



RIGHT-OF-WAY ACTIVITY PERMIT APPLICATION

INSTRUCTIONS AND GENERAL INFORMATION:

- I) All work in public rights-of-way, easements, apparent easement, streets, alleys, sidewalks, curbs, or town property requires the responsible party to have a current Right-of-Way (ROW) Activity Permit issued by the Town of Pendleton Planning Department, including all public utilities unless exempt by town staff.
- II) Planning Department shall be responsible for the administration of the Right-of-Way Activity Permit Filing Process.
- III) All work in the public right-of-way requires the responsible party at a minimum to repair and recondition the involved public infrastructure and surrounding area.
- IV) The Permit will not be issued until all application requirements are satisfied. The Planning Department will state work requirements determined necessary by town staff on the permit application.
- V) The Town reserves the right to deny an application for a Right-of-Way Activity Permit.
- VI) This application must be completed in its entirety and must be legible. (Please print.)
- VII) The responsible party seeking a major Right-of-Way Activity Permit must provide the following:
 - (A) Open Cut Maintenance Bond, minimum \$10,000 per location
 - (B) Surety Bond, minimum \$2,000 per location [The Town of Pendleton reserves the right to mandate larger surety in the event of exceptional circumstances that may carry higher risk for usual damages.]
 - (C) Blanket Bond, minimum \$10,000
 - (D) Proof of Workers Compensation and Employers' Liability and General Liability with Certificate of Insurance listing the Town of Pendleton as a certificate holder AND additional insured, including waiver of subrogation and primary/non-contributory wording. A copy of the Certificate of Insurance must be attached.
- VIII) The applicant further agrees to assume all responsibility for any injury or damage to persons or property resulting directly or indirectly from the work proposed in this application.
- IX) The Town of Pendleton will hold the responsible party accountable for all work performed under the Right-of-Way Activity Permit. The responsible party also agrees to indemnify and hold harmless the Town of Pendleton, their employees and representatives against all claims, demands, judgments, actions and expenses which may arise from all work and/or circumstances resulting from such work under this permit.
- X) At a minimum, applicant must submit a filing fee of \$100, plus the applicant is also subject to the Right-of-Way Activity Permit Fee Schedule which applies for all work conducted in the public right-of-way:

Basic Right-of-Way Activity Permit Filing Fee:	\$100
Right-of-Way Boring:	Additional \$1 per lineal foot
Right-of-Way Open Cut: {based on age of surface & location}	
1-year old surface	Additional \$1,000 + \$5 per square feet
2-years old surface	Additional \$500 + \$5 per square feet
3-years old or older surface	Additional \$300 + \$5 per square feet
Cuts not involving improved surfaces	Additional \$5 per square feet
State Street, Pendleton Avenue, Broadway Street & SR 132	Additional \$500 + \$100 per day
Stop work order fees:	
Stop work order reinstatement fee	\$1000
Project that requires stop work order	\$1000 per day
Failure to obtain permit as required:	\$500 + five (5) times the additional fees required for the ROW Activity Permit
Reinspection Fees:	\$100 per each additional inspection

- XI) The Town of Pendleton accepts cash, credit cards, or check. Please make checks payable to the "Town of Pendleton".
- XII) Town Staff may waive or reduce the Right-of-Way Activity Permit Application Fees in certain situations.
- XIII) All applicants must request utility locates from Indiana 811 prior to any work. Call 811 or 800- 382-5544.
- XV) Permittee is responsible for ensuring that all excavation and work performed in the public right-of-way maintains compliance as follows:
- (A) All work shall be conducted in accordance with Town of Pendleton Street Standards, INDOT Standards and/or as determined by Town of Pendleton Staff.
 - (B) Any entity conducting three (3) or more open cuts in a roadway within a town block or within a one-thousand feet (1000') section of roadway, within 12 months, will be required to mill and resurface the block or road section. In some cases Town Staff may require a block or section to be resurfaced as a condition of the Right-of-Way Activity Permit.
 - (C) At a minimum, all disturbed sidewalks and driveway aprons must be replaced driveway-to-driveway or driveway-to-intersection using current Town of Pendleton Street Standards.
- XVI) The Town of Pendleton through Town Staff reserves the right to modify the repair and recondition requirements for the permit.
- XVII) The Town is to be notified at the beginning of the work; and also prior to any back- filling and placement of materials (765-778-4100).
- XVIII) Upon completion of all work, the applicant shall request an inspection by the Town. If all the work is satisfactory, the Town will sign the release. If the work is deemed unacceptable, the Town of Pendleton shall reserve the right to withhold the release.
- XIX) The applicant acknowledges the receipt of the Right-of-Way Activity Permit Policy and Standards for Street Repair and agrees to abide by them per Ordinance 2021-17.



