

903 RIGHT-OF-WAY EXCAVATION PERMIT
PLAN SUBMISSION REQUIREMENTS CHECK LIST
March 31, 2021

PLEASE NOTE - Developers, designers, engineers, consultants etc., who create and/or submit drawings or plans for review by the City of Columbus, shall adhere to the provisions in the Ohio Revised Code, specifically 3781.27 and 153.64, that require those parties to submit a Design notification to the protection service. A Design notification may be submitted to OHIO811 by calling 811, 1-800-362-2764, or by utilizing the i-dig remote ticket entry program. More information can be found at www.OHIO811.org.

Subsequently, the applicant is responsible for showing the vertical and horizontal alignment of all City facilities identified as a part of the above Design Notification requirement on their proposed design drawings. If additional information is required the applicant should contact each City department for those details

Additionally, all plans submitted along with a Right-of-Way Excavation Permit application shall include the following information at the time of permit application:

- Project Title Sheet with a clearly distinguishable Site Location Map – This site location map should clearly delineate all proposed work locations and limits, with all street names being clearly legible
- All standard plan notes identified as required within the latest version of the Department of Public Service's Plan Routing Manual.
- When roadways and/or sidewalks are impacted by proposed construction activities, a maintenance of traffic plan (vehicular and pedestrian) is required. This plan shall be prepared in accordance with maintenance of traffic standard drawings available within the Department of Public Service's web site "Document Library", and/or the Manual of Urban Traffic Control devices.
- Street names and intersection(s) where work is proposed
- The distance to the nearest intersections when there is no intersection included on the proposed plan
- Include all addresses of each parcel in the working zone
- Excavation dimensions (W x L x D)
- Show & label all existing and proposed city utilities, pull boxes, manholes, controller cabinets, trees, poles etc.
- Identify existing pavement markings, signs, signals, traffic conduit, cables, loop detection (TR)
- Include a note on plan requiring the contractor to replace any disturbed pavement marking, lane lines, etc.

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- Clearly identify station breaks when no work is proposed
- Identify limits of required paving per CoC Standard Drawing 1441 on plan sheet (by light shading or hatching)
- Identify specialized pavements on plan sheets (i.e. Bricks, cobbles, granite slabs, etc.)
- Identify specialized sidewalk per type on plan sheet (i.e. Brick, Buff-Wash per CMSC Item 608.031, etc.)
- Distance off of ROW or centerline to outside edge of conduit, pipe, pole or equipment
- Must state on plans: Proposed facilities shall maintain a minimum 3' horizontal and 1' vertical clearance from existing utilities
- Scaled plan and profile view; minimum 1" = 40'. Must display the horizontal and vertical scale on each page
- Include a line type legend and symbols list on the proposed plan
- Push and receiving pits identified with dimensions
- Must state if plan being submitted is based upon other state or local government project improvement plans and include the project number, contract number, E-Plan, CC plan, purchase order, etc.
- Bore, push, or open cut method of construction must be clearly stated
- Include pole details for proposed poles being placed
- Water & sewer lines to include the construction plan number
- Utility crossings shall be shown installed perpendicular
- The proposed alignment shall maintain a consistent distance from the R/W or center line of roadway, with the intent of minimizing the number of crossings to any City of Columbus owned utilities in the area. If alignment has to vary, please be prepared to indicate why.
- Notes indicating that any contractor performing excavation, including but not limited to disturbing the earth with powered or non-powered equipment, drilling and/or boring, shall cause notice to be given to the Ohio Utilities Protection Service (OUPS) now doing business as OHIO811 by calling 811 or 1-800-362-2764, or online at www.ohio811.org at least 48 hours but not more than 10 working days before excavating.

Additional details on all of the above requirements may be found within the Department of Public Service's [Plan Routing Manual](#).