**DATE PERMIT ISSUED:**

**CITY OF MEDINA**

**RIGHT-of-WAY OPENING PERMIT AND PERMIT APPLICATION**

**(WORK and/or EXCAVATION WITHIN CITY RIGHT-of-WAY, ALLEY, EASEMENT or OTHER MUNICIPALLY CONTROLLED PROPERTY)**

Date:

APPLICANT AND LOCATION INFORMATION:

* Applicant Name: Phone #:
* Mailing Address:
* Work to be performed by (circle one) APPLICANT CONTRACTOR
  + If work to be completed by Contractor, submit contractor information:
    - Name of Contractor:
    - Address of Contractor:

City/ State/ Zip Code:

* + - Phone # of Contractor:
* To work within the City right-of-way at the following address or location:
* Medina City Lot Number(s):
* The work is necessary for the following reason(s):
* Anticipated start date of work: Anticipated completion date of work:

EXCAVATION INFORMATION: (If work described above involves excavation, complete this section. If work does not involve excavation, skip this section):

* Estimated Dimensions of Excavation (length, width and depth):

|  |  |  |  |
| --- | --- | --- | --- |
| * Excavation to be within (circle all that apply): | Asphalt Pavement | Concrete Pavement | Brick Pavement |
|  | Grassed Tree Lawn Area | Concrete Sidewalk | Other |

* All disturbed areas to be returned to original condition within days after the completion of work.

APPLICANT RESPONSIBILITY

If this permit is granted, I/we agree to comply with all the conditions, restrictions and regulations of the City of Medina Engineering Department. I/we also agree to notify the Engineering Department a minimum of 24 hours in advance of any work. I/we also understand that it is solely my/our responsibility to notify the Ohio Utilities Protection Service (OUPS) a minimum of 48 hours in advance of any excavation.

If this permit is granted, I/we agree and acknowledge that it is solely my/our responsibility to return the affected area to its original condition as soon as reasonably possible. I/we also understand that the City of Medina may require the issuance of a bond or other financial guarantee to cover the cost of any restoration work. A written summary of this requirement will be attached to the permit.

I/we also agree that while excavating within the City right-of-way, I/we will utilize signs, lights, barricades, flagmen and/or watchmen as necessary to insure the safety of both the construction workers and the traveling public. All said safety devices shall be in compliance with the Ohio Manual of Uniform Traffic Control Devices for Streets and Highways.

I/we understand that this work is being completed within the City right-of-way, as such, I understand that the City maintains the right to remove, alter, or otherwise disturb this area for any reason. Further, I/we understand that the City will restore the affected structure, area or improvement to the level required by City of Medina specifications. The City will NOT restore any affected structure, area or improvement to a level in excess of the level required by City specifications, EVEN IF the existing structure, area or improvement that is disturbed was originally installed at a level in excess of or in addition to the level specified by the City of Medina.

The City of Medina has jurisdiction, unless superseded by the Public Utility Commission of Ohio rules, over street trees and other plantings in the public right of way and/or easement. This jurisdiction includes the power to plant, maintain, trim, remove and replace such trees and plantings. Pursuant to Medina Codified Ordinance, the City of Medina Forestry shall issue a permit to any public utility company, contractor or private company to perform any maintenance or repair work on public property with respect to overhead or buried utilities which could cause injury to public trees and plantings. All excavations within a 15’ radius of any tree within the Right of Way shall require permit holder and/or excavator to notify the City of Medina Forestry Department at (330) 722- 9031. This notification shall be required within 24 hours of excavation.

Applicant Signature

Status of Permit:

(To be completed by Engineering Department)

Approved (approval date: )

Rejected (rejection date: )

Reason for Rejection:

* + Reviewer’s Signature:

**NOTES:**

1. This permit grants permission to work in the public right of way only. This permit does **NOT** grant permission to enter or work within private property.
2. If maintenance and traffic plan is not included within the application plan set, should any lane or part of a lane be blocked due to this work, applicant is required to adhere to ODOT MOT drawings TA-10 and TA-18.
3. Applicant is required to provide advance notice of the work to all abutting property owners a minimum of 24 hours prior to commencing work.
4. Any concrete or asphalt restoration or repair shall be coordinated with the City of Medina (COM) Engineering Dept. All new concrete and asphalt repair or replacement within the right of way shall be inspected prior to placement.
5. Damage to city utilities or unforeseen road closure shall be reported immediately to the City of Medina Engineering Department at (330) 722-9034, or Service Department at (330) 722-9081.
6. Notify the City of Medina (COM) Engineering Dept. 24 hours prior to mobilization, and ASAP in emergency mobilizations, when working within the ROW.
7. Other notes:

Inspection Record:

(To be completed by Inspector):

* Date of First Inspection:
* Accepted?: YES NO
  + If no, state reason:

* + - Inspector’s Signature:
* Date of Second Inspection:
* Accepted?: YES NO
  + If no, state reason:

* Inspector’s Signature:
* Date of Third Inspection:
* Accepted?: YES NO
  + If no, state reason:

* Inspector’s Signature:
* Date of Inspection:
* Accepted?: YES NO
  + If no, state reason:

* Inspector’s Signature:

Ver: 6/28/21