



Village of Van Buren, Ohio

Working in Rights-of-Way Permit Application

Attention: *Zoning Inspector, P. O. Box 275, Van Buren, OH 45889*

Phone (419) 299-3234 or email vanburenoh@gmail.com

THIS APPLICATION MUST BE COMPETED! LACK OF INFORMATION OR DETAILS ON PLANS WILL RESULT IN THE APPLICATION NOT BEING PROCESSED!

Always call OUPS/811 before digging!

The public rights-of-way within the Village are held in trust by Village Council to serve the needs and promote the welfare and safety of the residents of the Village as a whole. To that end, all private use of such rights-of-way, whether temporary or permanent, existing, or future, shall be subject to review and approval of the officers of the Village. In considering any request for private use or occupancy of the public rights-of-way, any such proposition which does not adversely affect the public interest, or have the potential to do so, may be permitted. No openings shall be made or work done on, across, along or adjacent to the right-of-way of any Village Street without a Working in the Rights-Of-Way Permit from the Village Zoning Inspector. Said permit shall be subject to the following requirements, except in specific cases when the Village may authorize a variance from these regulations.

This application covers excavations, curb cuts and driveway connections, plantings, construction or repair work of any kind, sidewalks, bike paths, curbs or gutters, alteration of the right-of-way for vehicle parking, drainage of storm water, any installation of any overhead facilities (wires, cables, masts, banners, etc.), any installation of underground utilities (water service line, gas line, underground telephone, cable, etc.) and restoration within the public right-of-way. The application form must be filled out in its entirety and presented to the Village of Van Buren's Zoning Inspector for review. A fee of \$50.00 is required.

Address of property: _____

Lot number and Subdivision name: _____

Owner's Name: _____ Contractor's Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone: _____ E-Mail: _____

Description of Work to be Performed: _____



Village of Van Buren, Ohio

Working in Rights-of-Way Permit Application

Attention: Zoning Inspector, P. O. Box 275, Van Buren, OH 45889
Phone (419) 299-3234 or email vanburenoh@gmail.com

Are there any Village Street Trees near or within the excavating site? Yes ____ No ____

Is a Lane Closure Proposed? Yes ____ No ____

Proposed Start Date: _____

Estimated Completion Date: _____

REQUIREMENTS ARE:

Prior to the issuance of the permit and the inspection, the owner (applicant) shall clearly mark the location of the proposed excavation, curb cut and/or driveway connection, plantings, construction or repair work of any kind, sidewalk, bike path, curb and/or gutter, alteration of the right-of-way for vehicle parking, drainage of storm water, and any installation of any overhead facilities (wires, cables, masts, banners, etc.) and/or underground facilities (water service line, gas line, underground telephone, cable, etc.) within the public right-of-way and at the site of the property.

The owner (applicant) shall obtain all necessary utility permits if applicable prior to applying for the application for permit to work along, within or across Village's rights-of-way.

The owner (applicant) shall provide associated plans, estimates of cost, details, and specifications with the application for review prior to approval (Accepted file types: jpg, pdf, Max. file size: 25 MB).

The owner (applicant) shall erect and maintain barricades at all work within the public right-of-way and light the same with lights during the nighttime.

The owner (applicant) shall provide a trench backfilled plan under the pavement to avoid settlement.

The owner (applicant) shall restore the berm, ditches, and tree lawn within 10 days after the project has been completed. If tree(s) are damaged during construction, the applicant will replace the damage tree(s).

The owner (applicant) shall provide "Proof of Liability Insurance" which shall accompany this form.

The owner (applicant) shall post a minimum \$5,000.00 performance bond or a cash deposit based on the scope of work being performed.

The owner (applicant) shall defend, indemnify and save harmless the Village of Van Buren from any and all liability, loss expense, damage and cost arising from any reason whatsoever or any cause whatsoever connected with any acts or failure to act, of the permittee or its employees, agents, or subcontractors.



Village of Van Buren, Ohio

Working in Rights-of-Way Permit Application

Attention: **Zoning Inspector, P. O. Box 275, Van Buren, OH 45889**

Phone (419) 299-3234 or email vanburenoh@gmail.com

The owner (applicant) shall acquire any and all other necessary authorizations including, but not limited to, other necessary village departments, county agencies, utility providers and other entities with interest in the scope of the project. Such authorization must be obtained separate and apart from this application

I/we assume responsibility for protection of Village owned water, storm drainage, and sanitary sewerage facilities within the street right-of-way, and shall fully compensate the Village for the repair or replacement of any such facilities damaged because of this work. Additionally, I/we shall contact OUPS at 1-800-362-2764 forty-eight (48) hours prior to starting work to ensure that all underground utilities are marked, and shall fully compensate any affected utility for any damage to their facilities.

I/we assume the responsibility for and will save the Village harmless from any and all claims for personal injuries and property damages, and shall defend any action that might be brought due to this work. To cover this responsibility, I/we have the required insurance which is now in force and will remain in force during the prosecution of this work.

Owner: _____ Date: _____

Contractor: _____ Date: _____

INSPECTOR'S CHECKLIST

- ☐ Request a pre-construction meeting with the Village of Van Buren's Zoning Inspector, the owner, and the contractor to review work being performed as well as timeframes within the Village of Van Buren's rights-of-way.
- ☐ Review the provisions as applicable in accordance with Van Buren Integrated Zoning Code and Land Use Plan Ordinance 783 (Amended July 14, 2015) at can be found on www.vanburenohio.org.
- ☐ Obtain the appropriate permit application on-line at www.vanburenohio.org.
- ☐ Complete the permit application and send to Village of Van Buren, Atten: Zoning Inspector, P. O. Box 275, Van Buren, OH 45889 along with the required [application fees](#) amount. The permit is normally issued within 48-96 hours if there are no conflicts.
- ☐ Traffic will be always maintained, unless permission is granted by the Zoning Inspector to close the road.
- ☐ Disturbance to road surfaces and shoulders 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.
- ☐ The road surface at the trench will be replaced with material of the type that was removed and that the new surface will conform with the grade of the undisturbed surface



Village of Van Buren, Ohio

Working in Rights-of-Way Permit Application

Attention: Zoning Inspector, P. O. Box 275, Van Buren, OH 45889

Phone (419) 299-3234 or email vanburenoh@gmail.com

- ☐ Those lights, signs, barricades and, if necessary, flagmen and watchmen, will be always placed on the job for the protection of traffic, day and night, during the time this work is being done and that instructions, given by the Village Street Department, as to handling of traffic, will be fully complied with.
- ☐ Concrete drive construction shall not extend beyond the right-of-way or a minimum of five (5) feet from the edge of asphalt pavement.
- ☐ The responsibility under this permit will remain in force until a release has been granted by the Village.

Permit to do this work under the conditions stated in the above application is hereby granted subject to the following Conditions:

Approved by Zoning Inspector: _____ Date: _____