

CITY OF OBERLIN

EXCAVATION / UTILITY TAP-IN PERMIT APPLICATION

PERMIT NUMBER:			
SITE ADDRESS			
BETWEEN		AND	
START DATE		COMPLETION DATE	
CONTRACTOR		PHONE NO.	
STREET ADDRESS:			
CITY, STATE, ZIP CODE:			
PROJECT MANAGER/JOB FOREMAN:		PHONE NO.	
PROPERTY OWNER		PHONE NO.	
STREET ADDRESS:			
CITY, STATE, ZIP CODE:			
Describe Scope of Work – Be Specific:			
Street Opening Required? (circle one) No Yes If <i>Yes</i> , size of opening: _____ft. Length _____ft. Width _____ft. Amount of curb to be removed _____ Lineal Feet			
<i>Per C.O.903.02, if the Applicant is <u>not</u> the Owner, the Owner must also sign the Permit Application. I (We) have read and understand all provisions herein. I (We) agree to abide by these rules and to pay all applicable fees.</i>			
Owner Signature:		DATE:	
Contractor Signature:		DATE:	

ALL PERMIT APPLICATIONS MUST INCLUDE A COPY OF THE EXCAVATION/UTILITY SITE PLAN.

**ALL WORK MUST BE INSPECTED PRIOR TO BACKFILLING.
 FAILURE TO SCHEDULE INSPECTIONS MAY RESULT IN RE-EXCAVATION.
 CALL (440) 775-7218 FOR ALL EXCAVATION & TAP-IN INSPECTIONS**

GENERAL INFORMATION

This Excavation Permit is required by the City of Oberlin in accordance with Codified Ordinance 903.03. The fee schedule attached hereto is established according to Ordinance No. 06-37, effective June 14, 2006.

The Applicant shall submit all the necessary information required for review and approval of the Permit Application. All work shall be designed and constructed in accordance with the most recent edition of the City of Oberlin Public Works Standards applicable at the time of approval of the permit application. Standard details are available upon request. Pavement cuts will not be allowed in new pavement. Pavement cuts may not be allowed in those situations in which boring is determined by the City Engineer to be the preferred alternative.

All work must be inspected at stages appropriate to the scope of work and as delineated on the Inspection Schedule attached hereto. Inspections shall be requested not less than one full business day in advance. Inspections will be made on normal business days between the hours of 7:30 a.m. and 3:00 p.m. only. Where closure occurs without inspection, the City may, at its option, require re-excavation, forfeiture of the deposit or both. Call (440) 775-7218 for all inspections. A copy of the approved Permit Application Forms including the Site Plan must be maintained on the job-site at all times.

The Permit Holder is responsible for contacting the Ohio Utility Protection Service(OUPS) at 1-800-362-2764 to locate all utilities a minimum of 48 hours prior to commencing the work.

Where excavation requires partial or complete road closing, traffic control will be maintained at the Permit Holder's sole expense in accordance with the most recent edition of the ODOT Manual of Uniform Traffic Control Devices (OMUTCD). The City must be notified (775-7218) at least 24 hours in advance of any planned road closings. The City must be notified immediately of emergency road closings. Please call the Oberlin Police Department at 774-1061 for emergency road closings after normal business hours. The Permit Holder is responsible for protecting the health, safety and welfare of the general public by properly protecting and securing the job site at all times in accordance with the requirements of the OMUTCD.

Ordinance 339.08 Loads dropping or leaking; removal required; tracking mud. (c) No person shall operate any vehicle so as to track or drop mud, stones, gravel or other similar material on any street, highway or other public place. (d) It shall be the duty of the driver of a vehicle who unlawfully drops or deposits mud, stones, gravel or other similar material or permits the load or any portion thereof to be dropped or deposited upon any street, highway or other public place to immediately remove the same or cause it to be removed.

Final restoration shall be completed within one week following closure. Where restoration cannot be accomplished within this time frame due to the nature or size of the project or due to weather conditions, the Permit Holder shall provide a timetable for completion to the Public Works Director or the City Engineer. ***Deposit shall be returned upon proper completion of all work.*** Any costs incurred by the City for protection of the site, maintaining a clean work area, or repairing damages will be at the Permit Holder's expense.

The permit holder shall indemnify and hold the City harmless from and against any claim, demand, lawsuit, or judgment made by any person whatsoever, arising out of any exercise of privilege granted by this permit and based upon either property damage or personal injury, or both, and to reimburse the City for any expense incurred by it by reason of any such claim, demand, lawsuit, or judgment and to assume responsibility for and defend any lawsuit which may arise therefrom. Any person accepting any such permit shall be bound by the terms of this section without further contract or agreement. (C.O. 903.07).

The permit holder shall secure and furnish satisfactory evidence that the applicant has procured and maintains in full force and effect a policy of liability insurance, with limits not less than One Hundred Thousand Dollars (\$100,000) for any one person and not less than Three Hundred Thousand Dollars (\$300,000) for any one accident, for personal injury or death, and not less than Fifty Thousand Dollars (\$50,000) for property damage, providing the permittee and the City with indemnifications against any claim, demand, lawsuit, or judgement arising out of the exercise of any permit. Insurance requirement may be waived by the City when, in the opinion of the City Manager, the nature of the undertaking does not require them. (C.O. 903.07).

Failure to abide by the terms and conditions of this Excavation Permit may result in the revocation of said permit. (C.O. 903.05). All permits shall be void six months after date of issue.

