



## RIGHT-OF-WAY/STREET CUT

### PERMIT

CITY OF GREENWOOD  
COMMUNITY DEVELOPMENT SERVICES,  
300 SOUTH MADISON AVENUE,  
GREENWOOD, INDIANA 46142  
(317)887-5230  
rightofway@greenwood.in.gov

**PLEASE PROVIDE INFORMATION IN HIGHLIGHTED SPACES ONLY**

PERMIT NUMBER \_\_\_\_\_ DATE OF ISSUANCE \_\_\_\_\_

NAME OF CONTRACTOR OR UTILITY (APPLICANT) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT PERSON E-MAIL \_\_\_\_\_

LOCATION OF CUT \_\_\_\_\_

REASON FOR CUT \_\_\_\_\_

NAME OF OWNER (IF DIFFERENT FROM APPLICANT) \_\_\_\_\_

ADDRESS OF PROJECT \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

DATE WORK TO BEGIN \_\_\_\_\_ ESTIMATED DATE OF COMPLETION \_\_\_\_\_

WILL A LANE RESTRICTION BE REQUESTED WITH THIS PERMIT? YES ☐ NO ☐ IF YES, PROVIDE A MOT DRAWING WITH PERMIT.

WILL A LANE OR ROAD CLOSURE BE REQUESTED WITH THIS PERMIT? YES ☐ NO ☐ IF YES, PROVIDE A MOT DRAWING WITH PERMIT.

#### STANDARD CONDITIONS:

1. MATERIALS SHALL NOT BE STOCKPILED WITHIN THE PUBLIC RIGHT-OF-WAY.
2. WORK MUST COMMENCE ON THE DATE SUBMITTED ON THE APPLICATION. IF NOT SO COMMENCED, THE PERMIT SHALL AUTOMATICALLY TERMINATE UNLESS AN EXTENSION OF TIME IS OBTAINED. THE PERMIT SHALL EXPIRE ON THE ESTIMATED DATE OF COMPLETION SPECIFIED ON THE PERMIT.
3. **CONTRACTOR SHALL ATTACH A \$15,000 (MINIMUM) LICENSE/PERMIT BOND ON THE APPROVED BOND FORM (AVAILABLE ON THE CITY'S WEBSITE, GREENWOOD.IN.GOV) FOR A SINGLE LOCATION OR BLANKET BOND. SUBJECT TO EVALUATION OF SCOPE OF PROJECT BY ENGINEERING DIVISION OF CDS. CASH DEPOSIT IS NOT AN OPTION FOR CONTRACTOR.**
4. **A PERMITTEE SHALL PROVIDE PROOF OF GENERAL LIABILITY INSURANCE IN THE AMOUNT NOT LESS THAN \$1,000,000.**
5. IF THE APPLICANT IS USING ANY SUBCONTRACTORS TO COMPLETE THE PROJECT THEY MUST MEET THE SAME SECURITY REQUIREMENTS AS OUTLINED ABOVE.
6. AT ALL TIMES WHILE WORK IS IN PROGRESS, THE PERMITTEE SHALL MAINTAIN AT THE JOB LOCATION A SIGN, BARRICADE OR OTHER DEVICE BEARING THE PERMITTEE'S NAME IN SUCH A MANNER THAT IT IS CLEARLY VISIBLE.
7. OWNER OR OWNER'S AGENT SHALL PROVIDE AN EROSION CONTROL PLAN FOR REVIEW AND APPROVAL BY ENGINEERING DIVISION OF CDS.
8. IF A LANE RESTRICTION IS APPROVED, ADVANCE NOTIFICATION TO ALL ENTITIES ON NOTIFICATION LIST POSTED ON CITY OF GREENWOOD WEBSITE IS REQUIRED. IF LANE CLOSURES ARE REQUIRED, YOU MUST OBTAIN PERMISSION FROM THE BOARD OF PUBLIC WORKS AND SAFETY.
9. A MAP OR SKETCH AND OTHER SUPPORTING DOCUMENTATION SHALL BE SUBMITTED TO THE ENGINEERING DIVISION OF CDS FOR REVIEW AND APPROVAL AT LEAST TEN (10) BUSINESS DAYS PRIOR TO ANTICIPATED START OF WORK. STAFF WILL MAKE EVERY EFFORT TO COMPLETE ITS REVIEW AND ISSUE A PERMIT WITHIN FIVE (5) BUSINESS DAYS.
10. ALL WORK SHALL BE INSPECTED BY THE RIGHT OF WAY LOCATOR AT 317-887-4711. INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE. APPROVAL OF THIS PERMIT ALLOWS WORK TO BE DONE ONLY DURING THE HOURS OF 7:00 A.M. TO 9:00 P.M., MONDAY-FRIDAY, UNLESS OTHERWISE APPROVED BY THE BOARD OF PUBLIC WORKS & SAFETY.
11. THE OWNER/APPLICANT SHALL BE ULTIMATELY RESPONSIBLE TO ENSURE THAT COMPLIANCE WITH THE GREENWOOD MUNICIPAL CODE IS ACHIEVED ON THIS PROJECT.

