



**Permit to Work or Excavate
in the Public Right of Way
APPLICATION**



CITY OF BLUE ASH
Service Department-Public Works
Municipal & Safety Center
4343 Cooper Road • Blue Ash, OH 45242
Phone: (513) 745-8538 • Fax: (513) 745-8594
www.blueash.com

**FOR OFFICE USE ONLY
PERMIT NO.**

DATE _____ PERMIT FEE \$ _____

BOND AMT. REQUIRED \$ _____ BOND NO. _____

PERMIT APPLICANT _____

PHONE _____ FAX _____ E-Mail _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PROJECT INFORMATION

PROJECT OWNER _____

PHONE _____ FAX _____ E-Mail _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PROJECT LOCATION: _____

ESTIMATED START DATE: _____ ESTIMATED END DATE: _____

(Click in box or use fill-in area)

TYPE OF WORK:

WATER	ELECTRIC	GAS	TELEPHONE	SANITARY	DOWNSPOUT
DRIVEWAY	STORM SEWER	CATV	LAWN IRRIG.	OTHER:	
EXCAVATION TYPE:	OPEN	TRENCHER	BORE		
EXCAVATION LOCATION:	ROADWAY	SIDEWALK	GRASS	MEDIAN	OTHER:
ESTIMATED TRENCH SIZE:	LENGTH:		WIDTH:		DEPTH:
MATERIAL:	TYPE & SIZE OF PIPE:			OTHER:	

INSTRUCTIONS TO APPLICANT

1. APPLICANT ACKNOWLEDGES FULL RESPONSIBILITY FOR THE EXCAVATION AND REPLACEMENT OF ROADWAY, SIDEWALK, AND GRASS AREA UNTIL PERMIT IS RELEASED BY THE CITY OF BLUE ASH IN ACCORDANCE WITH ALL PROVISIONS ON BACK OF FORM.
2. APPLICANT MUST CALL THE ENGINEERING TECHNICIAN AT (513) 745-8536 FOR INSPECTION 24 HOURS PRIOR TO BACKFILLING EXCAVATION SITE.
3. APPLICANT MUST PROVIDE THE CITY WITH PROJECT PLANS OR A SKETCH OF THE PROJECT AREA.

SPECIAL INSTRUCTIONS: _____

THE UNDERSIGNED AGREES TO PERFORM THE ABOVE IN ACCORDANCE WITH ALL ORDINANCES, RULES AND REGULATIONS OF THE CITY OF BLUE ASH, OHIO, RELATING THERETO. THE UNDERSIGNED FURTHER AGREES TO BE FULLY RESPONSIBLE FOR THEIR OPERATIONS AND TO HOLD THE CITY OF BLUE ASH HARMLESS FROM ANY AND ALL CLAIMS, DAMAGES, AND CAUSES FOR ACTION WHATSOEVER WHICH MAY ARISE FROM WORK PERFORMED UNDER THIS PERMIT.

APPLICANT'S SIGNATURE _____ **DATE** _____

PLEASE PRINT NAME _____

PERMIT IS GRANTED SUBJECT TO ALL LAWS OF THE STATE OF OHIO AND THE CITY OF BLUE ASH, OHIO. FAILURE TO COMPLY WITH THE ABOVE LAWS SHALL BE CAUSE FOR REVOCATION OF THIS PERMIT AND/OR LIABILITY AND COST FOR ANY DAMAGES.

