



**ROW CONSTRUCTION/MINOR
MAINTENANCE APPLICATION**
PUBLIC SERVICE & BUILDING DEPARTMENT

CITY OF WHITEHALL
360 S. Yearling Road
Whitehall, Ohio 43213
614-237-8612
Building-Department@whitehall-oh.us
www.whitehall-oh.us

ROW APPLICATION FEE IS \$200.00. CONTRACTOR USED MUST BE REGISTERED OR REGISTER.

APPLICANT ENTITY:	ADDRESS:	CITY:	STATE:	ZIP:
CONTACT PERSON:	ADDRESS:	CITY:	STATE:	ZIP:
PHONE:	E-MAIL:			
CONTRACTOR DOING THE WORK:	ADDRESS:	CITY:	STATE:	ZIP:
PHONE:	E-MAIL:			

Project location description (attach drawing if appropriate):

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Project description of work to be performed (please attach any schematics, plans or field drawings that assist in the description of the Construction/Minor Maintenance to be performed):

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Proposed Start Date: Proposed End Date:

If proposed project will interfere with vehicular traffic, please describe proposed plan for traffic maintenance (attach drawing if appropriate):

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Please note you may be asked by our Public Service Superintendent to restrict the hours of work to non-peak times. If this should be the case, you will be notified once application is approved.

Applicant Signature:	Printed Name:	Date:
Phone:	E-mail:	

INSTRUCTIONS TO APPLICANT:

1. One application for construction and one construction bond may be utilized for multiple activities provided details of all Construction/Minor Maintenance are included with a single construction/minor maintenance permit application.
2. The application is \$200 and shall be accompanied by a non-refundable fee, payable with cash, check or money order made payable to the City of Whitehall. Can be paid over the phone by debit/credit card (3% processing fee applies).
3. If in the sole discretion of the City Administrator, the proposed work constitutes construction, then prior to the issuance of the ROW Construction/Minor Maintenance Permit, the Applicant

shall submit a deposit with the City Fiscal Officer in an amount determined to be appropriate by the City Administrator, but not less than \$5,000 in the form of cash, check or construction bond. The deposit will be released upon satisfactory completion of work and restoration of the right of way to its condition immediately prior to the initiation of the work. The City Fiscal Officer shall return the deposit posted within 30 days of notification of completion of the Construction/Minor Maintenance upon satisfactory site review by City Administrator.

4. Should the pavement condition, including that of berm, ditches or other items, become damaged, deteriorated or rendered useless or sub-standard as determined by the City Administrator or his/her designee, it shall be the responsibility of the Applicant to restore them to original or better condition. The City shall bear no financial responsibility for the above. Should the Construction/Minor Maintenance not be completed or right-of-way not restored satisfactorily, the City may retain all or part of the deposit to perform corrective work.
5. Applicant shall establish temporary apron of suitable material of sufficient depth and width on his/her property to permit deliveries of materials and turnaround for construction and other vehicles to prevent blocking of street traffic and damage to street pavement. Material should be of sufficient depth to prevent mud dragging onto the street pavement. Temporary culvert pipe for conveyance drainage under the apron can be made of any suitable material. However, the permanent culvert pipe under driveway pavement shall be a minimum of 12-inch diameter reinforced concrete pipe or greater diameter connecting to storm water drainage ditches or storm water systems as determined by the City Engineer.
6. It shall be the responsibility of the applicant to provide traffic control devices and other safety measures as required by the state and federal laws, rules and regulations.
7. Permit shall be valid for the dates set forth below approved by the City Administrator or his/her designee. Construction/Minor Maintenance shall be completed and pavement and street right-of-way shall be restored to its original condition prior to the expiration of the ROW Construction/Minor Maintenance Permit. During construction applicant shall maintain pavement in a safe and passable condition. Should Construction/Minor Maintenance not be completed prior to the expiration of the ROW Construction/Minor Maintenance Permit, applicant will be required to re-file application with an additional non-refundable application fee of \$200.
8. Applicant shall inform the City Administrator and adjacent property owners within 200 feet on either side of the Construction/Minor Maintenance location of the proposed Construction/Minor Maintenance in writing, 24 hours prior to start of the Construction/Minor Maintenance.

Additional Conditions or Obligations:

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The City of Whitehall hereby grants to the Applicant this non-exclusive ROW Construction/Minor Maintenance Permit for the performance of the Construction/Minor Maintenance set forth in the permit application and attachments and documents included therewith. The ROW Construction/Minor Maintenance Permit shall be valid only for the dates set forth in the Permit and only upon the payment of all applicable fees and deposits. Permittee shall comply with all of the provisions of Whitehall City Code Chapter 902 and any other applicable code sections of the Whitehall City Code related to work in the Right of Way and in the City in general.

STOP – OFFICE USE ONLY	
Application #:	Date & Time:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
<input type="checkbox"/> CONDITIONAL APPROVAL	
CHANGE DATE OF WORK TO BEFORE:	
CHANGE DATE OF WORK TO AFTER:	
CITY ADMINISTRATOR SIGNATURE	DATE