

SHARON TOWNSHIP EXCAVATION PERMIT GUIDELINES

1) General Provisions:

1.2 **AUTHORITY.** Permits are granted in accordance with Section 5571.16 of the Ohio Revised Code. Any person or agency desiring to perform work in or to occupy Sharon Township right-of-way for any purpose must first obtain a permit. Such permits are issued by the Sharon Township Fiscal Officer in accordance with the provisions of these guidelines.

1.2 **TYPE OF PERMITS.** There is one type of permit issued by the Sharon Township Fiscal Officer's Office which covers or may be modified to cover any work performed within the right-of-ways of Sharon Township.

1.3 **WHEN REQUIRED.** When placing, extending, or repairing any pipes, cables, wires, roadway structure or appurtenances, or for any other purposes requiring the use of Sharon Township road right-of-way.

1.4 **APPLICATION AND REVIEW.** Requests for permits shall be made through the Sharon Township Fiscal Officer's Office. All requests shall be on forms approved by the Sharon Township Trustees and shall generally conform to Section 2. No work may begin until a permit has been issued, except as provided for in Section 5.

Permit requests accompanied by project plans which have been previously reviewed and/or signed by county officials can normally be processed within 5 or less working days.

Permit requests accompanied by heretofore un-reviewed drawings may require detailed review and additional processing time depending on the scope and complexity of the proposed work, and may require modifications before a permit can be issued.

Customer service type permit requests will be handled as expeditiously as possible, typically 1 or 2 working days.

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

1.5.1 **Full Closure.** Prior to beginning the complete closure of road, a minimum of 5 working days' notice shall be provided. This is to allow for proper notification of Safety and Emergency Services, the U.S. Postmaster and the appropriate school district. The contractor or his agent shall contact the Sharon Township Road Department at 614-885-5933 to coordinate the maintenance of traffic.

1.5.2 **LANE CLOSURES.** Prior to beginning a lane closure of a road, a minimum of 3 working days notice shall be provided. The contractor shall contact the Sharon Township Road Department at 614-885-5933 to coordinate the maintenance of traffic.

1.6 REVIEW AND APPROVAL. Each permit request is subject to approval by the Sharon Township Road Department and/or The Franklin County Engineer's Office.

Once a request has been reviewed and approved by the Township Road Department and/or County Engineer's Office a permit may be issued.

Permits will not be issued until the requesting agency can provide an actual starting date. The Fiscal Officer's Office will advise the agency that a permit can be issued and provide notification of the provisions for issuing the permit. When the agency or its agent is able to determine the start date of work, a permit may be issued.

1.7 LIABILITY. The issuance of a permit does not relieve the agency and its contractor from any liability, and the permit holder shall at all times indemnify and save harmless the Board of Trustees and Sharon Township against all claims from injury or damage to persons and property that may be asserted by any firm, person or corporation arising out of the use and occupancy of any part of the road and/or road right-of-way.

2) REQUEST FOR PERMIT. Permit requests shall contain but not necessarily be limited to the following information:

- a) Name of contractor and/or agent making request
- b) Address of contractor and/or agent making request
- c) Contact name and phone number (a 24 hour emergency number is needed)
- d) Location of work, be specific, provide street name, specify limits, house number, if applicable; lane requirements, etc.
- e) Size of trench (width/length/depth)
- f) How long permit is needed (expected project length)
- g) Proposed working hours, if applicable; state if a lane or complete closure is desired
- h) Purpose of request, utility placement, working on overhead facilities, etc., provide address when appropriate
- i) When work is to begin and completion date
- j) Traffic control needs (full closure, number and location of lanes to be closed, etc.) provide adequate maintenance of traffic plans and notes
- k) Plans as required by Section 3.

3) PERMIT PLANS. Whenever excavation is to be performed within the right-of-way, all permit requests shall be accompanied by a plan of suitable size and clarity to show the nature of the work to be performed. Such plan shall show all existing utilities and topographic features, existing right-of-way and adjacent property lines. Political subdivision and boundaries should also be shown if applicable. The utilities shall be shown and the plans as to horizontal and vertical alignment based on a diligent search of the records. All conflicts with any utility facility shall be resolved to the satisfaction of the owner. Provide the distance to the nearest intersection. An area map with the work to be done highlighted should also be included.

Trench data is to include length, width, and depth dimensions. Indicate if excavation is in pavement, sidewalk, driveway, or grass areas. The extent of each type of new or replacement work should be easily identified. Make notation if a trench, push, bore or tunnel method is involved. Proposed work should be highlighted for easy identification.

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

- 4) **RESTORATION.** Whenever any person or agency has a permit to excavate in any roadway or right-of-way of any road or public way, the person or agency causing such excavation shall restore the same in such a manner and by such time as required by the Sharon Township Road Department. All road and driveway repairs shall conform to current township standards and specifications. The Township uses Franklin County Engineers standards and specifications.

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 Engineer's approved standard and specifications.

Whenever a non-lateral trench exceeds 100' in length within the pavement, the repair shall include planning 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 lane width. A typical overlay in this situation would have a finished thickness of 1.5 inches.

- 5) **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, the same shall request a permit the following working day. All permanent repairs shall conform to Section 4 of this policy.
- 6) **INSPECTION.** Inspection and acceptance of work performed under these permits shall be done by personnel of the Sharon Township Road Department or their designee. It is the permit holder's responsibility to request inspections.

