

VILLAGE OF SHAWNEE HILLS  
STREET OPENING PERMIT  
Village Codified Ordinance 907.09

Date \_\_\_\_\_ Deposit (\$2,500.00) per locations) \_\_\_\_\_  
Fee (\$500.00) per location) \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Description of Work (attach drawings) \_\_\_\_\_

Description of Street Restoration Procedure (attach drawings) \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Instructions to Applicant:

1. Applicant shall submit photographs with completed application showing condition of entire width of street pavement, condition of berm, ditches, trees and other features along the street frontage. Photographs should be dated and taken at identifiable locations at a minimum interval of ten (10) feet in front of property as well as beyond to a distance, which may affect the condition and use of the street. The Village Fiscal officer may issue a permit within seven (7) days upon receiving a completed application and required information including deposit of \$2,500.00 by a certified check, money order or construction bond. The Village will provide a separate approved construction bond form. The deposit will be release upon satisfactory completion of work and upon providing information required on this application.
2. One application for construction and one band may be utilized for multiple activities provided details of all work are included with one right-of-way permit application.
3. The application shall also be accompanied by a non-refundable fee of \$500.00 payable with cash, check or money order.
4. 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 sufficient depth to prevent mud dragging onto

the street pavement. Temporary culvert pipe for conveyance drainage under apron can be made of any suitable material. However, the permanent culvert pipe under driveway 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 Village Engineer.

5. Short-term street parking is not permitted. It is the responsibility of the applicant to provide sufficient off street parking for workers and others.
6. 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 Village Administrator or his/her designee, it shall be the responsibility of the applicant to restore them to original or better condition. The Village shall bear no financial responsibility for the above. Should the work not be completed or right-of-way not restored satisfactorily, the Village may retain all or part of the deposit.
7. 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.
8. Applicant shall restore pavement right-of-way and other features along the street frontage as well as provide sewer connection, if applicable, as per City of Columbus standards attached with this application.
9. When the work is completed, pavement and street right-of-way shall be restored to its original condition within seven (7) calendar days of the commencement of the work. During construction applicant shall maintain the pavement in a safe and passable condition.
10. Applicant shall inform the village Administrator and adjacent property owners within 200 feet on either side of the work location of the proposed work in writing, 24 hours prior to start of the work.
11. The Village Fiscal officer shall retain \$500.00 fee for application processing, review and inspection services, and may return \$2,500.00 deposit within 30 days upon satisfactory site review by the Village Administrator/Village Engineer and completion of Right-of-Way Refund form. The applicant shall submit this information to the Village Administrator for recommendation to the Village Fiscal officer for release of the deposit.

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Signature of Applicant

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Date

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Approval: Village Administrator  
Or his/her designee

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Date

CC: Code Enforcement Officer, Village Engineer