



Driveway/Right-Of-Way Permit Application

OFFICIAL USE ONLY	
Permit No.	
Date	

Property Owner(s) Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ Parcel ID _____

Phone Numbers(s): _____ E-mail: _____

Contractor's Name _____ **Phone Number** _____

Company Address _____

24 Hour Contact Person _____ Street _____ City _____ State _____ Zip _____
Emergency Number _____

Project Location: Residential Commercial Industrial

N
W E Side of _____ Street, at No. _____ or _____ feet

N
W S E from its intersection with _____ Street or Road

Type of Permit: (Please check all that apply) **Right-of-Way Width** _____ **Ft.**

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 _____
Type of Pipe _____
Opening: Length _____ Width _____ Depth _____
Purpose: _____

Driveway Installation/Resurface:
Type of Pavement: Asphalt _____ Concrete _____ Other _____
Storm Water: Roll Curb _____ Open Ditch _____
Will existing driveway culvert be disturbed? Yes No

Note: The Public Service Department must be contacted at 937-233-1801 48 hours prior to placing concrete for pre-pour inspections of sidewalks, driveways and culvert installation. Applicant must be present to verify elevations with a City Representative.

Work will commence on or about _____ and will require approx. _____ days.

If this permit is granted, I (we) agree to place a bond with the City of Riverside that the following conditions will be met:

1. That the traffic will be maintained at all times, unless permission is granted by the City of Riverside to close the street. Disturbance to traffic and residents will be kept to a minimum.
2. That the disturbance to the right-of-way, in the berm area off of the roadway, and roadway will be kept at a minimum and that trenches will be backfilled with gravel and tamped, so that settlement of the material will be minimized. If settlement does occur, additional suitable material will be put into place and compacted.
 - a) **Backfill – ROAD CUT BACKFILL” Backfill of all excavations supporting arterial and collector streets shall consist of Lean Density Fill (Flowable Fill) Low Strength Mortar meeting the requirements of ODOT LSM-100. Backfill shall be considered supporting a street or a pavement or within a zone of influence adjacent to the pavement extending downward at a 45 degree angle from the back of the curb, or edge of pavement for uncurbed roadways”.**
 - b) **Backfill – Not requiring Lean Density Fill: Backfill of all excavations not requiring Lean Density Fill shall consist of granular backfill meeting the requirements of ODOT Item 310, compacted to 95% modified Proctor in six inch lifts, or may be Lean Density Fill. Excavated material shall not be used as backfill.**
 - c) **Backfill shall extend from the top of the bedding to the underside of the surface restoration.**
3. That the street surface and adjacent right-of-way at the trench will be replaced with material of the type that was removed and the new surface will conform to grade of the undisturbed surface.
4. That lights, signs, barricades, and if necessary, flagman and watchman, will be placed on the job for the protection of traffic at all times, day and night, during the time work is being done. The codes of the Ohio Department of Transportation Manual of Uniform Control Devices and special instruction given by the City of Riverside road superintendent will be met.
5. That the attached rules, policies, and specifications set forth by Riverside will be fully adhered to.
6. That responsibility under this permit will remain in force until a release has been granted by the City of Riverside Road Superintendent.
7. None of this above work shall be started in Riverside’s right-of-way prior to approval of this application.
8. **Fees shall conform to the attached fee schedule and be submitted with the application. One (1) print of work to be done is to be submitted with the application. Permit charge is \$25.00**

Other Conditions:

9. _____
10. _____
11. _____
12. That I (we) assume the responsibility for and will save the City of Riverside harmless from any and all claims for personal injuries and property damages arising from this work with minimum coverage of at least \$300,000.00/500,000.00 for personal injuries and \$500,000.00 for property damages. To cover this responsibility, I (we) have the following insurance which is now in force and will remain in force during the prosecution of this work.

I acknowledge receipt of “Right-of-Way Construction Requirements and Specifications” (Initials): _____

Insurance _____ Amount _____ Policy # _____ Phone _____

Bond _____ Amount _____ Policy # _____ Phone _____

Notice of release of bond should be made to _____

Address _____ Phone _____

Signature of Applicant: _____ Date: _____

Company _____

To Be Completed By City

Date application and fee received: _____ Staff Initials: _____ Receipt # _____

Application is: APPROVED DENIED

PS Operations Manager: _____ Date: _____

Zoning Administrator: _____ Date: _____

Pre-Work Signature: _____ Date: _____