PERMIT NUMBER

1. LOCATION INFORMATION

Excavation Location

Purpose of Excavation

Type of Street Surface

2. APPLICANT INFORMATION

Name

Email Address

Phone Number

Address

City/Town

State

Zip code

3. CONTRACTOR INFORMATION

Name

Email Address

Phone Number

Address

City/Town

State

Zip code

4. SIGNATURE OF APPLICANT

Signature

Printed Name

Date

*****The permit is not issued until a permit number is assigned.**

OFFICE USE ONLY

Permit #

Fees

Receipt #

Check #

Date

Release Information:

Release Date

Inspector

Position

To Be Completed By Town

Application denied due to:

At a minimum,
the Applicant will require the following Bond:

Exempt from bonding

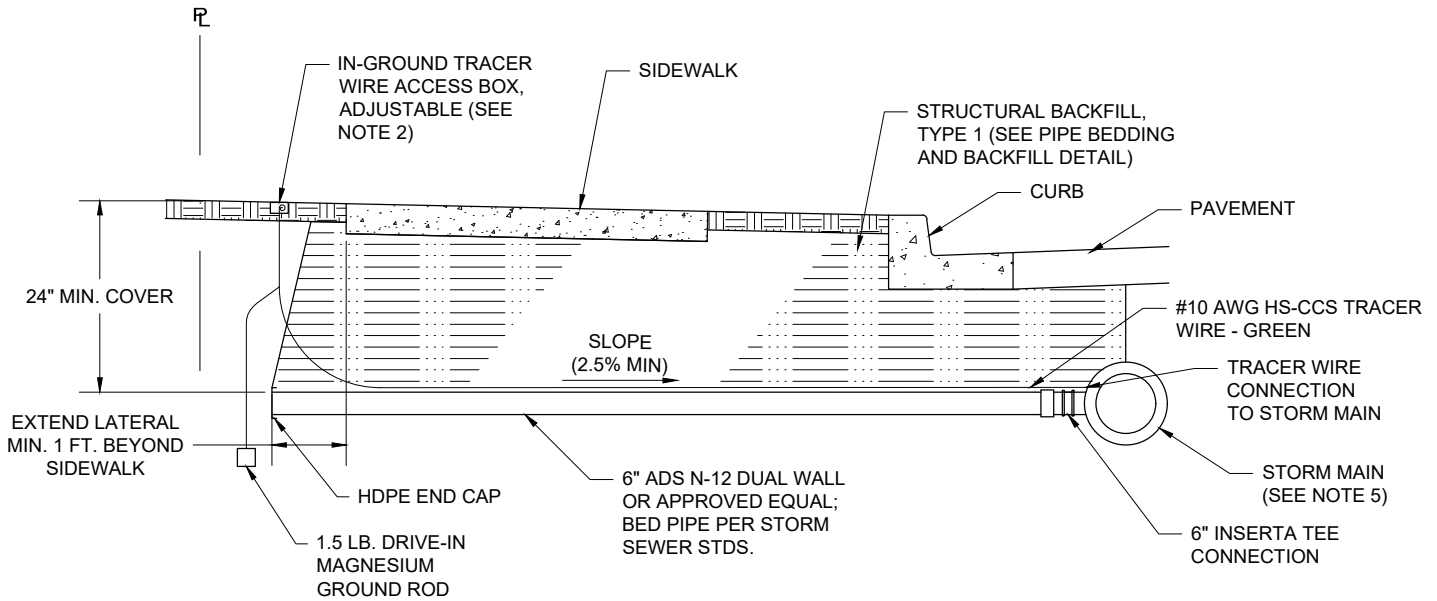
Per paragraph II

At a minimum,
the Applicant will be required to repair and recondition the following:

Exempt from repairs and reconditions

Per paragraph X

-
- Proof of Bonds Received
 - Proof of Workers Compensation Received
 - Proof of Employer's Liability and General Liability Received
 - Certificate of Insurance Received



