

CHAPER 910

RIGHT-OF-WAY USE PERMIT APPLICATION PROCESS

To Whom It May Concern:

Pursuant to your recently received request, enclosed please find a copy of the Chapter 910, in ordinance form, a copy of the General Rules and Regulations associated with Chapter 910 and a Right-of-Way Permit Application.

With the adoption of Chapter of 910 of Columbus City Code, “no person shall use, occupy, construct, own or operate structures or facilities in, on, under, or over any Rights-of-Way within the City of Columbus, or public property owned by the City, unless such person first obtains a “Right-of-Way Permit” and conforms to the requirements set forth within said Permit, Chapter 910 of Columbus City Code”, and the accompanying Rules and Regulations.

Please refer to the enclosed copy of Chapter 910 and the Rules and Regulations when filling out your Right-of-Way Permit Application. Section 2 (pages 4 - 7) of the Rules and Regulations provides detailed information regarding the elements required for submission of the Right-of-Way Permit Applications. Follow these directions carefully to avoid a delay in the processing of your Permit Application.

Upon completion of the Right-of-Way Permit Application, please return it with all applicable Exhibits and Attachments to:

Ms. Patricia A. Austin, P.E. – Administrator
Division of Planning and Operations
109 North Front Street, Third Floor
Columbus, OH 43215
Attn: 910 Permits

Should you have any questions regarding this procedure,
call Ric Rossetti, Permit Supervisor at 614-645-3039

**DEPARTMENT OF PUBLIC SERVICE
DIVISION OF PLANNING AND OPERATIONS
RIGHT-OF-WAY PERMIT APPLICATION**

Application/Permit # _____ - _____
CHECK HERE IF RENEWAL: _____

Exhibit "A"

APPLICANT INFORMATION: (please print or type)					
Corporate Name: _____			Phone # _____		
Corporate Address: _____			Fax # _____		
Contact Person: _____			Phone # _____		
Contact Person Address: _____			Fax # _____		
Contact Person Email: _____					
Ohio Utilities Protection Service Registration # (if applicable) _____					
24 Hour Emergency Contact People (in order to be contacted)					
	Name	Business #	Residence #	Pager #	Mobile #
#1	_____				
#2	_____				
#3	_____				

TYPE OF PERMIT APPLYING FOR	FEE *
<input type="checkbox"/> General Right-of-Way (with a Service Permit)	No Charge
<input type="checkbox"/> General Right-of-Way (without a Service Permit)	\$1,000.00
<input type="checkbox"/> Special Right-of-Way (non-residential)	\$500.00
<input type="checkbox"/> Special Right-of-Way (residential)	\$50.00

*** Please note all application fees must be paid at the time the application is submitted**

LENGTH OF PERMIT TERM:	
MAXIMUM ALLOWABLE (Check one)	
<input type="checkbox"/>	GENERAL PERMITS (10 years)
<input type="checkbox"/>	SPECIAL NON-RESIDENTIAL PERMITS (3 years)
<input type="checkbox"/>	SPECIAL RESIDENTIAL PERMITS (unlimited)
SHORTER TERM AS REQUESTED HEREIN (define) _____	

THE FOLLOWING INFORMATION MUST BE PROVIDED, LABELED AND IDENTIFIED IN THE ORDER AND MANNER SHOWN BELOW FOR YOUR APPLICATION TO BE CONSIDERED "COMPLETE". AN OFFICER OF THE COMPANY OR OTHER LAWFULLY AUTHORIZED INDIVIDUAL MUST SIGN YOUR APPLICATION.

