

VILLAGE OF INDIAN HILL  
PUBLIC WORKS DEPARTMENT  
6525 DRAKE RD., CINCINNATI, OH 45243  
PHONE (513) 831-3712 FAX (513) 831-3897

**RIGHT - OF - WAY USE PERMIT APPLICATION** Rev. 1/1/2013

Date of Application \_\_\_\_\_ Expiration Date (By Indian Hill) \_\_\_\_\_

<b>Property Owner(s)</b> _____				
Mailing Address _____				
Street Address	City	State	Zip	
Telephone Number _____	Cell Phone Number _____			

<b>Contractor's Name</b> _____ Telephone Number _____				
Company Address _____				
Street Address	City	State	Zip	
24 Hr Contact Person _____	Emergency Number _____			

<b>Project Location:</b>				
N				
W	E Side of _____	Street, at No. _____	or _____ feet	
S				
N				
W	E from its intersection with _____	Street or Road		
S				

**Type of Permit:** (Please check all that apply)

- Downspout Pipe:** Size 3" \_\_\_\_\_ 4" \_\_\_\_\_ Other \_\_\_\_\_ Curb Cut: Yes / No  
Drainage to include: Roof \_\_\_\_\_ Sump \_\_\_\_\_ Surface \_\_\_\_\_ Sub-surface \_\_\_\_\_
- Driveway Culvert/Frontage Tile:** Length \_\_\_\_\_ Pipe Diameter \_\_\_\_\_  
Type of Pipe \_\_\_\_\_  
Headwall Needed: Yes / No Catch Basin Needed: Yes / No  
If Catch basin required, state location: \_\_\_\_\_
- Excavation in Right of Way:**  
Road Cut \_\_\_\_\_ Bore \_\_\_\_\_ Tunneling \_\_\_\_\_ Other \_\_\_\_\_  
Opening: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_  
Purpose: \_\_\_\_\_
- Driveway Installation/Resurface:**  
Type of Pavement: Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_ Other \_\_\_\_\_  
Storm Water: Rolled Curb \_\_\_\_\_ Vertical Curb \_\_\_\_\_ Open Ditch \_\_\_\_\_  
Will existing driveway culvert be disturbed? Yes / No

**R/W PERMIT #** \_\_\_\_\_ (To Be Filled Out By Indian Hill)

**Permit Application Checklist:**

Every application submitted for a permit shall address the following items for review by the Village of Indian Hill Public Works Department representative (Please check box as required).

- A completed application with all the requested information.
- A detailed site plan and/or stamped plans issued to other Government agencies (If applicable).
- General Liability Insurance Certificate.

**\*For Road Cuts Only:**

- Performance / Maintenance Bond.
- Provide a Traffic Control Plan, which complies with the Ohio Manual of Uniform Traffic Control Devices. Plan shall show type and placement including distances from proposed excavation. Road Closures must be approved in writing by the Village of Indian Hill Public Works Superintendent.

**Work Commencement Notice:**

- I agree to notify the Village of Indian Hill Public Works Department at least two working days before the work is commenced by call (513) 831-3712
- I agree to 48 hours notification to the Ohio Utilities Protection Service at 1-800-362-2764 (Include OUPS Locate Work Order) and the Village of Indian Hill Water Works Department at (513) 831-3885.

**VILLAGE OF INDIAN HILL GENERAL SPECIFICATIONS****Frontage Pipe Specifications**

1. Depending on site conditions, bedding and/or granular backfill may be required. All granular material shall be approved by the Public Works Department.
2. A swale shall be maintained at all times that catches road and/or residential storm water runoff and directs the water to a catch basin or open ditch.
3. Pipe shall be galvanized corrugated steel, reinforced concrete, double wall smooth interior corrugated polyethylene pipe or SDR-35.
4. Standard pipe diameter shall be a minimum of 12" unless otherwise approved by the Public Works Department.
5. The flow line shall be established by the Public Works representative.
6. Catch basins are required for any distance of piping over 80 feet or if attaching the new pipe to an existing pipe or road cross culvert. Standard catch basins are to be 2'x2'x2' concrete square box with cast iron grate as approved by the Public Works Department.

**Driveway Culvert Specifications**

1. The pipe length shall be at least the driveway width plus 4 times the depth of the existing ditch. The minimum pipe length shall be 20 feet.
2. The depth of the existing ditch shall be defined as the vertical height as measured from the existing road berm to the bottom of the existing ditch.
3. The type of pipe, diameter and bedding material shall meet the same standards as sections 1, 3, 4 under specifications for the installation of frontage pipe.