## **NON REFUNDABLE PERMIT FEE CALCULATION TABLE**

TO BE FILLED OUT BY THE APPLICANT

**Yes / No**

<input type="checkbox"/> <input type="checkbox"/>	PUBLIC ROADWAY EXCAVATION/CUT: (INCLUDE ALL UTILITY VERIFICATION HOLES)	\$200.00 per	NUMBER OF CUTS	<input type="checkbox"/>	TOTAL \$	
<input type="checkbox"/> <input type="checkbox"/>	NON ROADWAY EXCAVATION/CUT: (INCLUDE ALL UTILITY VERIFICATION HOLES)	\$100.00 per	NUMBER OF CUTS	<input type="checkbox"/>	TOTAL \$	
<input type="checkbox"/> <input type="checkbox"/>	PUSH OR BORE UNDER PUBLIC ROADWAY: (INCLUDES 1-BORE AND 1-RECEIVING PIT PER CROSSING)	\$200.00 per	NUMBER OF CROSSINGS	<input type="checkbox"/>	TOTAL \$	
<input type="checkbox"/> <input type="checkbox"/>	PUSH OR BORE UNDER PUBLIC ROADWAY: (WITH THREE LANES OR MORE)	\$200.00 per	NUMBER OF LANES	<input type="checkbox"/>	TOTAL \$	
<input type="checkbox"/> <input type="checkbox"/>	PUBLIC SIDEWALK/PATHWAY DISTURBANCES:	\$50.00 per cut	NUMBER OF CUTS.	<input type="checkbox"/>	TOTAL \$	
<input type="checkbox"/> <input type="checkbox"/>	PLACEMENT/REMOVAL OF POLES:	\$50.00 per	NUMBER OF POLES.	<input type="checkbox"/>	TOTAL \$	
<input type="checkbox"/> <input type="checkbox"/>	ALL OTHER DISTURBANCES:	\$25.00 per	NUMBER OF DIST.	<input type="checkbox"/>	TOTAL \$	
Total Lineal Footage of open cut/bore in right-of-way:		\$1.00 per	LINEAL FEET	<input type="checkbox"/>	TOTAL \$	

NON REFUNDABLE PERMIT FEE TOTAL \$

### **MISCELLANEOUS (ENGINEERING STAFF TO MAKE ENTRIES IN SPACES BELOW AND CHECK ALL THAT APPLY):**

- ☐ EXISTING DRIVEWAY WIDTH OF \_\_\_\_\_ FT. WITHIN THE PUBLIC RIGHT-OF-WAY MAY BE INCREASED TO \_\_\_\_\_ FT. IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE 20.11.15 OF THE GREENWOOD MUNICIPAL CODE, AND THE DRIVEWAY IMPROVEMENT PLAN SUBMITTED BY THE APPLICANT.
- \_\_\_\_\_(GREENWOOD CITY ENGINEER)\_\_\_\_\_ 20\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**APPLICANT SIGNATURE**

PERMIT APPROVED BY:

NAME

**DATE**

TITLE

DATE

WORK RELEASED BY:

NAME

TITLE

DATE

Copy to: Engineering, Applicant, Inspector

(COPY OF PERMIT MUST BE RETAINED ON JOB SITE UNTIL WORK IS RELEASED BY CITY OF GREENWOOD)