STORM SEWER LATERAL CONNECTION - TO BE PROVIDED FOR EACH LOT

NOT TO SCALE

NOTES:

1. TRACER WIRE SHALL BE TAPED TO THE PIPE OR OTHERWISE NOT ALLOWED TO FLOAT FREELY WITHIN THE BACKFILL. TRACER WIRE SHALL BE CONTINUOUS WITHOUT SPLICING.
2. TRACER WIRE ACCESS BOX SHALL BE COPPERHEAD SHAKEPIT LITE DUTY ADJUSTABLE, COLOR GREEN, OR APPROVED EQUAL.
3. TRACER WIRE SPLICE, TAPE, WIRE CAP OR OTHER NON-SECURE CONNECTIONS ARE PROHIBITED. CONTRACTOR SHALL TEST SYSTEM FOR PROPER CONNECTIVITY AND GROUNDING BEFORE ACCEPTANCE.
4. TRACER WIRE, GROUND ROD, AND ACCESS BOX SHALL BE INCLUDED IN THE COST OF THE STORM LATERAL.
5. IF NO STORM MAIN IS PRESENT, PROVIDE DRAIN PIPE OVER CURB UNDERDRAIN PER DETAILS 8 AND 9.

REVISIONS			
NO.	DESCRIPTION	DATE	BY

STORM SEWER LATERAL CONNECTION

TOWN OF PENDLETON, INDIANA



DATE:
MARCH, 2021

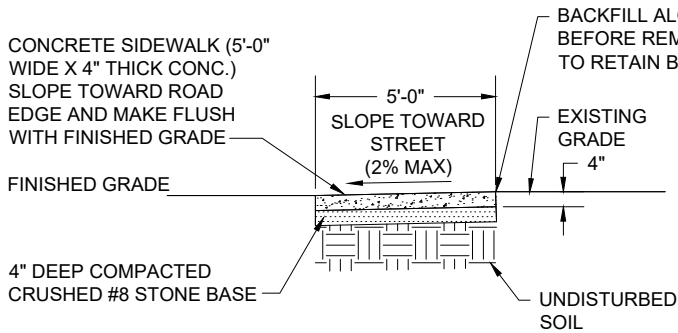
SCALE:
NTS

FIGURE NO.

10

SCALE CHECK: — THIS MARK SHOULD MEASURE EXACTLY 1/2" WHEN PLOTTED

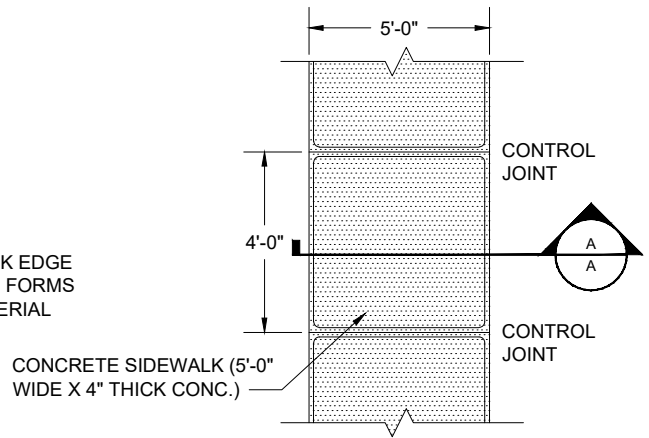
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NOTE:
THE SIDEWALK THICKNESS SHALL BE INCREASED TO MATCH THE DRIVE THICKNESS AT ANY VEHICULAR CROSSING.