**Downspout Specifications**

1. Storm water drains from the roof, sump pump, surface or sub surface are discouraged from being outletted through the curb or at the street. Point source discharges create a potential for ice buildup in the winter and stagnant water in the summer. Residents are encouraged to outlet yard drains or sump pump discharge drains into a drainage swale or at a point away from the street or curb so the water doesn't create a point source discharge, but rather has time to be absorbed into the ground or gradually sheet flow into the street.
2. As an alternate location for discharge, a direct connection may be made to a catch basin or directed to a rear yard creek. It should be noted that under no circumstances should a sump pump discharge, a yard drain or roof drain be connected to the sanitary system or a storm water sewer pipe.
3. Each property owner is responsible to maintain drainage paths on their individual property according to the overall drainage pattern for the area. Additionally a property owner should not create a drainage concern for a neighboring property.

**Road Cut - Bore - Tunneling**

1. Give 24 hours notice to the Public Works Department before work begins. Phone number (513) 831-3712. **Maintain at least one lane of traffic at all times.** Complete closure of the road will not be permitted at any time without prior written approval by the Public Works Superintendent.
2. Provide lights, signs barricades and flaggers necessary to maintain safety in accordance with the Ohio Manual Uniform Traffic Control Devices.
3. **Road Cuts:** The outline of the pavement cut shall be made with a saw to neat straight vertical lines. All pavement replacement (both temporary or permanent) shall be made to meet existing surfaces when compacted and finished.
4. Road cut when left overnight must be steel plated or backfilled and cold patched. Steel plates must be firmly secured.
5. Compacted granular fill (ODOT item 304) will be used in 6" lifts as backfill for any excavation made in the pavement or within 3' of the pavement edge. Asphalt repairs will require a sub-base consisting of 6" of ODOT item 301 asphalt in 2" lifts to within 2" of surface. The final course will be made with 2" of ODOT item 404 asphalt and all edges shall be sealed with liquid asphalt. The use of "Flash Fill" may be required in lieu of compacted granular fill at the discretion of the Public Works Superintendent.
6. The use of ODOT item 405 bituminous cold mix will be accepted as a temporary repair in instances where weather does not allow permanent repairs to be made. Temporary patches must be maintained by the applicant until such time as the permanent patch can be placed and accepted by the Public Works Department.
7. Right-of-Way must be restored to "as-good" or "better" condition. Proper drainage shall be maintained throughout the project at all times. All ditches, slopes, drainage infrastructure, mail boxes, traffic signs, guardrail and walking paths will be restored to Village specifications. Ditches will be seeded and/or sodded as directed by the Public Works Department. Temporary seeding and erosion control may also be required.
8. Pavement and berm will be kept clean of construction debris at all times. This includes mud tracked on to Village roads. The contractor will be required to reimburse the Village of Indian Hill for any clean-up, installation of proper signs, emergency repairs or after hour inspection of the work site.
9. Materials stored in the Right-of-Way are required to be property barricaded and signed. Materials shall not be stored on the road surface.
10. Other (Special Conditions): \_\_\_\_\_

**Special Conditions:**

If it is found necessary by the Village of Indian Hill Public Works Superintendent to add or otherwise modify this permit, it is to be understood such changes shall form a part of this permit.

**I, the undersigned,** understand that the Village of Indian Hill assumes no responsibility or liability for the work done under the permit and that all work shall be done at no cost to the Village. All work shall be done in accordance with the laws of the State of Ohio, the Ohio Manual of Traffic Control Devices, OSHA Regulations, Village Ordinances and any supplemental and/or special provisions deemed necessary or as stated on the permit as special conditions. The Village of Indian Hill reserves the right to order the removal, reconstruction, relocation or repair of any work performed under this permit at the owner's expense. I hereby agree to all the terms, conditions and restrictions so far as they apply to the work to be done under the permit as listed above. In consideration of the granting of the within permit, the undersigned hereby accepts the same.

**Property Owner (Sign & Date)** \_\_\_\_\_

**Contractor (Sign & Date)** \_\_\_\_\_

General Liability Insurance Certificate Required Yes / No Amount        \$ 1,000,000

Surety Bond / Cash Deposit Required (\$100/S.F.) Yes / No Amount       

Application Fee Amount        \$ 50.00

Checks Payable To: Village of Indian Hill Check  #        Cash  Date Paid       

**Approved this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_ **R/W Permit #** \_\_\_\_\_ (By Indian Hill)

**By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Address:** \_\_\_\_\_ (By Indian Hill)