

**RIGHT-OF-WAY PERMIT APPLICATION FORM**

7800 Bevelhymer Road; PO Box 188

New Albany, Ohio 43054

P: 614.855.0076

F: 614.855.8585

[permits@newalbanyohio.org](mailto:permits@newalbanyohio.org)**\$75 Application Fee****Work Details**

Address/Location of work (Attach map if needed, with limits clearly marked): \_\_\_\_\_

Description of work to be performed (Include length, no. of conduits proposed, e.g. gas, fiber, electrical):

**Pedestrian Path Type (Check all that apply):** *Restoration per relevant standard drawing, City of New Albany will provide this information* None       Asphalt Trail       Concrete Walk       Other: \_\_\_\_\_**\*If full roadway closure is requested, contact New Albany Public Service for further discussion\***Request Lane Closure:  [Yes]  [No]      Proposed Start Date: \_\_\_\_\_      Proposed End Date: \_\_\_\_\_

If yes, MOT plan or typical traffic application sheets must be attached

Pavement Cut Needed:  [Yes]  [No]      Notes (Lane closure(s) and/or pavement cut details): \_\_\_\_\_

No pavement cuts permitted other than potholing

Restoration per relevant standard drawing, City of New Albany will provide this information

**Permit Holder**

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Owner of Utility: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State and Zip)**A direct contact with the permit holder must be provided, if applicant is a consultant**

Permit #: \_\_\_\_\_

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#### Consultant Information

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State and Zip)

#### Contractor Information

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State and Zip)

#### Sub-Contractor Information

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State and Zip)

**All provided information shall be a direct contact with knowledge of this application**

**To Be Completed/Submitted by Applicant**

1. Permit Applications shall be submitted to [permits@newalbanyohio.org](mailto:permits@newalbanyohio.org) along with a \$75 application fee. This is to be paid via check made out to the City of New Albany.
2. All applicants shall hold a certificate of registration, reach out directly at [permits@newalbanyohio.org](mailto:permits@newalbanyohio.org) for more information.
3. A CAD file and PDF plans of the proposed plans, showing all existing and proposed utilities, pavement areas, buildings, property lines with addresses, hardscape areas and any other relevant information, including but not limited to landscape areas, marker poles, pedestals, vaults, handholes, transformers, poles, parking areas, retaining walls and culvert pipes. Plans shall be scanable.
4. By state law, the contractor/applicant must contact Ohio Utilities Protection Service (OUPS) at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning any digging by calling 8-1-1 or (800) 362-2764.
5. All pavement shall be maintained in a safe and passable condition during work. It is the responsibility of the contractor/applicant to provide traffic control devices and other safety measures as required by the Ohio Manual of Uniform Traffic Control Devices. If a lane closure is necessary, the contractor/applicant must contact the Public Service Department at (614) 855-0076 at least 5 business days before the lane closure.
6. The contractor/applicant agrees to restore all areas to like or better condition in compliance with rules, regulations and specifications of New Albany as set forth in codified ordinance chapter 907.15 (k) and New Albany's Right-of-Way Policy. The contractor/applicant shall notify all affected, or potentially affected, permittees and franchises and adjoining property owners as to work to be completed. Furthermore, the contractor shall comply with the supporting information attached.
7. This application shall become valid for six (6) months from the date of this application unless the requested permit has been issued. The permit to work in the public Right-of-Way shall become invalid six (6) months from the date of issuance. The applicant may request one or more extensions of time, for periods not to exceed 90 days.
8. Performance Bond in the amount specified by the city \$ \_\_\_\_\_.
9. Proof of general liability, automobile and worker's compensation license. See attached appendix.
10. The City may assign a Right-of-Way inspector to this project. Per codified ordinance chapter 907.14 (d)(1), all costs will be billed to the utility quarterly.
11. A preliminary schedule for construction must be attached and final schedule 14 working days prior to proposed start of work shall be submitted.
12. By submitting this application, the applicant agrees to abide by all Codified Ordinance 907 requirements.

Permit Approved

Permit Denied

\_\_\_\_\_  
Director OR  
Authorized New Albany Representative

\_\_\_\_\_  
Approval Date

**Staff use only**  
Application Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**\$75 Application fee**  
Paid (Please Circle) Y OR N  
Permit #: \_\_\_\_\_

**Appendix**

**City of New Albany**

**Right-of-Way Insurance Requirements**

**In accordance with Codified Ordinance 907.03**

The requirements for comprehensive liability coverage, automobile liability coverage and umbrella coverage as follows:

- (i) Comprehensive general liability insurance: comprehensive general liability insurance to cover liability, bodily injury, and property damage must be maintained. Coverage must be written on an occurrence basis, with the following minimum limits of liability and provisions, or their equivalent:

Bodily inquiry:	
Each occurrence -	One Million Dollars
	(US \$1,000,000.00)
Annual aggregate -	Three Million Dollars
	(US \$3,000,000.00)
Property damage:	
Each occurrence -	One Million Dollars
	(US \$1,000,000.00)
Annual aggregate -	Three Million Dollars
	(US \$3,000,000.00)
Personal damage:	
Annual aggregate -	Three Million Dollars
	(US \$3,000,000.00)
Completed operations and products liability shall be maintained for six (6) months after the termination of a Certificate of Registration.	
Property damage liability insurance shall include coverage for the following hazards: E - explosion, C - collapse, U - underground.	

- (ii) Comprehensive auto liability insurance: Comprehensive auto liability insurance to cover owned, hired, and non-owned vehicles must be maintained. Applicant may maintain comprehensive auto liability insurance as part of Applicant's comprehensive general liability insurance, however, said insurance is subject to approval by the Director of Public Service or his/her designee. Coverage must be written on an occurrence basis, with the following limits of liability and provisions, or their equivalent:

Bodily inquiry:	
Each occurrence -	One Million Dollars
	(US \$1,000,000.00)
Annual aggregate -	Three Million Dollars
	(US \$3,000,000.00)
Property damage:	
Each occurrence -	One Million Dollars
	(US \$1,000,000.00)
Annual aggregate -	Three Million Dollars
	(US \$3,000,000.00)

Additional insurance: The City reserves the right to require any other insurance coverage it deems necessary after review of any proposal submitted by Applicant.