SIDEWALK SECTION A-A

NOT TO SCALE

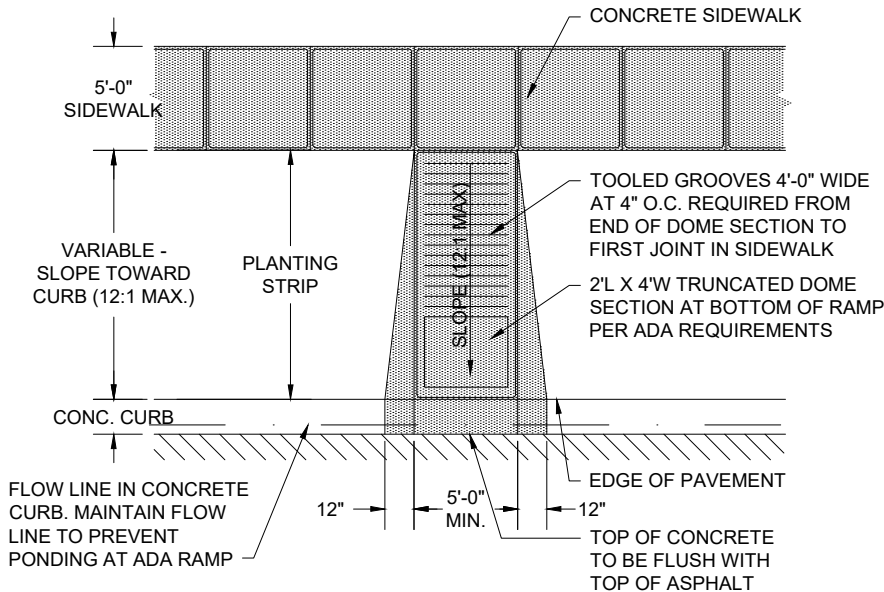


NOTES:

1. PROVIDE EXPANSION JOINTS EVERY 40 FT OF SIDEWALK RUN.
2. CONTROL JOINTS SHALL BE MADE WITH A MANUAL GROOVING TOOL WITH A 1/4" RADIUS AND AT LEAST 1/2" DEEP. SAW CUTTING NOT PERMITTED.

TYPICAL SIDEWALK DETAIL

NOT TO SCALE



NOTE:

WHENEVER A SIDEWALK IS REPLACED, A STORM DRAIN LATERAL (PER FIGURE 10) FOR EACH LOT SHALL BE PLACED UNDER THE WALK AND CAPPED FOR FUTURE CONNECTION.

SIDEWALK ADA RAMP DETAIL

NOT TO SCALE

REVISIONS			
NO.	DESCRIPTION	DATE	BY

SCALE CHECK [] THIS MARK SHOULD MEASURE EXACTLY 1/2" WHEN PLOTTED

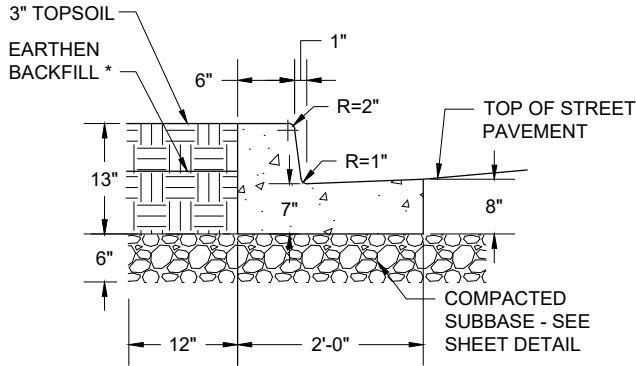
SIDEWALK & ADA RAMP DETAIL AND SECTION

TOWN OF PENDLETON, INDIANA



DATE:
MARCH, 2021
SCALE:
NTS
FIGURE NO.

11

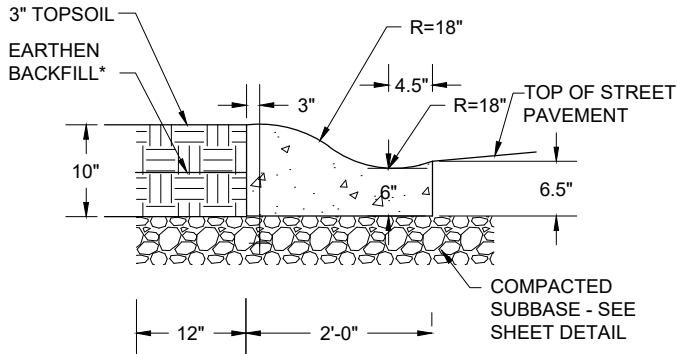


CURB SHALL BE STAMPED TO INDICATE UTILITY LOCATIONS AS FOLLOWS:

- W = WATER SERVICE
- S = SANITARY SEWER OR SANITARY LATERAL
- C = CONDUIT
- D = DRAINAGE PIPE
- MH = MANHOLE BEHIND CURB

CONCRETE CHAIR BACK CURB AND GUTTER DETAIL

NOT TO SCALE



CURB SHALL BE STAMPED TO INDICATE UTILITY LOCATIONS AS FOLLOWS:

- W = WATER SERVICE
- S = SANITARY SEWER OR SANITARY LATERAL
- C = CONDUIT
- D = DRAINAGE PIPE
- MH = MANHOLE BEHIND CURB

CONCRETE ROLL CURB AND GUTTER DETAIL

NOT TO SCALE

* IF SIDEWALK IS TO BE CONSTRUCTED ADJACENT TO CURB, BACKFILL BEHIND CURB/UNDER SIDEWALK TO BE COMPACTED GRANULAR MATERIAL.

