

EXCAVATION PERMIT

\_\_\_\_\_, 20\_\_

Permission is hereby granted to

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

to excavate in the Township right-of-way as described in  
\_\_\_\_\_’s

Application For Excavation Permit dated \_\_\_\_\_. The Prairie Township Board of Trustees acknowledges receipt of a deposit in the amount of \$\_\_\_\_\_, which deposit shall be refunded within sixty (60) days or after the Prairie Township Board of Trustees determines that all of the conditions required under Prairie Township Resolution No. 2-02 and the Prairie Township Guidelines For Excavations have been fulfilled and all of the agreements in the Application for this permit have been performed to the satisfaction of the Board.

PRAIRIE TOWNSHIP BOARD OF TRUSTEES

By \_\_\_\_\_

APPLICATION FOR EXCAVATION PERMIT  
(Pursuant to Prairie Township Resolution No. 2-02  
and section 5571.16 of the Ohio Revised Code)

TO: Clerk  
Prairie Township, Franklin County, Ohio

A. Name of Contractor and/or Agent Making Application:

\_\_\_\_\_

B. Address of Contractor and/or Agent: \_\_\_\_\_

\_\_\_\_\_

C. Contact name and Telephone Number (must include 24-hour emergency number):

\_\_\_\_\_

D. Purpose of Request (nature of excavation and work to be undertaken): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. Location of Excavation: \_\_\_\_\_

\_\_\_\_\_

F. Construction Dates: Start: \_\_\_\_\_

Completion: \_\_\_\_\_

G. Proposed Working Hours: \_\_\_\_\_

H. Applicant agrees to provide and place such warning devices as are necessary to protect public travelers on the road and to ensure their safety.

I. Applicant agrees to complete all work to be performed under this Application as soon as reasonably possible and to completely restore the entire road and right-of-way to the condition that existed before such work was undertaken, in accordance with the Prairie Township Guidelines For Excavation Permits.

- J. Applicant agrees to notify the Prairie Township Fire Department and all applicable utility providers of the road excavation and to obtain all required permits including, but not limited to, a road excavation permit from the Franklin County Engineer, prior to the commencement of any work or excavation in the road right-of-way.
- K. APPLICANT AGREES TO INDEMNIFY AND HOLD HARMLESS PRAIRIE TOWNSHIP, ITS BOARD OF TRUSTEES, AND ALL OFFICERS, EMPLOYEES AND AGENTS OF THE TOWNSHIP, FOR ANY LOSS OR COST, LIABILITY, DAMAGE, CLAIM, DEMAND OR CAUSE OF ACTION ARISING FROM, UNDER OR CONNECTED WITH THE EXCAVATIONS AND WORK COVERED BY THIS APPLICATION.
- L. This application is accompanied by a \$2.00 application fee, which fee shall be returned to applicant if the application is denied.
- M. Plans, as required by Section 3 of the Prairie Township Guidelines For Excavation Permits, are attached to this application.
- N. This application is accompanied by a deposit or bond in the amount of \$ \_\_\_\_\_ (\$150.00 per square yard of pavement to be cut; minimum deposit \$500.00) which shall be refunded to applicant upon performance of all conditions and agreements contained in this application and in the Prairie Township Guidelines For Excavation Permits.
- O. Applicant certifies that a copy of the Guidelines for Excavation Permits has been received.

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Name (print)

## PRAIRIE TOWNSHIP

### GUIDELINES FOR EXCAVATION PERMITS

#### 1) GENERAL PROVISIONS:

1.1 AUTHORITY. Permits are granted in accordance with Section 5571.16 of the Ohio Revised Code and Prairie Township Resolution No. 2-02, dated February 6, 2002. Any person, firm or corporation desiring to perform work in or to occupy Prairie Township right-of-way for any purpose must first obtain a permit. Such permits are issued by the Prairie Township Board of Trustees (Board of Trustees), or its designee, in accordance with the provisions of these Guidelines, with exception to residential sidewalk and driveway approach which will be issued by the Township Road Supt. or his designated agent.

1.2 TYPE OF PERMITS. There will be one type of permit issued by the Prairie Township Board of Trustees which will cover any work performed within the right-of-way of Prairie Township roads.

1.3 WHEN REQUIRED. A permit will be required before any person, firm or corporation places, extends, or repairs any pipes, cables, wires, roadway structure or appurtenances, or for any other purposes requiring the use, excavation, or temporary occupancy of Prairie Township road right-of-way.

1.4 APPLICATION & REVIEW. Applications for permits shall be made to the Board of Trustees through the Prairie Township Clerk's office, 23 Maple Drive, Columbus, Ohio 43228. With exceptions of residential driveway and sidewalk repair which will be acquired from the Township Road Supt., 6725 Alkire Road Galloway, Ohio 43119. All applications shall be on forms approved by the Board of Trustees and shall generally conform to Section 2 of these Guidelines. No work may begin until a permit has been issued, except as provided for in Section 6 hereof.

