



RIGHT-OF-WAY PERMIT APPLICATION

Permit #: _____

Permit Valid (1) One Year from Date of Issuance	
Street Address	Parcel ID#
Subdivision	Lot Number
Purpose/Scope of Work:	

Type of Project (Check all that Apply)		
<input type="checkbox"/> Directional Bore	<input type="checkbox"/> Temporary Entrance	<input type="checkbox"/> Aerial (no permit required unless lane/road restrictions)
<input type="checkbox"/> Open Cut	<input type="checkbox"/> Permanent Driveway	

Required Maintenance of Traffic (MOT)		
Will a lane restriction be requested with this permit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, provide MOT drawing with permit)
Will a lane or road closure be requested with this permit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, provide MOT drawing with permit)

Timeframe	
Date Work Will Begin:	Estimated Date of Completion:

Contractor or Utility Information			
Owner Name			
Owner Address	City	State	ZIP
Primary Phone	E-Mail		

Applicant Information			
Name			
Address	City	State	ZIP
Primary Phone	E-Mail		

Applicant's Signature

Applicant's Name (Print)

Date

Submit the application and accompanying documents via email to: bpatrick@whiteland.in.gov
OR Whiteland Town Hall, Attention: Planning Department, 549 E. Main St., Whiteland, IN 46184.

Office Use Only		
Official Review		
Permit Fee	Date Received	Plans Received
Receipt Number	Date Issued	MOT Received
Permit Number	Date Denied	COI Received
Signed	Title	Date
Bond Number		

CONDITIONS OF RIGHT-OF-WAY PERMIT

1. The applicant must pay the permit fee, as prescribed by Municipal Code. The applicant is required to post an open bond, or other acceptable surety, to the Town of Whiteland in the amount of \$10,000.00. Bonds must be valid for a period of two (2) years. \$25,000 replenishing blanketed bond for frequent users to be renewed annually (and replenished as necessary to immediately maintain the \$25,000 bond amount).
2. Provide the Town with a certificate of insurance in the following minimum limits: Public Liability Bodily Injury Insurance (per occurrence): \$1,000,000; Public Liability Insurance (per occurrence): \$1,000,000; Automobile Public Liability Bodily Injury (per occurrence): \$1,000,000; State minimum requirements for worker's compensation.
3. Applications must be submitted no less than five (5) working days prior to start of construction. In no instance shall a project begin prior to permit issuance, except in the case of emergency. In case of emergency, Town of Whiteland officials must be notified immediately.
4. All pavement is required to be saw cut to a five (5) inch minimum depth to obtain straight lines perpendicular to curb edge, and a neat edge for paving. Edges of broken pavement shall be squared off and trimmed to neat, straight lines.
5. Asphalt patching shall consist of a minimum of 12 inches flowable fill and 1.5 inches of 9.5mm HAC surface as detailed in the "Town of Whiteland Typical Construction Guidelines and Details."
6. Open Cuts. No permit to make an opening or excavation in or under a paved street shall be granted to any person within **five (5) years** after the completion of any paving or resurfacing thereof. Paved streets that have been resurfaced within **five (5) years** will be subject only to bore and jack of the street unless authorized in writing by the Building Commissioner or his/her designee. **Emergency Openings. Pavement less than 5 years old may be cut in emergency situations as determined by the Building Commissioner or his/her designee.**
7. Concrete patching shall consist of a minimum of 4,000 lb. concrete with appropriate anchors into the surrounding pavement as prescribed by the "Town of Whiteland Typical Construction Guidelines and Details". Edges of patched areas shall be coated with an epoxy adhesive intended for concrete patching. Patched areas shall be barricaded for a minimum of seven (7) days, and the patch shall be treated with two (2) coats of a curing compound or a curing membrane.
8. Notify property owners: The permittee must notify property owners that will be impacted by the work. Notification may include either USPS mailing or door hangers on doors of impacted property owners generally describing the project and providing an anticipated timeline for beginning and completion
9. All excavated areas, outside of pavement, shall be repaired with a minimum of six (6) inches of topsoil with a seed blanket installed. All areas shall be returned to pre-construction grading.
10. All right of way repairs shall be warrantied for a period of two (2) years following close out of the permit. Should the condition of any pavement patch or other repair become such that additional pavement or other improvements are in jeopardy of failure, the permittee shall be responsible for an area larger than the original repair.
11. The applicant shall be held directly responsible for all work performed in conjunction with this permit.
12. The applicant must notify the Town of Whiteland, a minimum of 24 hours prior to pavement patching and repair so that an inspector may witness the patching. The applicant may be required to remove and replace the repair in the event the Town has not been provided with adequate notification.
13. Materials may not be stockpiled within the public right of way.
14. Permanent restoration of the right-of-way shall be completed within fifteen (15) calendar days following completion of work for which a permit is issued, unless said work is completed between November 15 and April 15; any work completed during November 15 and April 15 shall have permanently restored no later than April 30 following the completion of the work
15. Provide as-built drawings: Prior to scheduling an inspection of completed work, the permittee shall provide as-builts drawings stamped by a design professional for review and approval by the Building Commissioner or its designee which shall include: (a) Exact depths and location of the placement of the new product and (b) A photo of each sewer lateral showing the placement of the product either above or below the lateral
16. The owner/applicant shall be ultimately responsible to ensure that compliance with the Whiteland Municipal Code is achieved on this project.
17. All work shall be inspected by the Building Commissioner or his/her designee at **317.474.4943**. Inspections must be scheduled at least 24 hours in advance.
18. Please refer to Whiteland Ordinance Chapter 95 for all requirements related to Right of Way work

A COPY OF THIS PERMIT MUST BE ON SITE AT ALL TIMES