REVISIONS			
NO.	DESCRIPTION	DATE	BY

CONCRETE CURB
AND GUTTER DETAILS

TOWN OF PENDLETON, INDIANA

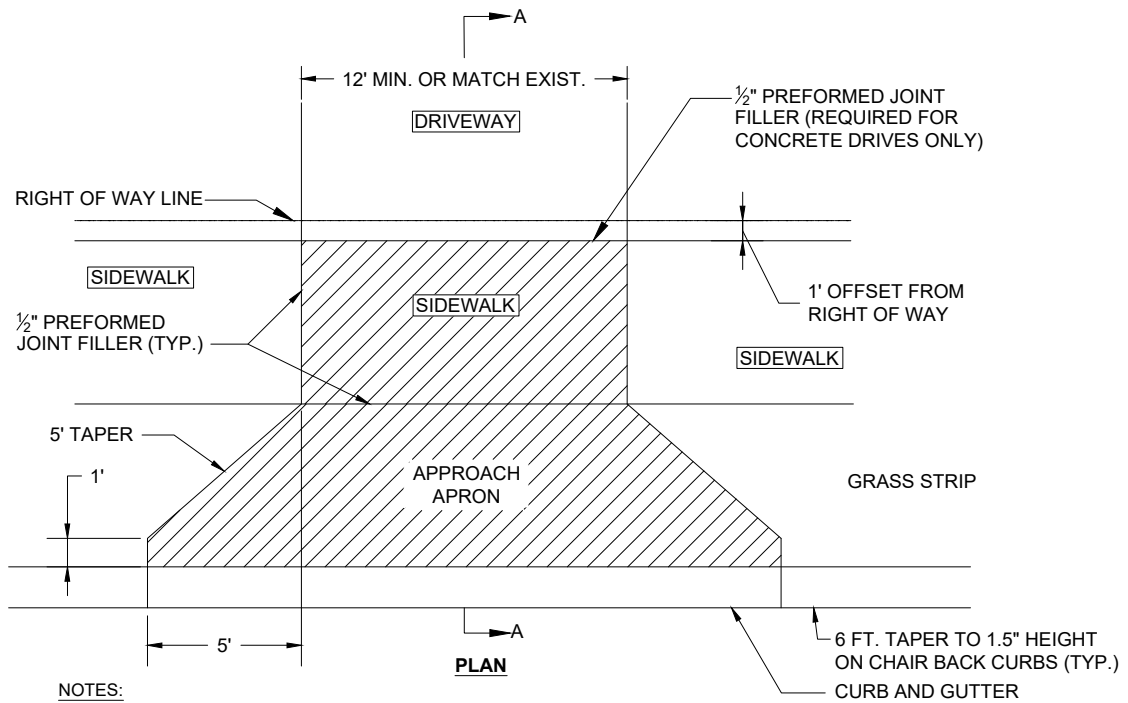


DATE:
MARCH, 2021

SCALE:
NTS

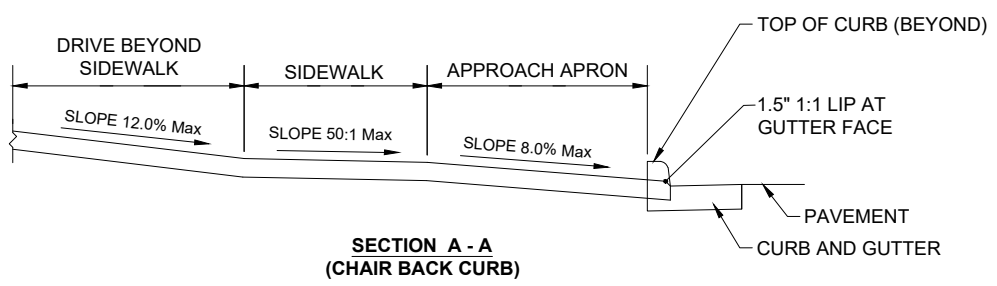
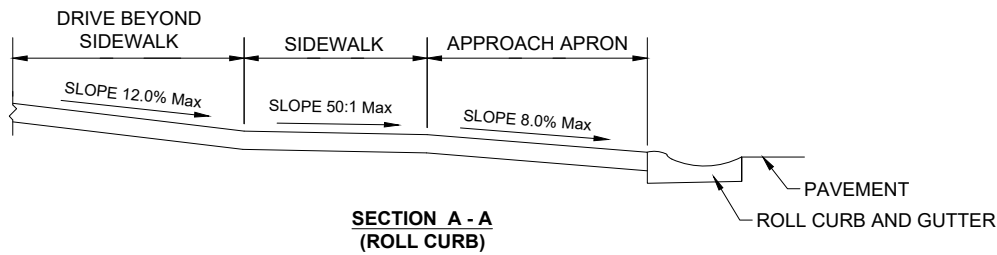
FIGURE NO.

12



NOTES:

1. CROSS HATCHED AREAS SHALL BE 6" PCCP ON 6" OF COMPACTED AGGREGATE, No. 53, BASE. EXTEND BASE A MINIMUM OF 12" BEYOND FOOTPRINT OF SIDEWALK AND/OR DRIVEWAY TO ACCOUNT FOR SPREADING; EXTENDING TO THE R/W LINE AND INCLUDING THE SIDEWALK AS SHOWN ON THE PLANS.
2. SUBGRADE UNDER ALL CURBS, SIDEWALK AND DRIVES SHALL BE COMPACTED IN ACCORDANCE WITH SECTION 207 OF CURRENT INDOT STANDARD SPECIFICATIONS.



RESIDENTIAL DRIVEWAY* APPROACH DETAILS

NOT TO SCALE

