

DELAWARE COUNTY ENGINEERING DEPARTMENT  
7700 EAST JACKSON STREET  
MUNCIE, INDIANA 47302  
**TEL: 765-747-7765** FAX: 765-741-9620

PERMIT NO. \_\_\_\_\_  
DATE \_\_\_\_\_  
RECIPT NO. \_\_\_\_\_  
CASH \_\_\_\_\_ CHECK NO. \_\_\_\_\_

## RIGHT-OF-WAY USE PERMIT APPLICATION

(MAKE CHECK PAYABLE TO THE DELAWARE COUNTY ENGINEERING DEPARTMENT)

### APPLICANT

NAME \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_

PHONE# \_\_\_\_\_  
FAX# \_\_\_\_\_  
UTILITY ID \_\_\_\_\_  
PHONE# \_\_\_\_\_

### LOCATION OF RIGHT OF WAY ACTIVITY

TOWNSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
OR OTHER DESCRIPTION \_\_\_\_\_  
DATE ACTIVITY WILL START \_\_\_\_\_ DATE ACTIVITY WILL BE COMPLETED \_\_\_\_\_

### DRIVEWAY & MAILBOX

\_\_\_\_\_ **DRIVEWAY CONSTRUCTION** WHAT IS THE PURPOSE OF DRIVEWAY? \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_ COMMERCIAL  
WHAT TYPE OF MATERIAL WILL BE USED FOR THE DRIVEWAY? \_\_\_\_\_  
\_\_\_\_\_ **MAILBOX CONSTRUCTION** WHAT TYPE OF MAILBOX WILL BE USED? \_\_\_\_\_ BREAKAWAY \_\_\_\_\_ NON-BREAKAWAY

**ALL DRIVEWAYS ARE REQUIRED TO HAVE A 30" HARD SURFACE APPROACH OFF OF THE COUNTY ROADWAY** \_\_\_\_\_  
**PLEASE INITIAL**

### RIGHT-OF-WAY

**EXCAVATION:** \_\_\_\_\_ EARTHEN \_\_\_\_\_ SPECIAL BACKFILL (ROADWAY) \_\_\_\_\_ OTHER  
**OCCUPATION:** \_\_\_\_\_ TRAFFIC CONTROL \_\_\_\_\_ DUMPSTER PLACEMENT \_\_\_\_\_ OVER SIZE/WEIGHT LOAD \_\_\_\_\_ OTHER  
**DESCRIPTION OF ACTIVITIES:** \_\_\_\_\_

**ALL ROAD CUTS MUST BE BACKFILLED WITH 8" OF CONCRETE AT A MINIMUM**  
**APPLICANTS RESPONSIBLE FOR TOTAL RESTORATION OF THE DIG SITE** \_\_\_\_\_  
**PLEASE INITIAL**

### ACKNOWLEDGEMENT OF APPLICATION

PRINT NAME: \_\_\_\_\_  
SIGNATURE OF APPLICANT/CONTRACTOR: \_\_\_\_\_  
DATE: \_\_\_\_\_

#### **INDEMNIFICATION AGREEMENT:**

The petitioner/applicant hereby agrees to hold harmless, defend and to indemnify Delaware County from or against all claims, damages and expenses, including but not limited to reasonable attorney's fees on any property arising, alleges injury and/or death to any person or damage to any property arising, or alleged to have arisen out of any act of commission or omission on part of petitioners/applicant, his/her heirs, successors or assigns regardless of whether such acts are direct result of the public right-of-way use pursuant to this permit grant. I CERTIFY THAT THE INFORMATION CONTAINED ON THIS FORM IS COMPLETE AND ACCURATE.

PERMIT # \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Subscribed and sworn to before me, a notary public in and for said county and state, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**BOND REQUIREMENTS FOR PROTECTION OF STREET FACILITIES:**

\_\_\_\_\_ \$5,000.00 SURETY POSTED BY CONTRACTOR DOING UTILITY WORK

\_\_\_\_\_ \$500.00 SURETY POSTED BY ADJACENT OWNER (HOMEOWNER)

\_\_\_\_\_ PUBLIC UTILITY INDEMNIFICATION AGREEMENT POSTED

**OFFICE USE ONLY**

**INSPECTION FEES**

\_\_\_\_\_ INSPECTION FEE FOR MAILBOX AND DRIVEWAY -- \$20.00

\_\_\_\_\_ INSPECTION FEE FOR DRIVEWAY ONLY -- \$20.00

\_\_\_\_\_ INSPECTION FEE FOR MAILBOX ONLY -- \$20.00

\_\_\_\_\_ INSPECTION FEE FOR SPECIAL EVENTS -- \$20.00

\_\_\_\_\_ REVIEW PLANS -- \$20.00

\_\_\_\_\_ INSPECTION FEE \$20.00 TIMES NUMBER OF DAYS NEEDED = \$\_\_\_\_\_.

**STREET SPECIFICATIONS**

\_\_\_\_\_ CLASS I

\_\_\_\_\_ CLASS II

\_\_\_\_\_ CLASS III

\_\_\_\_\_ CLASS III SUBDIVISION

**OFFICE PERSONEL WITNESS:**

\_\_\_\_\_