



# CITY OF MUNROE FALLS

## Zoning Department

43 Munroe Falls Avenue, Munroe Falls, Ohio 44262  
330-688-7491 phone  
330-688-3720 fax  
[www.munroefalls.com](http://www.munroefalls.com)

## STREET OPENING PERMIT FORM AND APPLICATION

### **GENERAL REGULATIONS FOR STREET OPENINGS, PAVEMENT CUTS AND EXCAVATIONS**

- A. PERMIT REQUIRED. No person shall make any tunnel, opening, or excavation of any kind in or under the surface of any street without first securing a permit from the Municipality for each separate undertaking.
- B. STREET OPENINGS LIMITED. The work covered under this permit shall not exceed specifications described except under the approval of the Municipality and at no time greater than ten percent (10%) of the amount specified in the permit.
- C. COMMENCEMENT OF WORK. The work shall commence within ten (10) days of the date of the issuance of the permit.
- D. PERMITS ARE NOT TRANSFERRABLE
- E. PERMIT SHALL EXPIRE UPON COMPLETION OF THE WORK DESCRIBED IN THIS PERMIT

For complete rules and regulations see section 905 of the Munroe Falls Codified Ordinances

### **DUTIES OF APPLICANT:**

1. Submit completed permit application
2. Supply complete set of plans or drawings **in triplicate** - one set shall be returned to applicant
3. Pay permit fee (*see page 3*)
4. Make a deposit to cover the cost of inspection of the work
5. Furnish a Performance Bond as required ("paper" or cash bond)
6. Furnish a Certificate of Liability Insurance
7. Provide list of adjoining property owners *when required*
8. Present as evidence *when required* documentation that all materials, labor & equipment are available
9. **Keep original copy of the approved permit application and approved copy of plans** while work is in progress

*Incomplete applications or applications without **complete plans or drawings will not be accepted***



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### STREET OPENING PERMIT APPLICATION

This application shall be submitted along with a COMPLETE set of drawings or plans, in triplicate

WORK SHALL COMMENCE WITHIN TEN (10) DAYS OF THE ISSUANCE OF THE PERMIT

#### CONTRACTOR PERFORMING WORK

Today's Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email (if desired): \_\_\_\_\_

#### PROPERTY OWNER INFORMATION (attach list if more than one)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

#### LOCATION OF PROPOSED SITE OF EXCAVATION

Address: \_\_\_\_\_

Type of work: \_\_\_\_\_

FOR: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

(attach list if more than one)

### CIRCLE ALL APPLICABLE

<u>TYPE OF WORK</u>	<u>SERVICE</u>	<u>MEANS</u>	<u>EQUIPMENT</u>
REPAIR	SANITARY SEWER	DIGGING	BACKHOE
INSTALL	STORM SEWER	DIRECTIONAL BORING	BOBCAT
CONSTRUCT	GAS SERVICE	PUMPING	AUGGER
REMOVE	ELECTRIC SERVICE	DRILLING	MANUAL TOOLS
PLACEMENT	CABLE SERVICE	OTHER: _____	POST HOLE DIGGER
OTHER: _____	WATER SERVICE	_____	_____
_____	_____	_____	_____

## FOR CITY USE ONLY

Upon approval and submittal of ALL requirements, payments, forms and/or plans - this permit application shall serve as your permit.

KEEP ON SITE WHILE WORK IS IN PROGRESS

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

**ADDITIONAL REQUIREMENTS:**

BY: \_\_\_\_\_

List of abutting property owners \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Evidence of materials/labor/equipment \_\_\_\_\_

DATE: \_\_\_\_\_

Other \_\_\_\_\_

**NOTES:**

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*Inspection costs will be deducted from the **DEPOSIT** submitted. The minimum amount of the deposit shall be \$75.00, but the total deposit charged is determined by the Municipality. If the Deposit is less than sufficient to pay all costs, another Deposit fee may be required. A yearly Deposit may be acceptable if more than one street opening per calendar year is to be completed. Upon notification by permittee that all work and restoration is complete, the City may refund the deposit balance, less costs incurred in connection with the permit. **In no event shall the Permit Fee be refunded.***

PERMIT FEE \_\_\_\_\_

CERTIFICATE OF LIABILITY INSURANCE INCLUDED ?

DEPOSIT \_\_\_\_\_

PERFORMANCE BOND AMOUNT \_\_\_\_\_

OTHER \_\_\_\_\_

CASH \_\_\_\_\_ PAPER \_\_\_\_\_

**TOTAL** \_\_\_\_\_

SURETY \_\_\_\_\_

DATE OF PAYMENT: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

CLERK SIGNATURE: \_\_\_\_\_

CITY DATE STAMP

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Applicant acknowledges receipt of one full set of plans or drawings

## **BOND REQUIREMENTS**

1. The applicant shall furnish the Municipality with a suitable performance bond, signed by a corporate surety authorized to transact business in Ohio, guaranteeing the faithful and proper performance of the work authorized by a permit granted pursuant to this chapter and which shall indemnify and save harmless the Municipality from any and all actions, loss, injury, damage, liability, or expense, including attorney fees and court costs, or whatever nature, by reason of the failure, default, neglect or improper performance of the work required by this chapter.
2. The performance bond must be accepted as to legal form by the Director of Law and shall be in an amount equal to one hundred percent (100%) of the estimated cost of restoring the street or road. The bond shall be effective upon the date of posting thereof and until the receipt by the permittee of a certificate of final inspection by the City.
3. If the applicant anticipates requesting more than one street opening permit, he may furnish one continuing corporate surety bond to guarantee the faithful and proper performance of the work. The amount of such bond shall be in relationship to the cost of restoring the pavement cuts anticipated throughout the year and shall be in such amount as the City deems necessary.
4. Default in performance. Whenever the City shall find that a default has occurred in the performance of a any term or condition of the permit, written notice thereof shall be given to the principal and to the surety on the bond. Such notice shall state the work to be done, the estimated cost thereof, and the period of time deemed by the City to be reasonably necessary for the completion of such work.
5. Completion of Work. After receipt of such notice the surety must, within the time therein specified, either cause the required work to be performed or, failing therein, indemnify the City for the cost of doing the work as set forth in the notice.

## **LIABILITY INSURANCE**

Each applicant shall provide the City with an acceptable certificate of insurance indicating that he is insured against claims for damages for personal injury as well as against claims for property damage which may arise from or out of the performance of the work, whether such performance be by himself, his subcontractor, or anyone directly or indirectly employed by him. Such insurance shall cover collapse, explosive hazards, or underground work by equipment on the street, and shall include protection against liability arising from completed operation. The amount of the insurance shall be in accordance with the following: bodily injury - not less than \$100,000 for each person and \$300,00 for each accident and for property damages an amount not less than \$50,000 with an aggregate of \$100,000 for all accidents. Public utilities and authorities may be relieved of the obligation of submitting such a certificate if they are insured in accordance with the requirements of this chapter.

## **Notices to Property Owners**

If the work permitted will affect the use of properties abutting or adjoining the project and a list names and addresses of the affected property owners is required, the City shall notify them of the proposed work to be done upon receipt of the list.

Any owners of sub-surface installations in the vicinity shall be notified by the City.

Police and Fire Departments will be notified in writing by the Clerk of the nature of the work and beginning and completion dates.

Whoever violates any provision of this chapter is guilty of a misdemeanor of the fourth degree.