* COMMERCIAL DRIVES TO BE REVIEWED BY TOWN ON A CASE-BY-CASE BASIS.

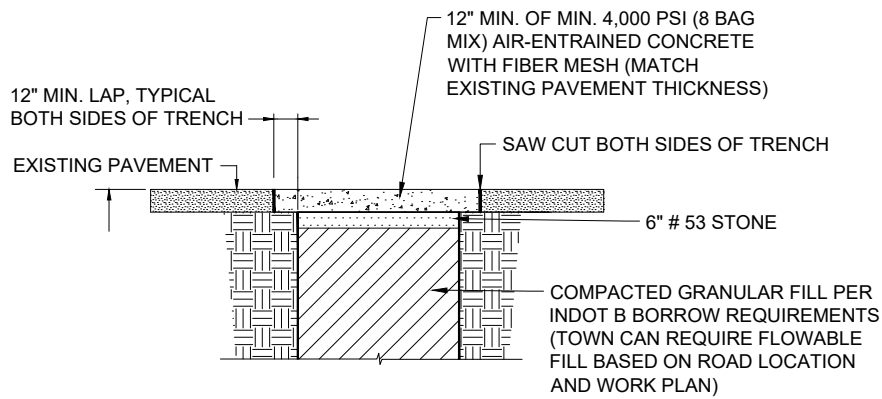
REVISIONS			
NO.	DESCRIPTION	DATE	BY

**RESIDENTIAL DRIVEWAY
APPROACH DETAILS**

TOWN OF PENDLETON, INDIANA



DATE: MARCH, 2021
SCALE: NTS
FIGURE NO. 14



TYPICAL TRENCH REPAIR DETAIL IN PAVED AREAS

NOT TO SCALE

NOTES:

1. EXISTING PAVEMENT IS TO BE SAW CUT FOR A CLEAN BREAK.
2. TRENCH SPOIL IS TO BE REMOVED FROM THE WORK SITE.
3. NEW SURFACE TO BE SLOPED AT SAME RATE AS THE EXISTING SURFACE.
4. GRANULAR FILL SHALL BE PROVIDED WITHIN 5' OF PAVED SURFACE

REVISIONS			
NO.	DESCRIPTION	DATE	BY

TYPICAL TRENCH
REPAIR DETAIL

TOWN OF PENDLETON, INDIANA



DATE:
MARCH, 2021

SCALE:
NTS

FIGURE NO.

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