Public Service and Engineering
200 South Hamilton Road
Gahanna, OH 43230
614.342.4005 Phone
ROW@gahanna.gov
www.gahanna.gov

Right-of-Way Construction Permit Application

Work Details		
Address/Location of Work:		
Description of Work to Be Performed:		
Sidewalk Repair Construction Method (check all that apply, if applicable): [ ] Full replacement [ ] Concrete leveling [ ] Edge shaving [ ] Other: _____		
Request Lane Closure: [ ] Yes [ ] No	Proposed Start Date:	Proposed End Date:
Pavement Cut Needed: [ ] Yes [ ] No	Notes (i.e., lane closure(s) and/or pavement cut details):	

Contact Information	
Applicant Name (print):	Applicant Email:
Owner of Utility (if applicable):	Contractor Performing Work (company name):
Emergency Contact (Project Manager or Contractor)	
Name:	Company:
Email:	Phone:

To be Completed/Submitted by the Applicant:

1. The contractor/applicant shall review and comply with all provisions of Gahanna Codified Ordinance Chapter 931 and any other applicable code, which can be viewed at www.municode.com.
2. This completed application and one electronic copy of a detailed construction plan depicting the location of work, work to be performed, and existing utilities shall be submitted to ROW@gahanna.gov for review and approval. All communications, including requests for additional information and approved permits, will be sent by email.
3. Fees and/or construction bonds may be required. The contractor/applicant will be notified of fees before permitting approval.
4. Work cannot begin until an approved permit has been issued and any applicable fees have been paid in full.

CONTINUES ON NEXT PAGE…

INTERNAL USE	PERMIT NO. _____	RECEIVED: _____ DATE: _____	FEES REQ: [ ] Y [ ] N PAID DATE: _____	BOND REQ: [ ] Y [ ] N PAID DATE: _____

Updated Jan. 2022

Gahanna
PUBLIC SERVICE & ENGINEERING

Right-of-Way Construction Permit Application (Continued)

Applicant/Contractor Signature

The contractor/applicant hereby assumes all responsibility for work to be performed and indemnifies the City of Gahanna from any and all liability that may arise, directly or indirectly, from their operations within the public right-of-way.

Contractor/Applicant Signature _____ Date _____

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be completed in accordance with the conditions and terms of that approval.

Applicant Signature _____ Date _____

Approval Conditions:

1. By state law, the contractor/applicant must contact the Ohio Utilities Protection Service, OUPS, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning any digging by calling 8-1-1 or (800) 362-2764.
2. All lanes on all City streets are to remain open at all times and be maintained in safe and passable condition during work. If lane closures are necessary, the contractor/applicant must contact the Department of Public Service and Engineering at (614) 342-4005 or ROW@gahanna.gov at least 2 business days in advance of any lane closure. Lane closures are limited to 9 AM to 3 PM, Monday through Friday. It is the responsibility of the contractor/applicant to provide traffic control devices and other safety measures as required by the Ohio Manual on Uniform Traffic Control Devices.
3. Notify the Department of Public Service and Engineering of all excavation work at (614) 342-4005 or ROW@gahanna.gov at least 2 business days prior to beginning excavation.
4. All concrete formwork shall be inspected and approved by the City prior to concrete being placed. Contact the Department of Public Service and Engineering at (614) 342-4005 or ROW@gahanna.gov for inspection of all concrete formwork at least 2 business days prior to placement of concrete.
5. The ROW permit expires on the proposed end date unless otherwise noted. If the contractor/applicant needs an extension, they must contact the Department of Public Service and Engineering at (614) 342-4005 or ROW@gahanna.gov before the proposed end date.
6. It is the responsibility of the contractor/applicant to restore all areas involved in this work to a like or better condition and must abide by the rules and regulations of the City of Gahanna and the State of Ohio.

City Approval

Additional Approval Conditions/Notes:

City Approval Signature _____ Approval Date _____

INTERNAL USE

PERMIT NO. _____

Updated
Jan. 2022