Phone/Mobile #:</i>	<i>Phone/Mobile #:</i>
<i>Email Address:</i>	<i>Email Address:</i>

This application is hereby made to excavate, erect, or construct within the road right-of-way at the following address:

\_\_\_\_\_ for one or more of the following reasons:

**(address of work area)**

REPAIR	REMOVE	REPLACE	RELOCATE	INSTALL
Apron	Curb/Gutter	Gas Line	Sanitary Sewer	Communication Line
Fiber	Sidewalk	Water Line**	Storm Sewer	Other:

**\*\*WATER AND SEWER RELATED WORK:** Contact Montgomery County in addition to the City of Moraine

**Contractor/Applicant Notes:**

Work will commence on or after:

Work will be completed by:

Actual # of days within the ROW:

**Please allow at least (7-10) business days to process application.**

*I have read and agree to abide by all provisions and conditions of this application and permit contained below and in Chapter 901 of the Moraine Codified Ordinances (Please see page 2 of this application). If the applicant is not the contractor, they must notify contractor and/or subcontractor who will be working of all provisions and conditions.*

\_\_\_\_\_  
Applicant/Authorized Agent (PLEASE PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Authorized Agent (SIGNATURE)

\_\_\_\_\_  
Date

**\*\*\*CITY USE ONLY\*\*\***

Application Date	Permit Cost	\$30.00	Date Paid/Rcpt #	Permit Date
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NOTES/STIPULATIONS: \_\_\_\_\_

APPROVAL:

APPROVAL (Commercial Permits):

\_\_\_\_\_  
Community Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

**BOND:** ☐ Cash in the amount of \$ \_\_\_\_\_  
☐ Check # \_\_\_\_\_ \$ \_\_\_\_\_  
☐ Surety Bond on file w/ exp. date \_\_\_\_\_  
☐ Not Required

**INSURANCE:**  
**WORKERS COMP:**  
**W-9:**

☐ Exp. Date \_\_\_\_\_  
☐ Exp. Date \_\_\_\_\_  
☐

## Conditions and General Information

1. The City of Moraine will incur no expense nor assume any responsibility in connection with the above-mentioned work.
2. The City of Moraine Police (937-535-1166), Fire (937-535-1120) and Street Department (937-535-1040) are to be notified of the time of day that any street will be cut and/or partially closed. Call OHIO811 at least 48 hours prior to excavation, not including weekends or holidays.
3. Applicant shall notify the City at least 24 hours prior to starting work (Beth Waters, 937-535-1030 or [bwaters@moraineoh.org](mailto:bwaters@moraineoh.org)). An inspection is required before and during backfilling and at completion of work. Failure to have proper traffic control devices may result in stop work orders.
4. Applicant assumes responsibility for notifying utilities, including AES Ohio, Ameritech, Montgomery County Sanitation Department, and any others needing notification.
5. **BOND REQUIREMENTS** A standard bond form that is compliant with ORC is acceptable. Please make sure the bond states it is for Work Within the Road Right-Of-Way. AIA bonds are not acceptable.
  - a) Either the owner of the project or the contractor performing the work on such project shall post sufficient bond to assure that the terms and conditions of this Chapter shall be met, and that the Right-of-Way shall be properly restored in accordance with Section 901.19 (k) and (i), in the form of a surety or maintenance bond, escrow account, irrevocable letter of credit, or a cash deposit.
  - b) Any person may post an annual bond, in a form described in subsection (a) above, in the amount of ten thousand dollars (\$10,000.00) in lieu of bonds for individual projects. The City reserves the right to require a bond in a greater amount if the restoration of the Right-of-Way could exceed \$10,000. The City Engineer may determine, within his or her reasonable discretion, that the circumstances related to an application for a Right-of-Way permit may require a lesser performance bond.
  - c) Maintenance of work performed in the Rights-of-Way, performed under a Right of Way permit issued in accordance with this Chapter, shall remain the responsibility of the permit holder for a period of one (1) year from the date of final inspection, except that period shall be two (2) years for permits issued for pavement cuts or borings under the pavement. A sufficient maintenance bond, in an amount determined by the City Engineer and/or his or her designee shall be kept during this period. (Ord. 1697-08. Passed 1-24-08.)
6. **ALL CONTRACTORS/SUBCONTRACTORS** are required to complete a contractor registration that will be good for one (1) year. If your registration has expired, it will need to be renewed at the time of permit application submittal. The registration requires the following: \$40 processing fee (waived if the contractor is located in the City of Moraine), Certificate of Liability Insurance (City of Moraine listed as the certificate holder), Workers Compensation Certificate, and copy of your W-9. To file for or update an existing registration, please visit the City of Moraine website [www.ci.moraine.oh.us](http://www.ci.moraine.oh.us) to obtain the Contractor Subcontractor Registration form Thank you!
7. On weekdays, work shall be performed only between the hours of 9:00 a.m. and 3:00 p.m. If work must continue for more than one (1) day, a road that is cut must be totally secured and marked with proper signage, warnings, barricades, and other traffic control devices.
8. During work hours, two-way traffic must be maintained. Proper signage warnings, barricades, and other traffic control devices, including flagmen, shall be in accordance with Ohio Manual of Uniform Traffic Control Devices and the City Engineer.
9. Detailed plans shall be required for connections made to storm sewers and drawings or detailed plans may be required for other work.
10. Any street cut or right-of-way disturbed shall be returned to the same or better condition as currently exists. This includes, but is not limited to, the following:
 

Subgrade	<i>Backfill shall be tamped in one (1) foot courses.</i>
Asphalt	<i>Asphalt shall be placed in no more than two (2) inch courses and rolled. Edges of patch shall be sealed with asphaltic sealer.</i>
Concrete	<i>Concrete shall be cut only by saw cutting. Concrete replaced shall be reinforced and connected to existing concrete with dowels.</i>
Curb	<i>Curbs shall be removed as existing joints.</i>
Green Space	<i>Green space shall be sodded where deemed necessary by the City Engineer.</i>
Manhole Covers	<i>Catch Basin, drywell, valve cover edges, shall be sealed with proper asphaltic sealer.</i>
11. **NOTICE:** The person and or company applying for this permit should abide by OSHA and State Safety Standards. The City of Moraine will not be held responsible or made liable for the safety of any person completing any construction under this permit.
12. Standard Drawings and Supplemental Specifications can be found on the City of Moraine website [www.ci.moraine.oh.us/engineer/](http://www.ci.moraine.oh.us/engineer/)
13. Applications can be emailed to [bwaters@moraineoh.org](mailto:bwaters@moraineoh.org) or they can be mailed to the following address: City of Moraine, Beth Waters, Community Development, 4200 Dryden Road, Moraine, OH 45439