

MINIMUM RIGHT-OF-WAY OCCUPANCY PERMIT APPLICATION REQUIREMENTS
"FULL KIT" CHECK LIST
March 31, 2021

The following list is comprised of items that the Permit Section will verify to be included within CoC 903 Right-of-Way (R/W) Occupancy Permit applications received after March 31st, 2021. Applications found to missing any of these critical items will be rejected, and the applicant notified of the additional information that they will need to provide before further permit processing of their permit application will occur.

- Complete CoC 903 (R/W) Occupancy Permit Application – Permit applications are to be submitted via the City's permitting portal at <https://portal.columbus.gov/permits/>
- When vehicular and/or pedestrian traffic patterns are significantly impacted by proposed 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.