



Residential/Commercial Right-of-Way Permit
Permit Application Submission Procedure

The following steps will help you through the Right-of-Way Permit Application Procedure:

- STEP 1 **Complete a Right-of-Way Permit Application**, available at the Zoning Department, 46 North Ave, lower level or download from www.tallmadge-ohio.org. Please note, applications will require plans to be submitted when applicable. **APPLICATION MUST BE SIGNED AT SITE VISIT.**
- STEP 2 **Contact the Street Department to Schedule a Site Visit.** A 24-hour notice is required to schedule a site visit. During the site visit, **the completed application must be signed for approval by the Street Department. This must be done before the permit can be issued.**
- STEP 3 **Submit the application and necessary fees.** Once the site visit is complete, you will need to submit the approved Right-of-Way Permit Application and pay the necessary fees at the Zoning Department. The cost of the permit is dependent on work being done and the bonds that are set. The bond will be returned once all required inspections are completed and approved by the Street Department. **The Contractor will be required to register with the City prior to issuance of the permit.**
- STEP 4 **Contact the Street Department for inspections.** Call for inspections at the appropriate time. A 24-hour notice is required to schedule an inspection. **All inspections are required in order for bonds to be returned.**
- STEP 5 **Bond return.** When the final inspection has been completed and approved, the bond will be returned. If you do not receive the bond return within 1 month of the final inspection, call 330-633-5130 for status.

Please contact the Street Department at 330-633-5130, Monday-Friday, 7:30 am to 4 pm with any questions.



RIGHT-OF-WAY PERMIT APPLICATION

PROJECT ADDRESS:		Zoning District:	
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APPLICANT NAME:			
COMPANY:			
PHONE:		EMAIL ADDRESS:	

PROPERTY OWNER INFORMATION				
Name				
Mailing Address				
City		State		Zip Code
Phone Number			Email Address	

CONTRACTOR INFORMATION				
<i>Contractor working in the right-of-way is required to register with the City</i>				
Company Name			Registration #	
Mailing Address				
City		State		Zip Code
Contact Person				
Phone Number			Email Address	

SELECT ALL THAT APPLY:		
<input type="checkbox"/> PRECONSTRUCTION APPROACH	\$50	BOND \$100
<input type="checkbox"/> APPROACH	\$50	BOND \$100
<input type="checkbox"/> DITCH ENCLOSURE	\$50	BOND \$100
<input type="checkbox"/> CURB CUT	\$50	BOND \$100
<input type="checkbox"/> DRIVEWAY PIPE	\$50	BOND \$100
<input type="checkbox"/> SIDEWALK	\$50	BOND \$100
<input type="checkbox"/> STORM WATER CONNECTION	\$50	BOND \$100
<input type="checkbox"/> UTILITY IN ROW*	\$50	BOND* \$ _____
<i>*To be determined by Director of Public Service</i>		
Total: \$ _____		Total Bond \$ _____

SIDEWALK ONLY
\$50 for first 100 feet and an additional \$10 for each additional 10 feet or part thereof thereafter \$ _____

All easements under compliance? Yes or No
 Applicant is / is not aware of deed or Homeowner's Association Restrictions.

Riparian Setbacks under compliance? Yes or No

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION IN AND WITH THIS APPLICATION IS TRUE AND ACCURATE, AND CONSENTS TO AGENTS OF THE CITY ENTERING PREMISES FOR INSPECTION AND VERIFICATION OF INFORMATION SUBMITTED UPON APPROVAL OF THIS APPLICATION.

____ I UNDERSTAND THAT I MUST CONTACT THE CITY OF TALLMADGE STREET DEPARTMENT AT 330-633-5130 FOR PRE AND FINAL INSPECTIONS.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Tallmadge Street Department Approval: _____ Date: _____

Cash Bond Certificate Bond # _____ Receipt # _____