

**OHIO TOWNSHIP  
STREET / RIGHT-OF-WAY OPENING  
PROCEDURES & GUIDELINES**

1. All street / right-of-way opening applications **must be completed** and submitted before any excavation begins.
2. Township policy requires that contractors must bore under a roadway at a minimum depth of 30". Open cuts into the roadway are permitted only for an emergency situation and with the expressed approval of the Ohio Township Road Superintendent. All resurfacing shall be done in such a manner as to connect with the existing street surface adjacent to the new resurfacing at the same level so that there are no uneven portions of the street.
3. The **permit fee** for all street / right-of-way opening is calculated on \$2.50 / sq. ft. with a minimum of \$25.00 and a maximum of \$500.00. Please submit a check made payable to Ohio Township. A street opening / right-of-way permit shall not be issued until payment in full is provided.
4. A surety road bond shall be submitted before a street opening / right-of-way permit shall be issued. The bond shall guarantee that the permit holder shall be responsible for maintaining the portion of the street and / or right-of-way disturbed by the opening or excavation and the restored surface for a period of twelve (12) months after the completion of the excavation and resurfacing / restoration.
5. Permit applications shall be reviewed within five (5) days of a submittal. Applicants shall receive a copy of the approved permit for their records.
6. Sufficient barricades, warning lights or flares and / or traffic control by Ohio Township Police shall be in operation at all times between sunset and sunrise and at all other times when visibility is such as to make their use necessary. If the services of the police department are required, it shall be at the Applicant's expense.
7. Applicant shall submit a Certificate of Insurance showing Worker's Compensation Insurance with "Ohio Township" as the Certificate Holder or complete the attached affidavit of Exemption.
8. Applicant shall contact the Ohio Township Road Superintendent between 8:00 am and 2:00 pm to arrange for an inspection **prior to patching** and again **after final resurfacing or restoration**. Forty-eight (48) hours notice is required prior to all inspections. Backfilling and resurfacing shall comply with Township standards or Ohio Township shall use the applicant's road bond to make the necessary repairs.

**Checklist:**

- |   |       |
|---|-------|
| A. Completed Application with contact information including fax, cell # & email       | _____ |
| B. Road Bond dated for at least twelve (12) months after resurfacing                  | _____ |
| C. Permit Fee   | _____ |
| D. Call for inspection prior to patching(verify depth of binder)                      | _____ |
| E. Call for inspection prior to final resurfacing / restoration (verify surface area) | _____ |

**OHIO TOWNSHIP**  
**STREET / RIGHT-OF-WAY OPENING APPLICATION**

5/11/10



Date: \_\_\_\_\_ Applicant or Contractor Name: \_\_\_\_\_

Applicant or Contractor Address: \_\_\_\_\_

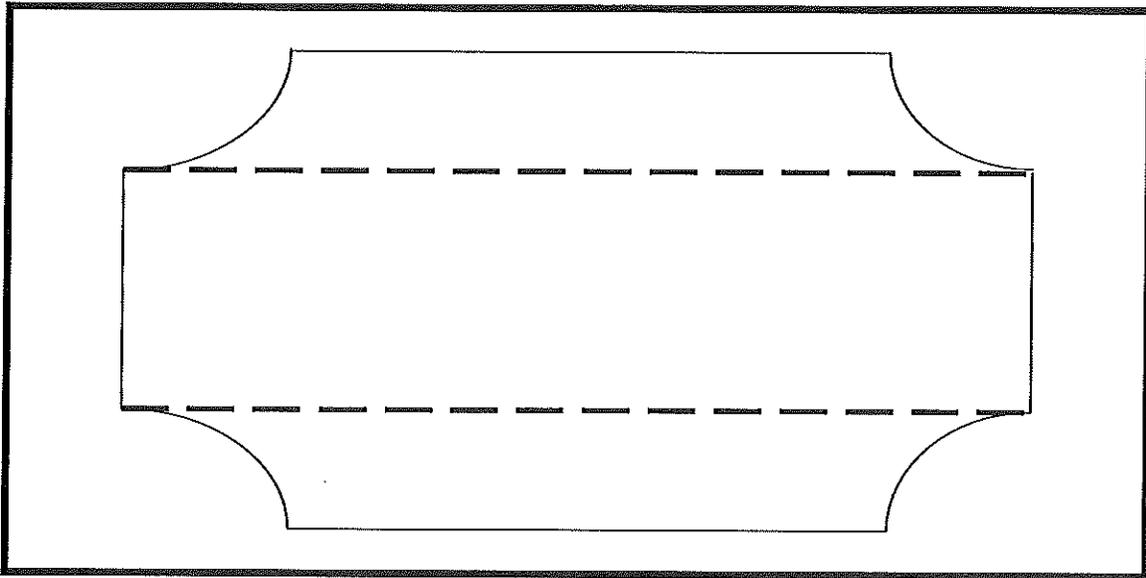
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Work Location Address: \_\_\_\_\_

Work Start Date: \_\_\_\_\_ Work End Date: \_\_\_\_\_

Reason For Street Opening: \_\_\_\_\_

Street / Right-of-Way Opening Square Footage: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_



**DO NOT WRITE BELOW LINE**

Application Date: \_\_\_\_\_ Township Reviewer: \_\_\_\_\_

Date Road Bond Received: \_\_\_\_\_ Expiration Date of Road Bond: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Paid By (Circle One): Check Cash

Township Approval Date: \_\_\_\_\_ Township Signature: \_\_\_\_\_