



City of St. Clairsville
 Tom Murphy, AICP
 Planning & Zoning Administrator
 P.O. Box 537-100 N. Market St.
 St. Clairsville, OH 43950
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Administrative Use Only	
Approved	Denied
Date Received: _____	Date of Action: _____
Expiration Date: _____	Fee: _____ Amt. Paid: _____
_____	_____
Signature/Admin. Officer	Date

RIGHT OF WAY UTILITY PERMIT

Applicant Name: _____ Phone: _____ Resident: Yes No
 Company Name: _____ Phone: _____ Contact Name: _____
 Email: _____ Address: _____ City: _____ State: _____ Zip: _____

Permission is hereby granted to utilize a public street, alley, sidewalk, right-of-way (ROW), or easement located at:
 _____ for the following purpose: _____
 with the subsequent conditions listed below.

- The applicant may be obliged to submit a bond (in the form of cash, surety, or a letter of credit) to the City, with the amount being determined by the Service Director or an appointed representative. The City shall return this bond within ten days of receiving notification that the work has been completed satisfactorily. However, the City reserves the right to retain funds for any expenses incurred related to the provision of adequate protective measures, maintenance of a clean work site, or repairs to City utilities.**
- The applicant hereby agrees to restore any affected street, alley, sidewalk, right-of-way, or easement in accordance with the current standards and specifications set forth by the City. Additionally, the applicant is responsible for ensuring that adequate protective safeguards are in place for all excavations and for maintaining the work area free from debris, dirt, and litter. Compliance with the General Notes of the City, as deemed applicable by the Director of Public Services, is also required.**
- Furthermore, the applicant shall provide the City with any fees that may be mandated by the Codified Ordinances of the City of St. Clairsville.**
- The applicant may be required to submit scaled plans of the proposed work, inclusive of a maintenance of traffic plan in accordance with the Ohio Manual of Uniform Traffic Control Devices (OMUTCD), in conjunction with this application. All construction activities shall adhere to the specifications established by the City of St. Clairsville. A site visit with all relevant parties may be mandated prior to the commencement of construction.**
- All attachments, exhibits, and conditions associated with this permit are hereby incorporated into this agreement. The contractor is obliged to notify the Director of Public Services a minimum of 48 hours before the initiation of construction.**
- In instances where excavations necessitate the use of street plates, such plates must be secured, and appropriate warning signage shall be installed. The City shall be provided with a minimum of 24 hours' notice before any excavations are backfilled or pavement is restored.**
- Any damage incurred to sewer lines, water lines, or related appurtenances must be reported to the City immediately and rectified to the City's satisfaction at no expense to the City. The City retains the authority to mandate adjustments to the alignment of the improvement during the installation process.**
- Should the work not be completed within the timeframe specified by this permit, an application for an extension must be submitted to the City within three (3) days following the original expiration date. Actions undertaken pursuant to this permit shall signify acceptance of its terms and conditions, including all requirements stipulated within the Codified Ordinances of the City of St. Clairsville.**

REQUIRED NOTIFICATIONS

- Thomas J. Murphy, the Planning and Zoning Administrator, is available for contact at his office located at 100 N. Market St. Monday through Friday 8:30 am to 4:30 pm. His telephone number is (740) 695-1953.
- For inquiries related to the Ohio Utilities Protection Service (OUPS), please note that in the event of an emergency occurring after standard business hours, the St. Clairsville Police Department should be contacted at (740) 695-0123. This office operates 24 hours a day to assist with such matters.

FEE SCHEDULE: Work permit fees shall be collected by the Permittee and remitted to the City to ensure adequate compensation for the monitoring of compliance with the City's regulations and the protection of public assets.

For residents of St. Clairsville (Residential Property) – \$25

For Commercial and All Other Applicants – \$50

Fees may be adjusted for inflation by the Director of Public Services; however, such adjustments shall occur at a maximum of once per calendar year.

AS-BUILT DRAWINGS: The permittee shall submit "as-built" drawings within one hundred twenty (120) days of construction completion. These drawings must indicate ownership of conduits, ducts, poles, and cables used in the telecommunications or utility system. They should be prepared on an appropriate scale in the standard format specified by the City. The permittee must provide one (1) set of CDs in PDF format and one (1) set of blue or black line "as-built" drawings. State plane coordinates must be included for benchmarks, curb lines, and structures, along with horizontal dimensions from the curb line and elevations.

Applicants' or Authorized Agent's Signature

Date