Village of Newtown

Right-of-Way Use & Excavation Permit Packet
3537 Church Street, Newtown, Ohio 45244
Main Line: (513) 561-7097

Streets & Maintenance Department
3711 Debolt Road, Newtown OH 45244
Public Works (Inspections): (513) 271-2009
Public Works Fax: (513) 561-7555
Web: www.newtownohio.gov

Application Checklist:

☐ Completed application with all requested information
☐ Detailed site plan and/or stamped plans from other agencies (if applicable)
☐ General Liability Insurance Certificate
☐ For road cuts only: Performance / Maintenance Bond
☐ For road cuts only: Traffic Control Plan per OMUTCD.
Road closures require prior written approval by Newtown Public Works.
☐ Applicant agrees to notify Newtown Public Works at least two working days before work commences. Call 513-271-2009.
☐ 48-hour notification to OUPS at 1-800-362-2764 (provide locate ticket)
☐ Permit & Inspection Fee: $80.00 (Make checks payable to Village of Newtown)

This application is required for any excavation within streets, alleys, public right-of-way, and for constructing or reconstructing sidewalks, driveways, or curb cuts. All work shall comply with Village ordinances, Newtown Engineering Standards, and all applicable ODOT rules and regulations.

Bond Requirement:

A Performance/Maintenance Bond in the amount of $1,000 is required for permits involving work within the public right-of-way, unless otherwise specified by the Village of Newtown.

Provided by:
☐ Facility Owner ☐ Contractor

Form:
☐ Cash Deposit ☐ Annual Bond ☐ Maintenance Bond ☐ Escrow ☐ Letter of Credit

VILLAGE OF NEWTOWN
3537 CHURCH STREET, NEWTOWN, OHIO 45244
MAIN LINE: (513) 561-7097

RIGHT-OF-WAY USE PERMIT APPLICATION

Application Information:

Date of Application: _____ / _____ / _____
Scheduled Start Work Date (on/about): _____/_____/_____ Duration (days):_____
Purpose of Work Within ROW:_____
Street Name: _____
Project Location Reference
Side of Street: ☐ N ☐ S ☐ E ☐ W at Address No.: _____
or _____feet ☐ N ☐ S ☐ E ☐ W from intersection with_____

Type of ROW Work (check all that apply):

Driveway Culvert: Length _____ Pipe Diameter _____ Pipe Type _____
Headwall: ☐ Yes ☐No
Catch Basin: ☐ Yes ☐No
Downspout Pipe: Size ☐ 3" ☐ 4" ☐ Other _____
Will existing curb be cut? ☐ Yes ☐ No
Source of Drainage Includes: ☐ Roof ☐ Sump ☐ Surface ☐ Sub-surface
Excavation within ROW: ☐ Road Cut ☐ Bore ☐ Tunneling ☐ Other _____
Excavation Size: Length _____ Width _____ Depth _____
Purpose: _____
Driveway Install/Resurface: Pavement Type: ☐ Asphalt ☐ Concrete ☐ Other _____
Existing Curb Type: ☐ Roll ☐ Vertical ☐ Depressed ☐ Open Ditch
New Curb Type: ☐ Roll ☐ Vertical ☐ Depressed ☐ Open Ditch
Will existing driveway culvert be disturbed? ☐ Yes ☐ No ☐ N/A
Pavement Work: ☐ Sidewalk ☐ Curb Cut ☐ Driveway
Pavement Type: ☐ New ☐ Replacement
Utility Connections: ☐ Water ☐ Sanitary ☐ Storm ☐ Gas ☐ Telecom ☐ Irrigation
Other Work in ROW:_____

_____

Property Owner(s):

_____
Mailing Address: _____
Phone : _____ Email: _____

Contractor Contacts & Additional Parties:

Contractor: _____
Address: _____
Office Phone : _____ Email: _____
24-Hr Contact Name: _____ Emergency Phone #:_____
Asphalt/Concrete Contractor (if applicable):_____
Address: _____ Phone/Email: _____
Plumbing Contractor (if applicable): _____
Address: _____ Phone/Email: _____

Utility Protection

OUPS Reference #: _____(Call 1-800-362-2764 at least 48 hours before you dig)

