

PERMIT NUMBER: _____

**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)

Application Date: _____

APPLICANT 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: _____

LOCATION AND SCOPE:

- Location: _____

- The work is necessary for the following reason(s): _____

- Anticipated start date of work: _____ Anticipated completion date of work: _____
- Project plans and/or diagram of proposed work included with this application (REQUIRED) : ___ YES ___ NO

EXCAVATION INFORMATION: (If work does not involve excavation, skip this section):

- Estimated Dimensions of Excavation (length, width and depth): _____
- Excavation to be within: ___ Asphalt Pavement ___ Concrete Pavement ___ Brick Pavement
 ___ Grassed Tree Lawn ___ Concrete Sidewalk ___ Other
- All disturbed areas to be returned to original condition within _____ days after the completion of work.

LANE CLOSURE:

- Are whole or partial lane closures or detouring of traffic necessary: ___ YES ___ NO
- If yes, provide description and state duration for lane closure: _____

- Maintenance of Traffic Plan (MOT) included with applications*: YES NO

*If work will require the closure or blockage of all or a portion of a drive lane, a Maintenance of Traffic Plan is required. If a 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 the applicable Ohio Department of Transportation (ODOT) MOT plan, including but not limited to ODOT Drawings TA-10 and TA-18. The applicable ODOT MOT plan will be attached to and made part of this permit and the permit plan set.

APPLICANT RESPONSIBILITY

1. If this permit is granted, I agree to comply with all the conditions, restrictions and regulations of the City of Medina Engineering Department. I also agree to notify the Engineering Department a minimum of 72 hours in advance of any work.
2. I understand and acknowledge that it is solely **my responsibility** to notify the Ohio Utilities Protection Service (OUPS) a minimum of 48 hours in advance of any excavation.
3. If this permit is granted, I agree and acknowledge that it is solely **my 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.
4. I 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.
5. I 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.
6. I have read, familiarized with, and agree to adhere to all of the **GENERAL NOTES** and **PERMIT SPECIFIC NOTES** included within this permit (see page 3 of this application).

Applicant Signature

Date

Status of Permit:
(To be completed by Engineering
Department)

_____ Approved

_____ Approved as noted (refer to Permit Specific Notes, page 3 of this application)

_____ Rejected

Reason for Rejection: _____

- Reviewer's Signature: _____ Date: _____

GENERAL 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 and/or easements.
2. Certain areas within the City have a utility easement abutting the public right-of-way. It is the applicant's responsibility to confirm the existence and location of any easements prior to installation and to determine if the applicant has the authority to locate within that easement. City approval of this right-of-way permit **does NOT** authorize the applicant to install facilities outside of the public right-of-way, even if there is an existing easement.
3. Notify the City of Medina Engineering Department a minimum of 72 hours prior to commencement of any work covered by this permit. In emergency situations, notify the City as soon as reasonably possible.
4. Applicant is required to provide advance notice of the work to all abutting property owners a minimum of 24 hours prior to commencing work.
5. Any concrete or asphalt restoration or repair shall be coordinated with the City of Medina Engineering Dept. All new concrete and asphalt repair or replacement within the right of way shall be inspected prior to placement.
6. 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.
7. Notify the Medina Engineering Department within seven (7) days after completion of work covered by this permit.
8. 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.
9. Work covered under this permit shall NOT commence before 7:00 A.M. nor extend beyond 6:00 P.M. Monday through Friday. On Saturdays, the hours will be 8:00 A.M. to 5:00 P.M. Please note, in certain specific circumstances, the City may grant permission to work outside of these hours. Applicants must submit a separate request to the City to work outside the normal working hours.
10. When work within the public right-of-way includes boring new facilities, all existing known buried utilities, both mainline and service connections, that are located along the path where the bored facility will be placed, must be exposed and depth verified via pot holing prior to commencing bore work.

PERMIT SPECIFIC NOTES:

1. You are required to provide a list of ALL hard surface excavation and/or damage to public or private property while performing work under this permit. List shall include address, specific location of excavation or damage, surface type and approx. size of excavation.

Inspection Record:
(To be completed by Inspector):

- Date of First Inspection: _____
- Accepted?: _____YES _____NO
 - If no, state reason: _____

- Inspector's Signature: _____

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- Date of Second Inspection: _____
 - Accepted?: _____YES _____NO
 - If no, state reason: _____

 - Inspector's Signature: _____

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- Date of Third Inspection: _____
 - Accepted?: _____YES _____NO
 - If no, state reason: _____

 - Inspector's Signature: _____

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- Date of Inspection: _____
 - Accepted?: _____YES _____NO
 - If no, state reason: _____

 - Inspector's Signature: _____