1.5 ADVANCE NOTIFICATION FOR ROAD OR LANE CLOSING. This notification is in addition to the time required for review of the applications for a permit.

1.5.1 Full Closure. If the proposed work within the right-of-way will entail the complete closing of a road, notice of such closing must be provided to the Prairie Township Road Superintendent, 6725 Alkire Road, Galloway, Ohio (telephone 878-3316 or 346-0060), a minimum of five working days prior to the commencement of work. Notification will also be made to Prairie Township Fire Department and Franklin County Sheriff's Department.

1.5.2 Lane Closures. Prior to a lane closure on a road, a minimum of 3 working days notice shall be provided. The contractor shall contact the Prairie Township Road Superintendent to coordinate traffic maintenance. They also shall notify the Prairie Township Fire Department and Franklin County Sheriff's Dept. Lane closure will be done in accordance with ODOT Standard Drawing MT-97.10 or as directed by Township Road Superintendent.

1.6 REVIEW AND APPROVAL. Each permit application is subject to approval by the Board of Trustees, or its designee. Once an application has been reviewed and approved, a permit may be issued. A permit will not be issued until the applicant can provide an actual starting date. The Township Road Superintendent will advise the applicant that a permit can be issued and provide notification of the provisions for issuing the permit. When the applicant is able to determine the start date of work, a permit may be issued. The permit shall be valid for only those days indicated. The applicant is responsible for making the request to issue the permit in accordance with the advance notification requirements of Section 1.5.

Permits shall be issued for a maximum period of 30 days. It will be the applicant's responsibility to request another permit if needed. Permits for extended time periods may be issued for major construction areas or highway improvement plans.

1.7 LIABILITY. The issuance of a permit does not relieve the permit holder and its contractor from any liability, and the permit holder shall at all times indemnify and hold harmless agents of the Township, for any loss or cost, liability, damage, claim, demand or cause of action arising from, under or connected with the excavation(s), work or the use and occupancy of any part of the road and/or right-of-way.

- 2) APPLICATION FOR PERMIT. Permit applications shall include, but not necessarily be limited to, the following information:
- a) Name of contractor and/or agent making application;
  - b) Address of contractor and/or agent;
  - c) Contact name and phone number (a 24-hour emergency number is needed, if not the same);
  - d) Specific location of work—Applicant shall provide street address and specify limits, land requirements, etc., if applicable;
  - e) Size of trench (width/length/depth);

- f) How long permit is needed (maximum 30 days);
- g) Proposed working hours, if applicable;
- h) Purpose of excavation: (e.g., utility placement, working on overhead facilities, etc);
- i) When work is to begin and completion date;
- j) Traffic control needed (e.g., whether a road must be completely closed, or the number and location of lanes to be closed, etc). Each applicant must provide adequate traffic maintenance plans and notes; and,
- k) Plans as required by Section 3 of these Guidelines.

- 3) PERMIT PLANS. Whenever excavation is to be made within the right-of-way, all permit applications shall be accompanied by a plan of suitable size and clarity to show the location, size, type and duration of the work to be performed. Unless waived by the Township Road Superintendent, the plan shall also show: all existing utilities and topographic features; existing rights-of way; adjacent property lines; political subdivision boundaries, if applicable; the horizontal and vertical alignment of all utilities (based on a diligent search of records); and the distance to the nearest intersection. All conflicts with any utility facility shall be resolved to the satisfaction of the owner. An area map with the work to be done highlighted, shall also be included with the permit application.

Each permit application shall indicate whether the excavation will be in the road, shoulder, sidewalk, driveway or grass area. The plans shall be annotated to show what method of excavating is to be used (e.g., trench, push, bore or tunnel method) and to indicate trench data, including, width and depth dimensions. The extent of each type of new or replacement work shall be easily identifiable and the proposed work shall be highlighted to assist in identifying it.

Whenever the full closure of a road is needed, the agency or its contractor shall provide the Township Road Superintendent with a set of plans showing the proposed traffic control signs, detour route maps, notes, etc.

- 4) DRIVEWAY, SIDEWALK AND CURB REPAIRS. Whenever driveway approach aprons are being constructed or restored, any necessary cuts in the sidewalk, curb or pavement shall be made by saw and not by jackhammer. When it is necessary to run downspout or drainage tile through a curb, the opening for the tile shall be bored and not cut. Prairie Township Board of Trustees have adopted the City of Columbus Standard Drawing 2300 D.R.A. for sidewalk installation or repair and Standard Drawing 2201 D.R.A. for driveway approach installation and repair which exception of concrete used which shall be 6 ½ bag with 6% air and max 5” slump. A copy of the concrete ticket shall be provided to

prove proper mix.

