



RIGHT-OF-WAY MINOR MAINTENANCE PERMIT APPLICATION

APPLICATION DATE _____

APPLICATION/ PERMIT NO. _____

I. APPLICANT/ AGENT INFORMATION (please print or type)

Business Name _____ Phone _____

Business Address _____

Contact Name _____ Phone _____ Email _____

24 HR Contact Name _____ Phone _____

II. UTILITY OWNER/ OPERATOR INFORMATION

Utility Name _____ Registration No. _____

Contact Person _____ Phone _____ Email _____

III. CONTRACTOR INFORMATION (if different than Applicant /Agent listed in Section I.)

Company Name _____ City License No. _____

Contact Name _____ Phone _____ Email _____

IV. SUMMARY OF PROPOSED MAINTENANCE (attach additional sheets if necessary)

Construction Period Beginning at _____ : _____ AM/PM _____, 20 _____

Construction Period Ending at: _____ : _____ AM/PM _____, 20 _____

V. MINOR MAINTENANCE PERMIT FEES

Pursuant to Section 901.18(D) of the Codified Ordinances of the City of Lancaster an Applicant shall not be required to pay a fee for a Minor Maintenance Permit

VI. MINOR MAINTENANCE PERMIT EXHIBITS

THE FOLLOWING INFORMATION MUST BE PROVIDED, LABELED AND IDENTIFIED IN THE ORDER AND MANNER SHOWN BELOW FOR YOUR APPLICATION TO BE CONSIDERED "COMPLETE". AN OFFICER OF THE COMPANY OR OTHER LAWFULLY AUTHORIZED INDIVIDUAL MUST SIGN YOUR APPLICATION.



Exhibit "A" Certificate of Registration

An Applicant shall submit a completed copy of the above exhibit, credible evidence that it has obtained a Certificate of Registration or proof that the Applicant has written authority to apply for a Minor Maintenance Permit on behalf of a party that has been issued a Certificate of Registration. Alternatively, an Applicant may submit evidence that it is exempt from obtaining a Certificate of Registration by the requirements of Section 901.05 of the Lancaster Codified Ordinances or an existing agreement. (Labeled Exhibit "A").

Exhibit "B" Statement of Outstanding Debt

An Applicant shall submit a statement certifying that the Applicant is not delinquent on any outstanding debt to the City of Lancaster or the State of Ohio, pursuant to Section 901.19(A)(1); (Labeled Exhibit "B").

Exhibit "C" Traffic Control Measures

An Applicant shall submit a statement that it has and will continue to employ protective measures and devices that, consistent with the Ohio Manual of Uniform Traffic Control Devices, will prevent injury or damage to persons or property and minimize disruptions to the efficient movement of pedestrian and vehicular traffic; (Labeled Exhibit "C").

Exhibit "D" Minor Maintenance Agreement Statement

An Applicant shall submit a statement that the Applicant understands and agrees that Minor Maintenance means: (i) the routine repair or replacement of Facilities with like Facilities not involving Construction and not requiring traffic control for more than two (2) hours at any one location; (ii) or the routine repair or replacement of Facilities with like Facilities not involving Construction and taking place on thoroughfares and arteries between the hours of 9:00 A.M. and 3:00 P.M.; (iii) or the routine repair or replacement of Facilities with like Facilities not involving Construction on all Rights of Ways, other than arterials and thoroughfares, that does not take more than eight (8) contiguous hours or; (iv) Construction other than on thoroughfares and arterials and takes less than eight (8) contiguous hours to complete, does not impede traffic and does not involve a pavement cut. The City Engineer may adopt Rules and Regulations pursuant to Section 901.18(A) of the Codified Ordinances that clarify the definition of Minor Maintenance and/or provide a process for a Provider to determine whether particular activity constitutes Minor Maintenance. City Engineer, Facilities, Right of Way, and Construction herein shall be defined as in Section 901.18 of the Codified Ordinances of the City of Lancaster (Labeled Exhibit "D").

Exhibit "E" Statement of Compliance

An Applicant shall submit a statement certifying that the Applicant is not delinquent or negligent in any of the obligations or duties required of the Applicant pursuant to Sections 901.05 through 901.18 of the Codified Ordinances of the City of Lancaster or the Rules and Regulations and that the Applicant has paid its annual Registration Maintenance Fee as required; (Labeled Exhibit "E").

Exhibit "F" Additional Information (when required by City)

The City reserves the right to request any additional information as necessary to ensure compliance with of Sections 901.01 through 901.99 of the Codified Ordinances of the City of Lancaster, Ohio and any such additionally requested information shall be attached hereto; (Labeled Exhibit "F").

VI. SIGNATURE REQUIRED

By my signature, I attest to the best of my knowledge that the information and all supporting plans and documents are true & accurate

Signature

Title

Print Name

Date