APPROVED BY: _____ **DATE** _____



CITY OF BLUE ASH PROVISIONS & CONDITIONS OF ISSUANCE



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General Provisions

- 1) Any excavation and opening in the right of way shall be secured with sufficient barricades, signage, caution tape, plywood (cover excavations out of street over night), approved steel plates (cover excavations in street over night) and other traffic control devices properly pre-warning oncoming traffic of construction. Traffic shall be maintained in accordance with Item 614 of the ODOT Construction and Material Specifications and is required by Public Works Director and Engineering Technician/City Inspector.
- 2) All necessary precautions shall be taken to protect the public from accidents of damage to persons or property during duration of project. Each person, or contractor shall be held liable for all damages, including costs incurred by the city in defending any action brought against it for damages, as well as cost of any appeal, that may result from the neglect by such person or his/her employees of any necessary precaution against injury or damage to persons, vehicles or property of any kind.
- 3) Hours of Construction-Work will be restricted to 9:00 a.m. through 4:00 p.m. on Reed Hartman Highway, Cornell Road, Kenwood Road, and Cooper Road, Monday through Friday. Any work that abuts a residential area will be restricted to 7:00 a.m. to 7:30 p.m. Monday through Friday, 9:00 a.m. to 7:30 p.m. on Saturdays, and 9 a.m. to 5:00 p.m. on Sundays.
- 4) Unless otherwise approved, a minimum of one (1) lane of traffic in each direction shall be provided. All efforts must be made by permit holder to insure access to all properties adjacent to the project. If traffic becomes limited to only one (1) lane for both directions of travel, a flagger or temporary traffic control device shall be used in order to maintain proper traffic cycling. Permit holder shall insure best efforts to prevent traffic back up.
- 5) Notices shall be made to the Public Works Director, City Inspector, and all public and private individuals, firms, and corporations affected by the work to be done at least seven (7) business days before work commences, and the City inspector shall be notified twenty-four (24) hours prior to backfill of trench or excavation unless excavation is due to an emergency as noted in Blue Ash Codified Ordinances 949.06 (c) (1) and/or 949.08 (c).
- 6) If and when the project will result in the loss of utility service to private properties or businesses, the owners shall be notified in writing or by personal contact at least twelve (12) hours in advance of the loss of service.
- 7) Adequate drawings or sketches shall be included with application permit showing the existing and/or proposed location of the excavation.
- 8) Prior to excavation, the contractor shall first contact OUPS to determine locations of underground utilities. (1-800-362-2764)
- 9) Pavement Removal shall be saw cut in neat, straight lines. Excavate as small of an area as needed. If the pavement is damaged beyond original saw cut lines, contractor must cut back a squared off section far enough to clean up the damaged area.
- 10) Excavated material must be piled in a way not to disrupt motor and pedestrian traffic. Curb and gutters shall be kept clean to provide proper drainage.
- 11) All excavated areas outside of the street must be correctly compacted upon backfilling. All excavations can be subject to testing. Backfilled material not achieving the compaction requirements shall be removed and re-compacted by contractor at the contractor's cost.
- 12) Trench safety shall be utilized at all times in strict accordance with State and Federal safety standards.
- 13) Joint or Crack Seal is required on each street repair and pavement cut made.
- 14) Applicant to restore trench in the roadway per Roadway Trench Restoration detail below.
- 15) Right of way work shall be cleaned at the end of each day and be neat and presentable. All catch basins, culverts, and storm sewers affected by project dirt, mud, rock, and debris shall be cleaned out to provide for proper drainage.
- 16) Vehicles and equipment set up on sidewalk is strictly forbidden. Any violations will result in immediate shutdown of work and possible citations.
- 17) Restoration of the right of way is required and shall be completed immediately after excavation and by the termination date on the permit.
- 18) In the event that trench restoration does not comply with the specifications of this section, the City may order the work redone and/or contract for the rework and charge all costs associated with the rework to the permit holder.
- 19) Any replacement of, addition to, or change in the facility granted by this permit shall require a new permit prior to initiation of such work.
- 20) All workmanship and materials used by the Permit Holder, and/or its subcontractors, to repair the areas in the right of way shall be subject to the inspection and approval of the Public Works Director and/or Engineering Technician/City Inspector and shall be warranted for a period of one (1) year from the date of completion for failure due to workmanship or quality of materials.

***Applicant must call the Engineering Technician at (513) 745-8536 for inspection 24 hours prior to backfill.**

Roadway Trench Restoration - Apply granular bedding around the pipe. Backfill trench with a Controlled Density Fill (CDF) to bottom of the existing asphalt. Apply minimum 6" of 301 asphalt in 4" (maximum) lifts or match existing asphalt cross section. Apply minimum 2" of Item 448 asphalt surface course. Apply the asphalt in such a way that when it is fully compacted, the edges are flush, and the center is ¼" high, for future compaction. Seal all edges of the trench with item 702.17 – Joint Sealer.

