REVISED 05/2026

The City of Moraine
progress through unity

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

Inspection Date: _____

Approved By: _____

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

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

_____

(address of work area or approximate location)

for one or more of the following reasons:

ACTIVITY:

Repair		Remove		Replace		Relocate		Install	

SUBJECT:

Apron		Curb/Gutter		Gas Line		Sanitary Sewer*		Communication Line	
Fiber		Sidewalk		Water Line*		Storm Sewer		Other**	

* Water Line and Sanitary Sewer related work: Contact Montgomery County in addition to the City of Moraine.

**Description of other: _____

Contractor/Applicant Notes: _____

Work will commence on or after: _____ Work will be completed by: _____

Actual # of days within the right-of-way: _____ 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 on page 2 of this application and in Chapter 901 of the Moraine Codified Ordinances. If the applicant is not the contractor, they must notify the contractor and/or subcontractor who will be working of all the provisions and conditions.

_____ _____

Applicant/Authorized Agent (PLEASE PRINT) *Date* *Applicant/Authorized Agent (SIGNATURE)* *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.
3. Call OHIO811 at least at least two business days prior to beginning work. Applicant assumes responsibility for notifying utilities, including but not limited to AES Ohio, CenterPoint, Montgomery County Environmental Services, and any others needing notification.
4. Applicant shall notify the City Engineer at least 24 hours prior to starting work (Lauren Alvarado, 937-535-1031 or lalvarado@moraineohio.gov). An inspection is required before and during backfilling and at completion of work. Failure to have proper traffic control devices may result in a stop work order.
5. **BOND REQUIREMENTS:** A standard bond form can be found on the City of Moraine website https://ci.moraine.oh.us/engineer/. Refer to Bond Form for Permit to Work Within the City of Moraine Right-of-Way for requirements.
6. **ALL CONTRACTORS/SUBCONTRACTORS** are required to register with the City of Moraine. If registration has expired, it will need to be renewed at the time of permit application submittal. To file for or update an existing registration, please visit the City of Moraine website https://ci.moraine.oh.us/engineer/ to obtain the Contractor Subcontractor Registration form.
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 disturbance shall be returned to the same or better condition as currently exists and as outlined in the Ohio Department of Transportation Construction and Material Specifications, the City of Moraine Supplemental Specifications, and the City of Moraine Standard Drawings. Please visit the City of Moraine website https://ci.moraine.oh.us/engineer/ for reference.
11. Any roadway cut within a concrete road must be replaced from joint to joint. Concrete road replacements shall be a minimum of 10" thick, not be reinforced, and shall be connected to existing concrete with 1" epoxied dowels in direction of the traveled path and ¼" to ½" tie-rods on all other sides.
12. Green spaces shall be seeded with hydroseed, PennMulch, or approved equivalent. Straw is not permitted on major thoroughfares.
13. Applicant and/or contractor to ensure all OUPS flags are removed once work is complete.
14. 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.
15. Applications can be emailed to lalvarado@moraineohio.gov or mailed to the following address: City of Moraine, Community Development, Lauren Alvarado, 4200 Dryden Road, Moraine, OH 45439.

CITY USE ONLY

BOND: ☐ Cash in the amount of $_____________
☐ Check #______________ $_____________
☐ Surety Bond on file w/ exp. date _______________
☐ Not Required

INSURANCE: ☐ Exp. Date _______________
WORKERS COMP: ☐ Exp. Date _______________
W-9: ☐

Application Date: ____________ Permit Cost: $30.00 Date Paid: ____________ Receipt #: __________ Permit Date: ____________

NOTES/STIPULATIONS: ____

____

APPROVAL:

____
City Engineer ***Date***

APPROVAL *(Commercial Permits)***:**

____
City Manager ***Date***