

City of Huron  
Planning and Zoning Dept.  
417 Main St.  
Huron, Ohio 44839  
P: 419-433-5000  
F: 419-433-5120



**Right of Way (ROW) Permit Application  
(Utility/Excavation)**

**Applicant**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contractor\* (must be registered with the City of Huron)**

Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Location(s) of Project**

Public street/alley/sidewalk/ROW/easement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
County Parcel Number: \_\_\_\_\_  
Lot #: \_\_\_\_\_

**Description of Project (include square feet/linear feet/phases)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost of the project: \_\_\_\_\_.  
Estimated Project Start Date: \_\_\_\_\_  
Estimated Project Completion Date: \_\_\_\_\_

\*if different from Applicant

## Conditions of Permit

- 1) The applicant hereby enters into an agreement to restore such street, alley, sidewalk, right-of-way, or easement in accordance with the current standards and specifications of the City; to provide adequate protective safe guards for the excavations and to maintain a working area free from debris, dirt and litter; and to comply with the General Notes of the City as deemed applicable by the Service Director/Engineering Department.
- 2) All paving, material, flagging, curbing and ballasting shall be carefully removed and preserved if reused.
- 3) All paving/excavated materials shall be removed and disposed of the same day of removal.
- 4) All openings, obstructions or areas where the sidewalk is removed shall be carefully guarded, protected or barricaded at all times, and during the night season shall be defined by lights and such other precautions as shall be necessary to guard against accidents. The Service Director may issue any additional orders as he deems proper which shall be implicitly and promptly complied with. At all times the work shall be done so as to cause the least inconvenience to property owners and the general public.
- 5) The applicant shall provide the City with any such fees/bonds as may be required by Codified Ordinances of the City of Huron.
- 6) The applicant agrees to abide by all provisions of any City ordinance or State law, and agrees, in the event of default, to reimburse the City for any additional costs incurred by the City, beyond the deposit for any restoration of pavement to its former condition.
- 7) When any work under any permit is completed and all the mandates of Part Nine of Huron's Codified Ordinance have been complied as certified by the Service Director, the Director of Finance shall issue a warrant to return the deposit or any portion thereof to the permittee. If the deposit is insufficient to reimburse the City for any work performed by the City in the event of default, the Director of Finance shall certify the deficiency to the City Manager who shall notify the permittee of the deficiency and cause the same to be collected.
- 8) Construction shall conform to City of Huron Specifications.
- 9) Any sewer, waterline or appurtenance damaged shall be immediately reported to the City Engineer and repaired to the City's satisfaction and no cost to the City.
  
- 10) The City reserves the right to require adjustments of the alignment of the improvement at the time of installation.
- 11) When excavations are street plated, the plates shall be secured in place and advance warning signs shall be erected.
- 12) The contractor shall notify the Service Director at least 48 hours in advance of the start of construction.
- 13) The City shall be provided 24 hours notice before excavations are backfilled and/or pavement is restored.
- 14) All attachments, exhibits and conditions attached to this permit are hereby made a part of this agreement.

### Items required to be submitted with this application:

- 1) Scaled Site/Utility Plan. The plan **must** include the following information:
  - \_\_\_\_ Dimensions of the ROW/Utility locations/Pole locations
  - \_\_\_\_ Photos/Video of existing project area.
  - \_\_\_\_ Proposed improvements drawn to scale, showing exact dimensions, material/utility callouts, etc.
  - \_\_\_\_ Any proposed backfill/restoration called out on plans with materials indicated
- 2) Non-refundable permit fee of \$50.00
- 3) Refundable Cash Bond in the amount of \$500.00 or a Surety Bond in the amount of \$5,000.
- 4) Contractor Registration Form/Certificate # \_\_\_\_\_.

5) Liability Insurance Certificate in the amount of \$1,000,000, naming the City of Huron as an additional insured.

6) Review the attached conditions and specifications for construction and schedule required inspections as noted.

**Required Notification/Pre-Construction Meeting**

1) Contact the Service Director; Stuart Hamilton 419-433-5000, ext. 1104 to schedule a **mandatory Pre-Construction meeting** .

2) OUPS; 1-800-362-2764

I hereby certify that I am the applicant and/or I have been authorized to make this application as an authorized agent, and agree to conform to all applicable laws, regulations, and ordinances. All information contained within this application and supplemental materials is true and accurate to the best of my knowledge and belief.

**Incomplete applications will not be accepted, please complete all applicable sections and attached the required site plan.**

Applicant or Authorized Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE NOTE: DO NOT APPLY FOR PERMITS UNLESS YOU ARE READY TO BEGIN YOUR PROJECT WITHIN 6 MONTHS. PERMIT APPLCIATION FEE OF \$50.00 IS DUE AND PAYABLE AT THE TIME OF SUBMISSION AND IS NON-REFUNDABLE. BONDS SHALL BE HELD UNTIL FINAL INSPECTION AND AUTHORIZED RELEASE. PERMITS EXPIRE 12 MONTHS FROM DATE OF ISSUANCE.

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**For use by City of Huron Zoning Department:**

Date of Submission:
Site Plan Included:
Paid:
Date of Pre-Construction Meeting:
Comments/Additional Information requested:
Approved:
Denied with reason:
Signature:

**Driveway & Sidewalk  
Specifications  
(Sections 1133.15, 1133.16)**

**The following specifications shall be considered minimums for driveway right of way areas :**

- Aprons: Concrete not less than six (6) inches in thickness for residential aprons; not less than eight (8) inches thick for commercial aprons.
- The final grade of the curb shall meet that of the pavement.
- A minimum of 1 ½" of the original concrete curb shall remain along the flow line.
- The existing curb shall be professionally removed with a horizontal saw or a concrete grinder.
- There shall be a minimum ½" expansion joint between the new driveway and the curb.

**The following specifications shall be considered minimums for driveways:**

- Concrete not less than four (4) inches in thickness, or with bituminous surface not less than four (4) inches thick consisting of two and one half (2 1/2) inches of compacted #301 binder course and one and one half (1 1/2) inches of compacted #404 surface course over a four (4) inch compacted aggregate base or paving with semi-pervious materials that are able to withstand vehicular traffic or other heavy impact uses is permitted (e.g. permeable pavers, porous asphalt, porous concrete)

**The following specifications shall be considered minimums for sidewalks:**

- Four (4) feet in width, Four (4) inches in thickness, on a two (2) inch stone base.

**Inspections Required, Contact the City Engineer at least 48 hours in advance:**

- Initial inspection of excavated area before base is applied.
- After cut is made in the curb and the sub-base is compacted.
- Final inspection after the concrete is poured and the expansion cuts are made.

Once the project has passed final inspection, the process to return the cash bond will be initiated. If the installation fails to pass inspection or in the event of failure to schedule required inspections, the applicant will forfeit the cash bond.

**Contact Information: 419-433-5000**

**Service Director ext. 1104**

**City Engineer ext. 1103**

Zoning Department ext. 1303