If, in the opinion of Sharon Township and/or Franklin County Engineer, additional inspections are needed due to the size or nature of the work, the contractor shall place on deposit funds necessary to pay for said inspection services. If a deposit is required, the amount will be negotiated with the contractor.

- 7) **TRAFFIC CONTROL.** All traffic control devices required 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, located at 25 S. Front Street.
- 8) **CONSTRUCTION SCHEDULE FOR ALL WORK.** For construction project expected to take longer than three (3) working days a tentative construction schedule for all planned work within the Township road right of way must be provided to the Sharon Township Road Superintendent or his designee prior to permit issuance. The permit holder shall keep the Road Superintendent advised weekly of any changes in the schedule, until all work in the road right of way is final. The schedule shall be planned by the permit holder to remain as continuous as possible until all work areas of the road right of way is completed, restored and acceptable to the Road Superintendent or his designee.

- 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. When any emergency repairs are necessary the Sharon Township Road Department shall provide details and specifications on how the permanent pavement repairs are to be made.

- 10) **FEES AND DEPOSITS.** Fee schedule will be determined by the Sharon Township Board of Trustee's and/or the Ohio Revised Code. If full-time inspection is requested by the contractor, a fee will be negotiated which must be deposited with Sharon Township or their designee prior to commencement of work.

- 11) **SURETY.** The contractor will be required to post a surety with Sharon Township prior to the issuance of a permit to insure the proper restoration of pavement, berms, ditches, storm drains and appurtenances, field tiles and any other items disturbed or damaged by the contractor.

- 12) **SPECIAL DUTY OFFICERS.** When required by the permit or maintenance of traffic plans and/or notes, the contractor shall be responsible for hiring and paying for the services of Uniformed Sharon Township Constables or other Uniformed Officers as approved by the Sharon Township Chief of Police.

- 13) Applicant is required to call Ohio Utilities Protection Service at least 48 hours prior to starting work at 1-800-362-2764 or 811

- 14) **PUBLIC UTILITY INSTALLATION** Any person or company wishing to install a utility within a Sharon Township right of way must fill out an Application For Authorization to Install Utility in Road Right of Way. This application is available at the Sharon Township Administrative Office and the Sharon Township Road Department.

- 15) **SUPPLEMENTAL REQUIREMENTS** Sharon Township reserves the right to add Supplement Requirements as the Township and/or the Franklin County Engineer deems necessary.

If you have any question or need additional information contact the Sharon Township Road Department:

(614) 885-5933

demand or cause of action arising from, under or connected with the excavation and work cover by this application.

- M. This application is accompanied by the application fee according to the attached application fee schedule, which fee shall be returned to applicant if the application is denied.
- N. Plans, as required by Sharon Township, are attached to this application.
- O. If excavation is to include any portion of a pavement or concrete area, this application must be accompanied by a deposit or bond in the amount of \$150.00 per square yard of pavement or concrete to be cut, with a minimum deposit of \$500.00, which shall be refunded to applicant upon performance of all conditions and agreements contained in this application and in the Sharon Township Guidelines For Excavation Permits.
- P. Amount of deposit or bond if applicable: \$ _____

Date of Request

Applicant's Signature

Return application to:

Sharon Township Trustees
95 East Wilson Bridge Road
Worthington, Ohio 43085

Fiscal Officer, Sharon Township

Date Received

Application Fee Schedule:

Up to 50 lineal feet	\$ 5.00
Over 50 lineal feet up to 200 lineal feet	\$25.00
Over 200 lineal feet	\$50.00

Amount Paid for Permit \$ _____

Permit Number: _____

SHARON TOWNSHIP EXCAVATION PERMIT

DATE: _____

PERMIT NUMBER:

This permit is hereby granted to _____ representing
_____ In accordance with Section 5571.16 of the Ohio Revised Code. This
permit is granted for the purpose of _____

The holder of this permit shall be responsible for the replacement of the pavement, shoulder, berms, drainage courses, pipes, guard rail, plant material and turf to an original or better condition, and shall properly maintain the pavement, berm, and storm drainage facilities until restored to its original condition.

All trenches excavated within the roadway will be backfilled with Item 636, Controlled Density Fill (CDF), per the City of Columbus Construction and Material Specifications, or as otherwise specified in writing, to the satisfaction of the Sharon Township Road Department and/or the Franklin County Engineer.

The permit holder shall provide for the maintenance of traffic at all times as provided for on the plans or in the maintenance of traffic notes.

Furthermore, this permit holder shall provide and maintain at all excavations in the road, suitable barricades and safeguards including the display of steady burn, type "C" lights at night and shall at all times indemnify and save harmless the Board of Sharon Township Trustees and Franklin County against all claims from injury or damage to persons and property that may be asserted by any firm, person, or corporation arising out of the use and occupancy of any part of the road and/or right-of-way.

This work is to begin on _____. You must call the Sharon Township Road Department the day before actually starting work for the permit to be valid. This permit expires 30 days after issuance unless work has been started.

Sharon Township Fiscal Officer

Sharon Township Road Superintendent

We hereby agree to the terms of this permit:

Company Name: _____

Telephone Number _____

Person to Contact: _____

Telephone Number _____

Field Supervisor: _____

Telephone Number _____

Sign: _____

E-Mail _____

Print: _____