



**Right-Of-Way/Apron/Sidewalk  
Permit Application**

OFFICIAL USE ONLY

Permit No. \_\_\_\_\_

Date \_\_\_\_\_

**Property Owner(s) Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Parcel ID \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_ Phone Number \_\_\_\_\_

Company Address \_\_\_\_\_

Street City State Zip

24 Hour Contact Person \_\_\_\_\_ Emergency Number \_\_\_\_\_

**Project Location:**     Residential        Commercial        Industrial        Institutional

W    N  
E    S Side of \_\_\_\_\_ Street, at No. \_\_\_\_\_ or \_\_\_\_\_ feet

W    N  
E    S from its intersection with \_\_\_\_\_ Street or Road

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

**Right-of-Way Width** \_\_\_\_\_ **Ft.**

**Driveway Apron/Sidewalk Installation/Resurface:**

Type of Pavement: Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_ Other \_\_\_\_\_

Storm Water: Roll Curb \_\_\_\_\_ Open Ditch \_\_\_\_\_

Will existing driveway culvert be disturbed? Yes / No

**Excavation in Right of Way:** Road Cut \_\_\_\_\_ Bore \_\_\_\_\_ Tunneling \_\_\_\_\_ Other \_\_\_\_\_

Type of Pipe \_\_\_\_\_

Opening: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Purpose: \_\_\_\_\_

**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: \_\_\_\_\_

**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.**

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. **One (1) print of work to be done is to be submitted with application.**
9. Other Conditions:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. 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.