- 5) RESTORATION. Whenever a person or company has been given a permit to excavate in any roadway or the right-of-way of any road or public way, the person or company causing such excavation shall restore the same in such a manner and by such time as required by the Board of Trustees. All road, street, alley, sidewalk and driveway repairs shall conform to current Franklin county standards and specifications.

The City of Columbus Pavement and Utility Cut Repair Standards (Standard Drawing 1441), dated May 3, 2001, have been adopted by the Prairie Township Board of Trustees for use within the Township and are attached hereto. Standard Drawing 1441 provides specifications on long pavement cuts, small pavement repairs, and other minor repair work within the right-of-way. Permanent repairs to any road; open-cut for the purpose of installing, extending or repairing any pipe, utility, wire, cable, conduit; or any other repair shall be made in accordance with current Franklin County specifications.

Whenever a non-lateral trench exceeds 100' in length within the pavement, the repair shall include a minimum 11' width the entire length of the trench. This area shall then be paved in accordance with current Franklin County standards and specifications and the joint heat-welded. The minimum width may be modified depending upon the existing land width. A typical overlay in this situation would have a finished thickness of 1.5 inches.

- 6) EMERGENCY REPAIRS. When any public agency, private utility company or contractor must excavate within the roadway to make emergency repairs for the safety and convenience of the public, an application for a permit shall be filed with the Township the next working day . All permanent repairs shall conform to Section 5 of this policy.
- 7) INSPECTION. The Prairie Township Road Superintendent shall inspect and accept all work performed under a permit issued pursuant to these Guidelines. The contractor shall call the Road Superintendent at (614) 878-3316 or (614) 346-0060 at least 4 hours before any needed inspection.

Required Inspections:

Backfill – Call before backfill operation begins.  
Approval needed to start backfill.

Sidewalk, Driveway or Curb – Form inspection required before placement

Final Inspection when all work is complete – Upon a successful final inspection, deposits will be processed and returned to permit holder.

It is the permit holder's responsibility to request inspections. Failure to do so will result in a forfeiture of any required deposits and fees.

- 8) TRAFFIC CONTROL. All required traffic control devices shall be furnished, erected, maintained, and removed by the contractor in accordance with the manual of "Traffic Control for Construction and Maintenance Operations", with current revisions. Copies are available at the Ohio Department of Transportation, 25 South Front Street, Columbus, Ohio.
- 9) NEW PAVEMENT OR REPAVEMENT. No permit will be granted to open-cut new pavement or repavement of a road, except for the purpose of emergency repairs, until after three years from the completion of such new pavement or repavement.
- 10) FEES AND DEPOSITS. All applications for permits shall be accompanied by a fee of two dollars (\$2.00). The application fee shall be returned to the applicant if the application is denied. The fee for replacement residential sidewalk and approaches shall be waived.

A pavement cut deposit is also required for all street excavation permits when the pavement is open cut. This deposit shall be a minimum of \$500.00 for an open cut area of three square yards or less. For cuts larger than three square yards the deposit shall be \$150.00 per square yard of pavement to be cut. The pavement cut deposit will be refunded if the work is completed in a manner satisfactory to the Township Road Superintendent.

The pavement cut deposit is waived for all public and private utility companies when work is being performed by their employees.

- 11) MARKING OF UTILITY PAVEMENT CUTS. The Township requires the tagging of repair work in paved surfaces resulting from permit work. Below are the specifications for marking requirements:
  1. All permanent asphalt and concrete road repairs shall be identified with a tag placed a minimum of one per each 50' of trench resurfacing or, in the case of small cuts, one tag in the center of the repair.
  2. The tag shall be colored per American Public Works Association (APWA) uniform color code.
  3. The tag shall indicate the name, initials, or logo of the company that owns or operates the line, conduit or utility and the year of repair.
  4. The tag shall be embedded at zero grade tolerance or slightly below

the new surface without the use of adhesives or nails, and shall be of one-piece construction.

5. The tag shall be of a material meeting or exceeding the following specifications:

Tensile yield strength: 3,500 psi at Gardner Impact  
Tensile modulus: 150,000 psi at 73F : 300 in-lb  
Flexural modulus: 130,000 psi at 0F : 180 in-lb  
at -40F : 65 in-lb  
Average pull-out value in asphalt > 140 lbs  
Average pull-out value in concrete >600 lbs

- 12) NOTIFICATION AND OTHER PERMITS. The permit holder shall be responsible for notifying all applicable utility providers of the proposed excavation(s) and for obtaining all other applicable permits, including, but not limited to, a road excavation permit from the Franklin County Engineer.
- 13) SUPPLEMENTAL REQUIREMENTS: Prairie Township may issue supplemental requirements as the Board of Trustees and/or Township Road Superintendent see fit.