



**CHECKLIST FOR SUBMITTAL OF PERMIT APPLICATION FOR  
UTILITY CONSTRUCTION IN ROW**  
Used for Administrative Completeness Assessment

Utility Name \_\_\_\_\_ Township \_\_\_\_\_

Project Location \_\_\_\_\_

I have read and understand the current OCRC *Procedures and Regulations for Permitted Activities*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_



Check

A. Permit Application

- 1. Application for Utility Construction within ROW (**See Detail PA-1**)
  - 2. Type of Utility
    - Sanitary Gravity Sewer     Sanitary Forcemain     Water Main     Gas Main
    - Electric     Telecommunications     Other \_\_\_\_\_
- 3. Two (2) paper copies and an electronic PDF file of construction plans signed by a Professional Engineer or Project Manager
- 4. Utility Construction Permit Fee submitted
- 5. It is understood that the County Engineer may require additional fees after review of the application and construction plan
- 6. Certificate of Insurance in accordance with these Procedures and Regulations submitted
- 7. A Bond in accordance with these Procedures and Regulations submitted
- 8. All proposed Franchise Utility (except Telecommunication) construction location(s) is staked and identified in the ROW

B. Utility Construction Plan

- 1. Cover sheet for plans including:
  - Name of Utility
  - Index of sheets
  - Location of proposed utility construction in relationship to existing public roads
- 2. Plans drawn to scale not smaller than 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical or as approved by the County Engineer
- 3. North directional arrow and scale of plan
- 4. Location map and Township information
- 5. All existing physical features (e.g. road pavement, shoulders, ditches, driveways, buildings, sidewalks, poles, hydrants, utility service boxes, trees, etc.) are shown and dimensioned
- 6. All existing and proposed utilities are shown and dimensioned
- 7. ROW and property lines are shown and dimensioned

C. Utility Location and Alignment

- 1. The proposed utility location conforms to the OCRC corridor location plan
- 2. It is understood that the County Engineer may require the utility to be placed at a location to accommodate future road improvements

D. Depth of Utility Cover

- 1. Minimum depth of utility cover at the proposed locations are met

E. Utility Road Crossing

- 1. Utility road crossing of paved roads will be done by an approved trenchless or nondestructive method. Check the paved road utility crossing method

Directional Boring

Boring and Jacking

If the utility road crossing of a paved road cannot be done by approved trenchless or nondestructive method,  a written request outlining the extenuating circumstances is attached for the County Engineer to consider

F. Traffic Control Requirements

- 1. Traffic control plans and details are in accordance with the latest edition of the MMUTCD and are attached
- 2. It is understood that the County Engineer may require revisions and/or additional traffic control devices during construction

G. Restoration

- 1. All restoration work, including inspection and testing, will conform to these Procedures and Regulations and will be done to match the existing conditions to equal or better prior to the start of the utility work

H. As-Built Plans

- 1. A paper copy of the as-built plans with storm sewer and drainage structure GPS locations and elevations and electronic file in PDF will be submitted to the County Engineer
  
- It is understood that this checklist is to aid in the submittal process and that the County Engineer may require revisions and/or additional requirements prior to the consideration of permit issuance