Insurance \_\_\_\_\_ Amount \_\_\_\_\_ Policy # \_\_\_\_\_ Phone \_\_\_\_\_

Bond \_\_\_\_\_ Amount \_\_\_\_\_ Policy # \_\_\_\_\_ Phone \_\_\_\_\_

Notice of release of bond should be made to \_\_\_\_\_

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

**FEES:** Residential- \$25.00      Nonresidential- \$75.00      Work without Permit - Double Permit Fee

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To Be Completed by City**

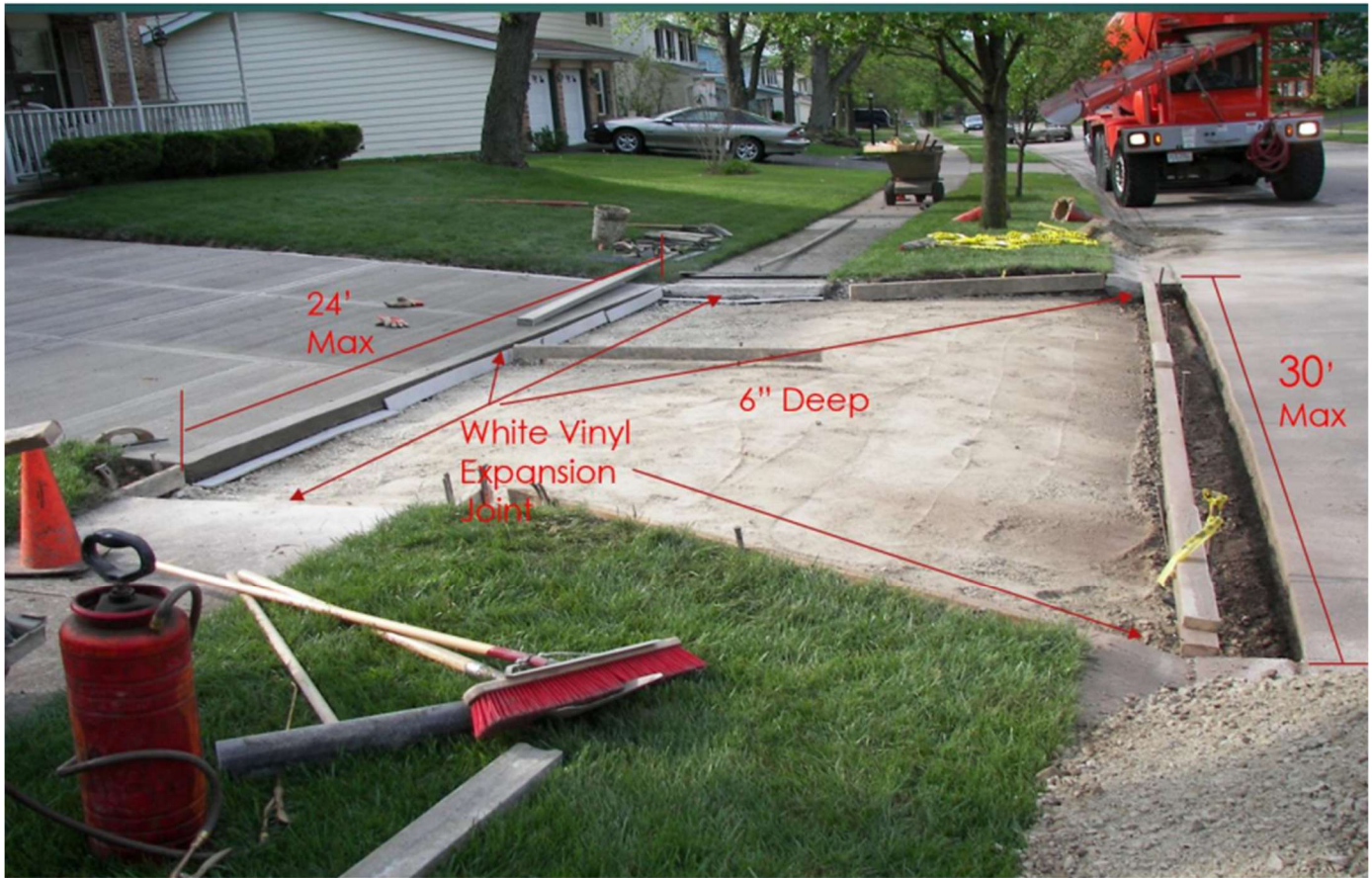
**Date application and fee received:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

Application is:     APPROVED       DENIED

Engineering Technician: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-Work Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Right-Of-Way Construction Requirements and Specifications



- 1) A driveway apron for a single family or two-family residence shall have a minimum width of eight (8) feet, a maximum width of thirty (30) feet, and a minimum length of twenty (20) feet.
- 2) In no case shall any driveway exceed twenty-four (24) feet in width at the public right of way nor cover more than thirty-five percent (35%) of the required front yard area. (Covered by Zoning Department)
- 3) Existing curbs, gutters, walks and drive approaches shall be removed to the next joint beyond the limits necessary for the excavation and repair. Limits of removal shall be neatly sawed. Walks shall be a minimum thickness of six (6) inches at driveways and four (4) inches in all other areas. Drives shall be six (6) inches minimum thickness in residential areas and eight (8) inches minimum or greater for commercial areas. All concrete shall be properly consolidated and jointed.
- 4) 304 Aggregate Base- This work consists of furnishing, placing, and compacting one or more courses of aggregate on a prepared surface, including furnishing and incorporating all water required for compaction. Handle the material in a manner to minimize segregation. If segregation occurs, thoroughly mix or regrade. Do not exceed a maximum compacted lift thickness of 4" when vibratory rollers are not used, base will be inspected before concrete pour.
- 5) 4500 strength concrete is required, with white vinyl expansion material at locations shown in the above photo\*, concrete must be cured with a white latex curing compound upon completion of joints (Space the sidewalk joints at a maximum of 5') and final texture, edge all outside edges and joints with a broom finish.

**\*Expansion joint is to be placed between new and previously poured or existing concrete.**

**INSPECTIONS ARE CONDUCTED ON TUESDAYS, WEDNESDAYS, AND THURSDAYS ONLY. CALL [937-604-4291](tel:937-604-4291) to SCHEDULE AN INSPECTION.**  
Holidays may affect inspection days.