General Right-of-Way Permits will require the following Exhibits: **B (in place of C, D, E, H); F; G; I; J; K; L and M (when requested).**

Special Right-of-Way Permits for Non-Residential Purposes require the following Exhibits: **B (in place of C, D, E, H); F; I; J; L and M (when requested).**

Special Right-of-Way Permits for Residential Purposes require the following Exhibits: **F; I; J and M (when requested).**

_____ **Exhibit “B”** A copy of any applicable valid certification from the Public Utilities Commission of Ohio including certification pursuant to R.C. 4933.81, et seq. (Labeled Exhibit “B”). **NOTE:** If an Applicant possesses said certification, the Applicant shall be presumed to possess the required financial, technical, and managerial resources and will provide Exhibit B in lieu of Exhibits C, D, E, and H

_____ **Exhibit “C”** A detailed statement of the Applicant’s corporate, or other business entity or organization, including, but not limited to, the following: the names, titles, and business addresses of all Officers, and/or Directors of the Applicant; the names and addresses of any parent or subsidiary company of the Applicant and of any other business entity owning or controlling in whole or in part, or owned or controlled in whole or in part by the Applicant, and a statement describing the nature of any such parent or subsidiary business entity; (Labeled Exhibit “C”).

_____ **Exhibit “D”** A detailed description of the Applicant’s previous experience in providing related and/or similar services as those proposed in conjunction with said application; (Labeled Exhibit “D”).

_____ **Exhibit “E”** A detailed and complete financial statement of the Applicant, prepared by a Certified Public Accountant, for the fiscal year next preceding the date of said application, or a letter or other acceptable evidence in writing from a recognized lending institution or funding source, addressed to both the Applicant and the City, setting forth the basis for a study performed by such lending institution or funding source, and a clear statement of its intent as a lending institution or funding source to provide whatever capital shall be required by the Applicant to construct and operate the proposed system in the City, or a statement from a Certified Public Accountant, certifying that the Applicant has available sufficient free, net and uncommitted cash resources to construct and operate the proposed system and/or facility in the City; (Labeled Exhibit “E”).

_____ **Exhibit “F”** A statement certifying that the Applicant is not delinquent on any taxes or other obligations to the City or Franklin County; (Labeled Exhibit “F”).

_____ **Exhibit “G”** A statement identifying any Service Permits awarded to the Applicant, its parent or subsidiary, from the City of Columbus, in accordance with Chapter 595 of the Columbus City Code; (Labeled Exhibit “G”).

_____ **Exhibit “H”** A detailed description of the proposed plan of operation of the Applicant; (Labeled Exhibit “H”).

_____ **Exhibit “I”** A detailed map of facilities in or proposed to be in the Right-of-Way prepared in accordance with the requirements of Chapter 910, and as further defined within the “Mapping Requirements” section of the General Rules and Regulations (copy attached); (Labeled Exhibit “I”).

_____ **Exhibit “J”** A non-refundable application fee (initial, renewal, and/or transfer) in the appropriate sum for the type of Right-of-Way Permit requested **payable to the TREASURER – CITY OF COLUMBUS**; (Labeled Exhibit “J”).

_____ **Exhibit “K”** A copy of any agreement as described in Section 910.06(A9) of the Comprehensive Right-of-Way Ordinance (copy attached); (Labeled Exhibit “K”).

_____ **Exhibit “L”** For all “General Right-of-Way Permits” and “Special Right-of-Way Permits for Non-Residential Purposes”, Applicants shall provide a copy of an insurance policy as per Section 2.6 of the

General Rules and Regulations (copy attached). **Please Note**, those Applicants maintaining a net book value in excess of ten million dollars (\$10,000,000) may submit a statement requesting to self-insure, thereby seeking exemption from the insurance requirements required in the General Rules and Regulations; (Labeled Exhibit "L").

_____ **Exhibit "M"** The City reserves the right to request any additional information as necessary to ensure compliance with Section 910.05 (Labeled Exhibit "M").

On behalf of _____ I hereby certify that to the best of my knowledge the above information is complete and correct as of this _____ day of _____, 200_.

Name: _____

Title: _____

STATE OF OHIO
COUNTY OF _____, SS:

Before me, a Notary Public in and for said State and County, personally appeared _____, on behalf of _____ its _____, who acknowledged the signing of the foregoing Application.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed my official seal on the _____ day of _____, 200_.

(seal)

Notary Public

OFFICE USE ONLY

Date received

Check received

Transportation recommendation

Public Service Director recommendation

Right-of-Way Board finding

Y
 N

Approval
 Denial

Approval
 Denial

Approved
 Denied

Notes: