

**CITY OF SIDNEY, OHIO**  
**DEPARTMENT OF ENGINEERING**  
**RIGHT-OF-WAY PERMIT**

No. \_\_\_\_\_

Purpose: ☐ Curb Cut    ☐ Driveway    ☐ Sidewalk    ☐ Right of Way    ☐ I&I    ☐ Other \_\_\_\_\_

☐ Excavation (provide description of excavation) \_\_\_\_\_

Size of Opening (Width x Depth x Length), if applicable \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Phone \_\_\_\_\_

Contractor doing work (if different than Applicant): \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Address/Location of work: \_\_\_\_\_

Abutting Property Numbers: \_\_\_\_\_

<input type="checkbox"/> Contractor Registered
<input type="checkbox"/> Sewer Builder License
Bond # _____

Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

The undersigned Applicant agrees that if granted a permit to make said occupation and/or excavation, the Applicant will comply with all the requirements and conditions of said permit and of all rules, regulations, and ordinances governing the same. Applicant also agrees to maintain sufficient barricades, warning signs, and lights until the work is 100% complete, including sidewalks, if necessary.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Application

Plans submitted ☐ Yes ☐ No ☐ N/A Approved by: \_\_\_\_\_ Date \_\_\_\_\_

☐ Asphalt inspection by Street Dept. prior to paving. \_\_\_\_\_

☐ Obstacles anticipated within the right-of-way (i.e. steel plates) \_\_\_\_\_

The Applicant is hereby authorized to occupy and/or excavate in or under the above-named street at the location designated provided, however, all work is performed in accordance with the Applicant's plans, the City of Sidney's ordinances, specifications, and the following special conditions:

\_\_\_\_\_

Or such special conditions as may be imposed during the performance of the authorized work.

Permit Number \_\_\_\_\_

\_\_\_\_\_  
Public Works Director or Designee

**GENERAL INSTRUCTIONS**

1. A permit is required for all work and openings within the right-of-way including curb cuts and driveways.
2. A \$10 permit fee is charged for curb cuts and driveways.
3. A set of plans showing work to be performed must accompany permit, if requested.
4. Work must commence within ten (10) days after permit is issued and be completed by expiration date shown on permit.
5. Disturbed sidewalks must be installed/repared per City Engineering Standards within 30 days of completion of the project.
6. A \$50 fee plus material and labor cost for the repair will be charged for applicant failing to properly repair a street cut to City standards.
7. A copy of the Ordinance, specifications, and regulations governing street openings can be obtained from the Engineering Dept. or City website at [www.sidneyoh.com](http://www.sidneyoh.com).

\*\*\*\*\* Office Use Only \*\*\*\*\*

Fee \$ _____	Date Paid _____	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Cash
Inspection Requested _____	(date)	Inspection ID # _____	
Inspection Performed _____	(date)	by _____	(Inspector)