

# RIGHT OF WAY PERMIT APPLICATION



**City of Hilliard**  
 3800 Municipal Way  
 Hilliard, Ohio 43026  
 Phone (614) 876-7361  
 Fax: (614) 529-6017  
[www.hilliardohio.gov](http://www.hilliardohio.gov)

APPLICATION #
RECEIPT #

✓ Check the permit type.	
PERMIT TYPE:	FEE:
Minor Maintenance	\$50.00
Construction	\$100.00
Pavement Drilling Inspection	\$38/hr
Public project: <b>Hilliard CIP # :</b>	No fee

## I. Utility Identification

Applicant		Business Address		Business Phone	
Contact Name		City		State	
Contact Name Title		24-hour Contact Phone		email	
				Zip	

## II. Job Location / Description – Attach (2) two sets of drawings or sketches to explain the work to be performed.

*Location of work  <b>Copy of permit must be kept on site.</b>	Application Date:	Month	Day	Year
	Construction Start Date:			
	Construction Finish Date:			

**Gas:**  install new tap  replace gas valve  replace/repair gas line  lower service  locate curb box  other

**Electric:**  replace existing pole  install new pole  install new equipment on existing pole  lower service  other

**Cable/Telecommunications:**  directional bore  install cable and/or conduit  lower and relocate cable/conduit  other

\*Provide pertinent information about the work being performed.

Check and/or list ALL facilities which may be disturbed by this work:  pavement  sidewalk or paths  grass  approach  
 sewer  waterline  manhole  valves  street tree  signal loop  other:

## III. Inspection

**Prior to starting work, the Applicant shall call the City's Construction Inspection line at (614) 334-2454 to schedule an inspection.** Provide your name, permit number, location of work, and nature of work on the inspection line. The Applicant agrees to restore all facilities disturbed by this work to a condition equal to or better than prior to construction within 30 days after the conclusion of any utility repair or installation. The Applicant agrees to perform all construction activities in accordance with the requirements of the City of Hilliard and the City of Columbus Construction & Material Specifications. The Applicant agrees to follow all requirements in Chapter 907, Rights-of-Way Administration, in the City of Hilliard Codified Ordinances.

Signature of Applicant **X**

## IV. Lane Closure / Maintenance of Traffic Plans (MOT) Plans

Will the closure of one or more lanes of a public street be necessary?  YES  NO  
 If YES, attach (3) sets of MOT plans or reference construction plan sheets.

Will the closure of one or more sidewalk or path be necessary?  YES  NO  
 If YES, inspection is required before and after placement of any material.

Comments:

## V. Ohio Utility Protection Service (OUPS)

Applicant must contact OUPS for location of underground utilities at least (3) working days prior to construction.  
 Ohio Utilities Protection Services (OUPS) **1 800 362 2764**  
 For Non-OUPS members, utilities must be contacted directly

**The City of Hilliard hereby grants permission to the Applicant to perform the above requested work.**

Other Conditions of Approval:

Approved by \_\_\_\_\_ Date \_\_\_\_\_