Road Cut / Bore / Tunneling – Requirements

1. Advance Notice: Provide at least 48 hours notice to Newtown Public Works before starting work (513-271-2009).
2. Traffic Maintenance: Always maintain at least one lane of traffic. Full road closures require prior written approval from Public Works.
3. Safety Measures: Ensure all lights, signs, barricades, and flaggers shall be provided in accordance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD) to maintain safety.
4. Pavement Work: Sawcut pavement to create neat, straight, vertical lines. Temporary and permanent pavement should match existing grades and surfaces.
5. Overnight Cuts: If a cut is left overnight, secure it with a steel plate or backfill and apply a cold patch. All steel plates must be properly secured.
6. Backfill Standards: Backfill in or near pavement areas must comply with Village standards: use ODOT Item 613 Type II CDF only. Finalize with the appropriate asphalt or concrete section and seal all edges. For sodded/unimproved areas, use suitable soils/granular material compacted in lifts with proper moisture control.
7. Temporary Repairs: The permittee is responsible for maintaining temporary repairs until permanent restoration is accepted by the Village.
8. Restoration: Restore the Right of Way (ROW) to an "as-good or better" condition. Maintain proper drainage and restore ditches, slopes, drainage infrastructure, mailboxes, traffic signs, guardrails, and walk paths to Village specifications. Seed or sod as directed.
9. Cleanliness: Keep pavement and berms free of construction debris. Contractors shall reimburse the Village for any necessary clean-up, emergency repairs, or after-hours inspections.
10. Material Storage: All materials stored in the ROW must be properly barricaded and signed. Do not store materials on the road surface.
11. Replacement of Pavement: Replace with like materials and thickness (concrete, brick, asphalt on base, etc.). Temporary restoration: place Item 304/411 or Type II CDF up to base, then temporary surface; maintain until permanent restoration. Seal joints and restore ADA features.
12. Cold Weather Repairs: When hot mix is unavailable, use CDF, protective sheeting, and temporary concrete or cold mix; replace with permanent section when warmer weather allows.
13. Landscape Restoration: Restore landscaping, sod, and drainage features to equal or better condition; seed/sod per seasonal standards. Protect and re-establish survey monuments/property pins as required.
14. Completion, Maintenance & Deficiencies: Complete restoration promptly and furnish as-built information when required. Repair any settlement/defects upon notice; the Village may correct work and recover costs where necessary. Non-compliant work is subject to removal.

Acknowledgment

I, the undersigned, understand that the Village of Newtown assumes no responsibility or liability for the work done under this permit and that all work shall be done at no cost to the Village. All work shall be done in accordance with the laws of the State of Ohio, the Ohio Manual of Uniform Traffic Control Devices, OSHA regulations, Village ordinances, and any supplemental/special provisions deemed necessary by the Village. The Village reserves the right to order removal, reconstruction, relocation or repair of any permitted work at the owner's expense. Applicant agrees to perform the work per all Village ordinances, rules and regulations; to hold the Village harmless for claims arising from work under this permit; to provide all required notifications and traffic control; to obtain Village inspections; and to restore Right of Way to per Village standards.

By signing below, the applicant agrees to these terms and conditions.

Property Owner (Sign & Date): _____

Contractor (Sign & Date): _____

VILLAGE OF NEWTOWN RIGHT-OF-WAY USE PERMIT

Village Use Only

RIGHT-OF-WAY USE PERMIT NUMBER: _____

PERMIT ISSUE DATE _____ EXPIRATION DATE _____

Address: _____

Approved this _____ day of _____, 20_____ By: _____

Title: _____

General Liability Insurance: ☐ On File (Minimum per Village policy)
Performance/Maintenance Bond: $1,000 (minimum) ☐ On File
Surety Bond / Cash Deposit (if applicable): $_____

Permit & Inspection Fee: $ 80.00 Receipt #: _____ Date Paid: _____/_____/_____

Notes / Conditions: _____ Expiration Date:_____

Work Hour Limits: ☐ Not Applicable ☐ Between _____ AM and _____ PM

General Notes and Requirements for Permittee:

1. Permits & Reports Required: A permit is required for any work within the Village right-of-way. Departments, utilities, contractors, and permittees must provide daily reports upon request and keep approved plans and traffic control notes on-site. Insurance meeting Village minimums is required.

Frontage Pipe Specifications

2. Depending on site conditions, bedding and/or granular backfill may be required. All granular material shall be approved by the Public Works Department.
3. A swale shall be maintained at all times that catches road and/or residential storm water runoff and directs the water to a catch basin or open ditch.
4. Pipe shall be galvanized corrugated steel, reinforced concrete, double wall smooth interior corrugated polyethylene pipe or SDR-35.
5. Standard pipe diameter shall be a minimum of 12" unless otherwise approved by the Public Works Department.
6. The flow line shall be established by the Contractor to match the approved site engineering plans or as directed by the Public Works representative.
7. Catch basins are required for any distance of piping over 80 feet or if attaching the new pipe to an existing pipe or road cross culvert. Standard catch basins are to be 2'x2'x2' concrete square box with cast iron grate as approved by the Public Works Department.

Driveway Culvert Specifications

8. The pipe length shall be at least the driveway width plus 4 times the depth of the existing ditch. The minimum pipe length shall be 20 feet.
9. The depth of the existing ditch shall be defined as the vertical height as measured from the existing road berm to the bottom of the existing ditch.
10. The type of pipe, diameter and bedding material shall meet the same standards as sections 1, 3, 4 under specifications for the installation of frontage pipe.

Downspout Specifications

11. Storm water drains from the roof, sump pump, surface or sub surface are discouraged from being discharged through the curb or into the street. Point source discharges create potential for ice buildup in the winter and stagnant water in the summer. Residents are encouraged to outlet yard drains or sump pump discharge drains into a drainage swale or at a point away from the street or curb.
12. As an alternate location for discharge, a direct connection may be made to a catch basin or directed to a rear yard creek. It should be noted that under no circumstances should a sump pump discharge, a yard drain or roof drain be connected to the sanitary system.
13. Each property owner is responsible for maintaining drainage paths on their individual property according to the overall drainage pattern for the area.