

CANFIELD TOWNSHIP

January 28, 2025

RE: Canfield Township
Work in the Right of Way Permits

To Whom It May Concern,

Below is a general outline of Canfield Township's policies regarding the review and issuance of work in the Right of Way Permits.

EFFECTIVE IMMEDIATELY,

1. The Applicant for a Work in the Right of Way Permit or a Driveway Permit must be the Property Owner or the Utility Owner - not a Contractor or Consultant.
2. The latest Permit Application forms shall be completed and submitted for all new work proposed within the Township right of way-see **Attachment #1**.
3. The Applicant must initial the three conditions and sign the permit application prior to this office processing any permits.
4. Any work involving any open cutting of the pavement, curbing, gutter or paved shoulder, no matter how minor (i.e. any disturbance to paved surfaces), will need to be clearly noted on the plans. In addition, this will require:
 - a. A permit fee of \$250.00, payable to Canfield Township Trustees.
 - b. A Certificate of Liability Insurance, with Canfield Township listed as the certificate holder, in the amount of \$1,000,000.00 needs to be submitted with the application, AND
 - c. A License-Permit Bond in the amount of \$50,000.00 (minimum, depending on the scope of the project and/or number of active projects), in the name of the Applicant - see **Attachment #2**.
5. Service connections to existing utilities are exempt of the permit plan requirements but will still require a Work in the Right of Way Permit.
6. Permit Plan Requirements for all **new** underground installations, including longitudinal borings, will require:
 - a. Roadway plans, accurately depicting right of way locations, topographic features, drainage culverts, storm sewers and utilities. Refer to the Plan Review Checklist (**Attachment #3**) for additional requirements.
 - b. Include the OUPS One Call Ticket# on the cover sheet.
 - c. Cross-sections and profiles may be required in many locations as requested by the Township Administrator.
 - d. The stamp and signature of the Design Engineer who prepared the plans, being a Professional Engineer (PE) licensed in the State of Ohio, along with his/her contact information, must be provided on the cover sheet.
 - e. The following certification, along with the stamp and signature of the Surveyor who prepared the base mapping, being a Professional Surveyor (PS) licensed in the State of Ohio, must be provided within the permit plans:

I certify that the right of way lines and property lines, as shown on the plans, have been established by utilizing tax maps, plats, existing road plans, and records of surveys, and field verification.

I certify that the horizontal vertical locations of existing utilities which included, but are not limited to, water, electric, phone, gas cable TV, communication, sanitary sewers & appurtenances, and storm sewers & appurtenances, as shown on the plans, have been established by utilizing utility company plans, Ohio 811 markings, and field observations.

I certify that all topographic features, measurements and elevations, as shown on the plans, have been field verified.

_____	PS Seal	_____
Professional Surveyor Signature		Date

Name and Title of Professional Surveyor		
_____	COA#	_____
Name of Company of Licensed Surveyor		Certificate of Authorization

7. Four (4) hard copies of the permit plans must be submitted for review.
8. A Pre-Construction Meeting with the Applicant and his Contractor must be scheduled with our Township Administrator and Zoning Inspector at least seven (7) calendar days in advance of work.
9. Work must be performed within 180 days of issuance, unless otherwise noted on the permit. This includes final restoration.
10. Applicant must schedule a post-construction meeting with his Contractor, our Township Administrator, and Zoning Inspector upon completion of all work, including final restoration, to close out the permit.
11. A post-construction maintenance bond may be required by the Township representatives on a case by case basis.

Attachments:

1. Work in the Right of Way Permit Application Form
2. License-Permit Bond
3. Work in the Right of Way Plan Review Checklist

APPLICATION FOR PERMIT TO WORK IN CANFIELD TOWNSHIP RIGHT OF WAY

(Refer to Application Instructions on second page)

To the Canfield Township Trustees
21 S. Broad Street
Canfield, Ohio 44406
Phone: 330-533-4239

Date _____

Application is hereby made by (1) _____

• (2) PHONE NO: _____ E-MAIL: _____

MAILING ADDRESS: _____

To perform the following prescribed work (3)

At the following described location (4) _____

In Canfield Township along/ across _____ C.H. No. _____
(circle 011e) (road name)

And in accordance with the attached plan (5).

Work will commence on or about (6) _____ and will require approx. ____ day(s).

If this permit is granted, I/we agree to comply with all the conditions, restrictions, and regulations of the (initials) Canfield Township Trustees in such cases made and required.

I/we also hereby agree to maintain lights, signals, barricades, flagmen, and watchman for the protection of (initials) at all times, day and night, during the work provided for under this permit and that I/we will fully comply with such instructions given by Canfield Township as to handling of traffic.

I/we also hereby agree to hold Canfield Township harmless against any and all claims developed as a result (initials) of the work being performed by the issuance of this permit.

Signature of Applicant (Owner) Date

By: _____
Print Name/Title of Applicant (Owner)

PERMIT FEE:

- \$25.00 permit fee for work within the right of way not involving cutting of pavement
- \$25.00 permit fee for each underground bore beneath Township roads
- \$250.00 permit fee for work that involves cutting of pavement (including curb, gutter and paved shoulders).

PLUS:

- A Road Surety Bond in the amount of \$50,000 (minimum, depending on scope of project and number of active projects), AND
- A Certificate of Liability Insurance, with Canfield Township listed as the certificate holder, in the amount of \$1,000,000.00 needs to be submitted with the application.

Permit fee is non-refundable

APPLICATION INSTRUCTIONS

- (1) Applicant must be the Property Owner or the Utility Owner- not a Contractor or Consultant.
- (2) Contact info and mailing address of Owner.
- (3) State, fully and completely the proposed type of installation. Note if any work is proposed that may involve open cutting of the road pavement, gutters, curbing or paved shoulders, even if potholing for utilities or coring.
 - If pipeline give the following information:
 - o Type of service, internal size, length of line, depth of trench, kind of pipe (sewer, oil, gas, etc.) or conduit, and if pipe is to be driven or if pavement is to be opened. All fluid lines require encasement with suitable material, size and length satisfactory to the Department.
 - If pole line, give the following information:
 - o Number of poles, total length of line, type of wire, character of service, vertical clearance over pavement, and voltage of power line.
 - If access approach, give the following information:
 - o Type of construction, width, thickness, and drainage data.
- (4) Give Township, County, State Route, and distance from some geographical point such as intersection of state highways, City or Village Corporation limits, section lines, county or township highways.
- (5) Attach four (4) hard copies of a plan showing proposed location of structures with reference to pavement and Right of Way. If installation crosses the highway, show cross section of present roadway, and proposed installation. Longitudinal installations require roadway quality plans, accurately depicting right of way locations, topographic features and underground utilities. These must include a certification of a licensed Professional Engineer (PE) and/or a Professional Surveyor (PS) registered in the State of Ohio, depending on scope of project and information required to be depicted on the permit plans, or as directed by the Township and County Engineer.
- (6) Give anticipated dates for beginning and for completion of proposed installation. Pavement cuts will require a minimum of five (5) working days' notice to the Township Administrator prior to the start of any work to schedule a Pre- Construction Meeting with the Contractor and the Paving Sub-Contractor performing the work.

TYPE ASPHALT PAVEMENT RESTORATION

If this work involves open cutting of the pavement, the limits of the open cut must be the minimum required to make the repair or as directed by the Township. Permanent pavement restoration is required immediately upon completion of the trench work, and shall include:

- o Backfilling with ODOT 613 Low Strength Mortar (LSM, Type 2) from the initial pipe backfill up to within 10" of the road surface (or existing depth of asphalt - whichever is greater)
- o Placement of ODOT 408 Prime Coat (0.40 gal/sy)
- o 6" min. ODOT 301 Asphalt Concrete Base
- o 2.5" ODOT 441 Asphalt Concrete Intermediate Course, Type 2 (449), PG64-22*
- o 1.5" ODOT 441 Asphalt Concrete Surface Course, Type 1 (449), PG64-22*
- o ODOT 407 Tack Coat shall be applied at a rate of 0.10 gal/sy between all cold asphalt layers and joints or as directed by the Engineer.
- o The edges of the cut shall be squared up and neatly saw cut to full pavement depth and sealed w/ asphalt material per ODOT 409.
- o All pavement striping and pavement markings disturbed by the work shall be removed and replaced in kind per applicable ODOT specification.
- o All curbing and sidewalks disturbed during the work shall be saw cut and replaced to the nearest joint per applicable ODOT specification.

*AC Intermediate and Surface Courses may vary for some roads to match current composition. Temporary pavement restoration and/or temporary winter restoration shall be as directed by the Township Public Works Department.

LICENSE - PERMIT BOND

For Work within Canfield Township Right of Way

KNOW ALL MEN BY THESE PRESENTS, that we, _____

(hereinafter called the Principal), and _____

(hereinafter called the Surety), are held and firmly bound unto _____

(hereinafter called the Obligee), in the full and just sum of \$50,000 (Fifty Thousand Dollars), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, and administrators, executors, successors and assigns jointly and severally firm by these presents.

WHEREAS, the above named Principal has made application and may make further application to the Obligee for permission to perform work within the Obligee's roads AND/OR Right of Way, whether at, in, under, along, cutting through or boring beneath roadways to install facilities and/or equipment of various types over, under, along, across or beneath the Obligee's roads as described in the application or applications, and as a condition precedent to granting such permission to perform any work by the Principal, the Obligee has required the furnishing of a bond.

NOW, THEREFORE, the condition of the above obligation is such that if the above named Principal shall move the vehicles and/or equipment or perform work within the right of way as described in any and /or all of the applications filed by the above named Principal on and after the date of the execution of this obligation over the Obligee's roads (including the shoulders of the roadway}, bridges, and culverts in the manner designated by and with the permission of said Obligee, and shall well and truly pay for all damages to said roads (including wearing surface, base, road shoulders and berms), bridges, culverts, ditches, traffic control devices, intersections and any other structures and features thereof or related thereto which are and/or may be caused by the movement of such vehicles and/or equipment or the performance of any work at, in, under, along, cutting through or boring beneath the roadway by the named Principal or his authorized agent, over the road(s) and/or Right of Way of the Obligee and all there from, and any fines or penalties to which the said Principal or his authorized agent become liable to pay, and shall save the Obligee harmless in and/or from any and all suits, claims for damages and/or proceedings arising out of the movement of any of said vehicles and/or equipment over said roads, bridges, and culverts, or the performance of any work at, in, under, along, cutting through or boring beneath the roadway and shall observe all terms and conditions of the permission granted to said Principal on and after this date of this obligation, then this obligation to be void; otherwise, to remain in full force and effect in law.

PROVIDED HOWEVER, that the said Surety may cancel this bond at any time by giving THIRTY (30) days notice in writing, by United States Mail, Certified Mail, Return Receipt Requested, addressed to the Obligee, and that THIRTY DAYS AFTER the actual receipt by the Obligee of such written notice, the Surety's further liability shall be terminated, provided, however, that the service of such written notice shall not be construed to waive, release or forego any obligations which may have arisen prior to the effective date of such written notice.

LET IT FURTHER be understood that in no event shall the aggregate liability of the Surety exceed the penal amount herein stated.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this

Witness as to Principal

Principal

Surety

By: _____
Attorney-in-Fact

EFFECTIVE DATE: _____

EXPIRATION DATE: _____