



**City of St. Clairsville**  
 Tom Murphy, AICP  
 Planning and Zoning Administrator  
 P.O. Box 537-100 North Market Street  
 St. Clairsville, OH 43950  
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For Staff Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Received: _____	
Date of Action: _____	
Expiration Date: _____	
Signature of Admin. Officer: _____	
Date: _____	
Fee: \$ _____	Fee Paid: _____

## RIGHT OF WAY UTILITY PERMIT

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RESIDENT (CIRCLE): YES NO

COMPANY NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Permission is hereby granted to: \_\_\_\_\_ to occupy a public street, alley, sidewalk, Right of Way (ROW) or easement located at: \_\_\_\_\_ for the purpose of: \_\_\_\_\_ with the following conditions:

1. The applicant may be required to post a bond (cash, surety or letter of credit) with the City in an amount determined by the Service Director or his designee. The City shall return the bond within 10 days of notification of completion of the work in a satisfactory manner, but such costs as may be incurred by the City either for providing adequate protective devices, maintaining a clean work site, or repairing damages to City utilities shall be retained by the City.
2. The applicant hereby enters into an agreement to restore such street, alley, sidewalk, right of way, or easement in accordance with the current standards and specifications of the City; to provide adequate protective safeguards for the excavations and to maintain a working area free from debris, dirt and litter; and to comply with the General Notes of the City as deemed applicable by the Director of Public Services.
3. The applicant shall provide the City with any such fee as may be required by the Codified Ordinances of the City of St. Clairsville.

4. The applicant may be required to submit scaled plans of the proposed work, including a maintenance of traffic plan in accordance with the OMUTCD, with this application.
5. Construction shall conform to St. Clairsville's specifications. A site visit with all necessary parties prior to construction may be required.
6. All attachments, exhibits and conditions attached to this permit are hereby made a part of this agreement.
7. The contractor shall notify the Director of Public Services at least 48 hours in advance of the start of construction.
8. When excavations are street plated the plates shall be secured in place and advance warning signs shall be erected.
9. The City shall be provided 24 hours notice before excavations are backfilled and/or pavement is restored. 1 of 2
10. Any sewer, water line or appurtenance damaged shall be immediately reported to the City and repaired to the City's satisfaction and at no cost to the City.
11. The City reserves the right to require adjustments of the alignment of the improvement at the time of installation.
12. If the work is not completed within the time frame defined by this permit, an application for extension shall be submitted to the City within three (3) days of the original expiration date.
13. Action taken pursuant to this permit shall be deemed acceptance of its terms and conditions including all requirements of the Codified Ordinances of the City of St. Clairsville.

## **REQUIRED NOTIFICATIONS**

1. Thomas J. Murphy, Planning & Zoning Admin.; City's Office of the Director of Public Services at (740) 695-1953; and
2. OUPS. In the case of an after-hours emergency, contact the St. Clairsville Police Department at (740) 695-0123. This office is staffed 24 hours a day.

**FEE SCHEDULE:** Work permit fees shall be provided by the Permittee to the City to ensure adequate public compensation for monitoring compliance with the City's requirements and protection of public property.

1. Resident of St. Clairsville (Residential Property)—\$25
2. Commercial / All Others—\$50

Fees may be adjusted for inflation by the Director of Public Services, however, not more than once per calendar year.

**AS-BUILT DRAWINGS:** Permittee shall furnish "as-built" drawings not later than one hundred twenty (120) days after construction has been completed. Drawings shall show ownership of conduits, ducts, poles, and cables used for the telecommunications or utility system. Drawings shall be drawn to an appropriate scale using the standard format adopted by the City. Permittee shall provide one (1) set of CDs, in pdf format, and one (1) set of blue or black line "asbuilt" drawings. State plane coordinates shall be shown for benchmarks, curb lines, and structures. Drawings shall show horizontal dimensions from the curb line and elevations.

\_\_\_\_\_  
Applicant's or Authorized Agent's Signature

\_\_\_\_\_  
Date