

Encroachment Permit Application

The applicant named below requests permission to encroach on the following public right-of-way, which is defined by Aurora City Ordinance _____ as follows: any public street, way, place, alley, sidewalk, easement, park, square, median, parkway, boulevard, or plaza that is dedicated to public use, or owned or maintained by the City, except for those rights-of-way owned by the Indiana Department of Transportation located within the City of Aurora municipal limits.

Applicant shall submit one original application, with plans attached, either in person or by mail.

No verbal or fax transmissions will be accepted.

Cash or check payments only. No credit cards accepted.

Application Date: _____ Estimated Completion Date: _____

Expiration Date: _____

Work Address: _____

LOCATION: Street Alley Sidewalk Shoulder/Berm
Other (please specify): _____

TYPE: Cut Bore Trench Other

New Construction Existing Construction

Water Gas Electric Phone CATV
Sewer Irrigation

Please describe proposed work: _____

TERMS AND CONDITIONS FOR ENCROACHMENT PERMIT

1. It is understood that any permit by virtue of this request is revocable at the pleasure of the City of Aurora and that the same shall be voided if the following terms and conditions are not fulfilled by the Permittee. The Permittee hereby agrees to observe all requirements of the Encroachment Standard Ordinance.
2. Permittee shall pay a one-time application fee of \$50.00. Said fee shall be paid to the Aurora Clerk-Treasurer.
3. Permittee shall meet with the City Manager or her representative to review site plans prior to submittal of the Encroachment Permit Application.
4. All utilities, whether above or below ground, must not be impacted by the proposed encroachment. If anticipated encroachment impacts utility services, the Permittee shall be responsible for seeking City approval and costs of any relocation associated with said utilities.
5. The undersigned shall notify the City Manager or her representative a minimum of 72 hours prior to the time that work is to be performed. Permittee shall be responsible for contacting 811 for identification and location of all underground utilities. The undersigned will furnish placards identifying equipment, flashers, barricades, and/or other warning devices at the construction site, if necessary. When two-way traffic is confined to one lane, flagging personnel shall be required. Permittee must follow Chapter XVII of Title 29 Code of Federal Regulations, Part 1926 "Know as Safety & Health Regulation for Construction."
6. In cases where the work authorized by the permit will cause major interference with traffic flow on streets, Permittee shall provide a uniformed traffic officer when requested by the City Manager or her/his representative to provide traffic control at the construction site. Work shall not be performed on any major arterials, streets, and thoroughfares during rush hours or peak hours of vehicular traffic flow, unless in case of emergencies.
7. The Permittee shall not create a hazardous or unsafe situation at construction sites, which would cause injury or damage to vehicular and pedestrian traffic. The Permittee shall not leave unattended open cuts unprotected overnight or during weekend periods. Permission to use temporary steel plates or any authorized substitutes shall be requested at open cuts or construction sites. The City Manager or her representative shall be notified of these steel plates or substitutes by the Permittee.
8. All construction equipment and/or vehicles left unattended for any length of time shall be parked in locations as to not create hazardous and unsafe situations to vehicular and pedestrian flow. The construction

equipment and/or vehicles shall be parked in such a manner as to not restrict sight distance to vehicular traffic.

9. The Permittee shall hold harmless and indemnify the City of Aurora from, for, and against any claim of any person in tort, contract or otherwise arising out of the act or omissions of the Permittee, their agents, representatives, servants, contractors, and the latter's subcontractors, whenever such acts or omissions or any rights or performance or exercise thereof, of the Permittee arise under this permit from alteration, modernization, replacement, operation, maintenance, change or removal of any part or portion of the public right-of-way, or facility thereof.
10. The Permittee shall be required to submit proof of insurance for general liability, naming the City of Aurora as an additional insured, no later than thirty (30) days after approval of this permit and prior to commencement of work. Permittee shall submit an annual proof of insurance for general liability no later than January 31st of each year the encroachment remains in the public right-of-way. The minimum insurance requirement shall be \$1,000,000.00 per occurrence, \$300,000.00 per person, and \$50,000.00 for legal unless an exemption is sought and obtaining through the City Manager and/or her representative.
11. The Permittee shall stipulate the type of materials and method of repair utilized to close any open cuts, subject to the City Manager or her representative's approval.
12. The Permittee shall begin work within 45 working days from the date of application approval, and work must be completed within 60 working days of the application approval. Any construction and/or work not completed by this date shall be grounds to nullify and void this permit. Re-application would then be necessary.
13. The Permittee shall be required upon completion of construction and/or work to notify the City Manager or her representative for inspection and verification. The construction and/or work shall be inspected prior to being accepted by the City of Aurora as being complete. The City Manager or her representative shall perform the inspection.
14. Upon the completion of all open street cuts, permanent patches shall be in place no later than 20 working days from the temporary patch inspection date. Any construction work or repair measures utilized to close any open cuts made under this permit that are found to be unsatisfactory shall be corrected within 10 working days by the Permittee. The Permittee shall be responsible to maintain and repair any and all open cuts granted by this permit for a period of one year upon final acceptance, unless the City of Aurora and/or other utilities, contractors, or subcontractors or other parties remove, damage, modernize, replace, and/or change any part or portion of the public right-of-way or facility or thereof granted under this permit.

15. By placing his/her signature below, the Applicant acknowledges he/she fully understands and agrees to the terms and conditions of this permit application and will abide by all terms and conditions as more fully described herein.

Signature of Applicant: _____

Printed Name: _____

Title: _____ Date: _____

Telephone Number: _____

FOR OFFICE USE ONLY

Permit: Approved _____

 Denied _____

Guinevere Emery, City Manager

Date of action: _____