I have read and understand the above statement _____

Initial Here

Revised: June 8, 2015

FEES AND CONDITIONS

STAFF USE ONLY

Date Sent For Review:	City Engineer:		Water Superintendent:		GMD Superintendent:	
ITEM			Fund		PERMIT FEE	
Excavation Permit			111.0000.46004		\$50.00	
Curb Deposit (Refundable)			414.0000.46008			
Street Deposit (Refundable)			414.0000.46008			
Water Tap Fee			701.0000.44007			
Water Meter Charge			701.0000.44007			
Sanitary Sewer Tap Fee			702.0000.44012			
Storm Sewer Tap Fee			113.0000.44012			
			TOTAL FEES:			
APPROVED:						
Water Superintendent:					Date:	
GMD Superintendent:					Date:	
City Engineer:					Date:	
Public Works Director:					Date:	
Distributed By: (Initials)		Date:		Receipt Number:		

The signature of the City Engineer or the Public Works Director is required for Approval.

<p>Special Conditions of Approval (Please list, if applicable)</p>

Excavation Permit Application Attachments (√ - Check and List as Applicable)	
<input type="checkbox"/>	Traffic Control Plan
<input type="checkbox"/>	Erosion Control Plan
<input type="checkbox"/>	Standard Detail:
<input type="checkbox"/>	Standard Detail:
<input type="checkbox"/>	Standard Detail:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:

**EXCAVATION/UTILITY TAP-IN PERMIT
INSPECTION SCHEDULE**

Permit #:		Site Address:			
REQUIRED INSPECTIONS					
√	Type of Inspection (Check if Applicable)	Approved? (Circle)		Inspected By:	Date:
	Pipe Installation and Bedding				
	Water	Yes	No		
	Sanitary Sewer	Yes	No		
	Storm Sewer	Yes	No		
	Inspection T				
	Sanitary Sewer	Yes	No		
	Storm Sewer	Yes	No		
	BackFlow Prevention Device	Yes	No		
	Grease Trap	Yes	No		
	Pavement Preparation	Yes	No		
	Pavement Restoration	Yes	No		
	Concrete Forms/Sub-Base				
	Street/Curb	Yes	No		
	Driveway Apron	Yes	No		
	Sidewalk	Yes	No		
	Finished Concrete	Yes	No		
	Curb Lawn Restoration	Yes	No		
	Other:	Yes	No		
	Other:	Yes	No		
	Other:	Yes	No		
Final Approval to Release Deposit:		By:			
		Date:			

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**CITY OF OBERLIN
EXCAVATION / UTILITY TAP-IN PERMIT
MASTER FEE SCHEDULE**

<u>Description</u>	<u>Reference</u>	<u>Type of Service/Amount</u>
Excavation Permit Fee	903.03	\$50
Curb Deposit (refundable)	903.03	\$50/lineal foot
Pavement Deposit (refundable)	903.03	\$50/square yard, 1 st 3 square yards, \$15/square yard, additional
Water Tapping Fees	911.06	All service connections larger than 2" shall be made by the Owner.

<u>Tap Fee; Tap by City</u>	<u>Tap Fee; Tap by Owner</u>
¾" service: \$1,280	3" service: \$750 plus meter, materials and all installation costs
1" service: \$1,370	4" service: \$1,000 plus meter, materials and all installation costs
1 ½" service: \$2,000	6" service: \$1,500 plus meter, materials and all installation costs
2" service: \$2,500	8" and larger: \$2,000 plus meter, materials and all installation costs

Connection Fee; Pre-installed Taps, 2" maximum
 \$250 plus the actual cost of metering equipment supplied by the City; installation by Owner

Inspection Fee; Replacement of Existing Residential Service, 1" maximum
 \$100

Sanitary Sewer Connection Fees	915.08	All service connections shall be made by the Owner
<u>Residential, 1 to 3 family</u>		
1. New 6" tap:.....\$600, installation by Owner		
2. Re-use of existing 4" or 6" tap, (City pre-approval only):...\$600, installation by Owner		
3. Connection to a new, pre-installed 6" tap:.....\$350, installation by Owner		
4. Replacement of existing lateral 4" or 6" with clean-out:....\$100, installation by Owner		

New Commercial, Institutional, Industrial Taps;

Re-use of Existing Commercial, Institutional, Industrial Taps

Taps based on size of water meter. Existing taps may be re-used only with the advance written permission of the City.

<u>Meter Size</u>	<u>New Tap</u>	<u>Re-use of Existing Tap</u>	<u>Connection to New Pre-installed Tap</u>	<u>Replacement of Service Lateral</u>
¾".....	\$750	\$750	\$450	\$150
1".....	\$1,000	\$1,000	\$600	\$200
1 ½".....	\$1,500	\$1,500	\$900	\$300
2".....	\$2,000	\$2,000	\$1,200	\$400
3".....	\$3,000	\$3,000	\$1,800	\$600
4".....	\$4,000	\$4,000	\$2,400	\$800
6".....	\$5,000	\$5,000	\$3,000	\$1,000
8".....	\$6,000	\$6,000	\$3,600	\$1,200

Storm Sewer Connection Fees	All service connections shall be made by the Owner
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Fees are applicable to each connection to the storm sewer system and for direct connections to the receiving waters.

4" or smaller.....	\$250
6".....	\$750
8".....	\$2,000
10".....	\$3,000
12".....	\$4,500
14".....	\$6,000
16".....	\$8,000