Westfield Public Works
2728 E. 171st Street
Westfield, Indiana 46074
Office: (317) 804-3150
Fax: (317) 804-3181

Instructions for Submitting Encroachment Permit Application

- Print off the second and third pages of this document titled "Application for Encroachment Permit Application"
- Fill out the form in its entirety and please make sure it has been signed and dated
- You may fax the application, but the **original must be mailed to the above address**
- Allow ten (10) working days from receipt for approval

City of Westfield, INDIANA
APPLICATION FOR ENCROACHMENT

City of Westfield
Public Works Department
2706 E. 171st Street

Date of Application:_____

PERMIT NUMBER: _____
FEE:_____

The Permittee hereby requests permission to encroach on the following public right-of-way: street, sidewalk, alley, or other public place at the described location. Applicant shall submit **one original** application with plans attached either in person, or by mail. No verbal transmissions will be accepted. Facsimile transmissions will be accepted only at the approval of the Director or his representative. The approved permit is to be picked up personally by applicant. Call (317) 896-5452 if there are any questions concerning the above procedures or to purchase copies of Encroachment Standards Ordinance.

Name of Prime Contractor/Utility (Permittee) _____

_____
Street Address City, State & Zip Code Telephone

Name of Sub-Contractor performing work _____

_____
Street Address City, State & Zip Code Telephone

Street/Road Name and Address of work _____

Sub-Division _____

Location of Work Street [] Alley [] Sidewalk [] Shoulder/Bern [] **Type:** Cut [] Bore []Trench [] Other []

Type of construction: WATER GAS ELECTRIC TELEPHONE CATV SEWER OTHER_____
New Construction [] Existing Construction []

Please describe work proposed: _____
_____

IUPPS Number: _____

SIZE OF STREET OR RIGHT-OF-WAY CUT

Traffic Lanes: Length_____ Feet Width_____Feet Depth Within Traffic Lanes_____ Feet

Sidewalk: Length_____Feet Width _____Feet Depth Within Sidewalk _____ Feet R/W _____ Feet

Circle Surface: CONCRETE ASPHALT ASPHALT OVER CONCRETE BRICK
ASPHALT OVER BRICK GRAVEL-DIRT
OTHER (explain) _____

Total Width of Traffic Portion of Street or Road Affected by Permit _____ feet

No. of Traffic Lanes____ No. of Traffic Lanes to be Closed _____ Hours Closed _____ Length _____ Feet

Are construction vehicles/equipment to be left on site unattended? Circle: YES NO (If yes, refer to Items 4 and 5)

Length of time unattended: _____ # of weekdays _____ weekends

ESTIMATED DATE OF COMPLETION:_____

(Signature required on back)

TERMS AND CONDITIONS FOR ENCROACHMENT PERMIT

1. It is understood that any permit by virtue of this request is revocable at the pleasure of the City of Westfield and that the same shall be voided if the following terms and conditions are not fulfilled by the Permittee. The Permittee hereby agrees to observe all requirements of the Encroachment Standard Ordinance and comply with the conditions set forth by the MUTCD Rulings and Revisions.
2. The undersigned shall notify the Director or his representative a minimum of 72 hours prior to the time that work is to be performed. The undersigned will furnish placards identifying equipment, flashers, barricades, and/or other warning devices at the construction site. When two-way traffic is confined to one lane, flagging personnel shall be required. Permittee must follow Chapter XVII of Title 29,Code of Federal Regulation, Part 1926 Know as Safety & Health Regulation for Construction
3. In cases where the work authorized by the permit will cause major interference with traffic flow on streets, Permittee shall provide a uniformed traffic officer when requested by the Director or his representative to provide traffic control at the construction site. Work shall not be performed on any major arterials, streets, and thoroughfares during rush hours or peak hours of vehicular traffic flow, unless in case of emergencies.
4. The Permittee shall not create a hazardous or unsafe situation at construction sites, which would cause injury or damage to vehicular and pedestrian traffic. The Permittee shall not leave unattended open cuts unprotected overnight or during weekend periods. Permission to use temporary steel plates or any authorized substitutes shall be requested at open cuts or construction sites. The Director or his representative shall be notified of these steel plates or substitutes by the Permittee.
5. All construction equipment and/or vehicles left unattended for any length of time shall be parked in locations as to not create hazardous and unsafe situations to vehicular and pedestrian flow. The construction equipment and/or vehicles shall be parked in such a manner as to not restrict sight distance to vehicular traffic.
6. The Permittee shall hold harmless and indemnify the City of Westfield from, for and against any claim of any person in tort, contract, or otherwise arising out of the act or omissions of the Permittee, their agents, representatives, servants, contractors, and the latter's subcontractors, whenever such acts or omissions or any rights or performance or exercise thereof, of the Permittee arise under this permit from alteration, modernization, replacement, operation, maintenance, change or removal of any part or portion of the public right-of-way, or facility thereof.
7. The Permittee shall stipulate the type of materials and method of repair utilized to close any open cuts, subject to the Director or his representative's approval.
8. The Permittee shall begin work within 45 working days from the date of application approval, and work must be completed within 60 working days of the application approval. Any construction and/or work not completed by this date shall be grounds to nullify and void this permit. Re-application would then be necessary
9. The Permittee shall be required upon completion of construction and/or work to notify the Director or his representative for inspection and verification. The construction and/or work shall be inspected prior to being accepted by the City of Westfield as being complete. The Director or his representative shall perform the inspection.
10. Upon the completion of all open street cuts, permanent patches shall be in place no later than 20 working days from the temporary patch inspection date. Any construction work or repair measures utilized to close any open cuts made under this permit that are found to be unsatisfactory shall be corrected within 10 working days by the Permittee. The Permittee shall be responsible to maintain and repair any and all open cuts granted by this permit for a period of one year upon final acceptance, unless the City of Westfield and/or other utilities, contractors, or subcontractors or other parties remove, damage, modernize, replace, change any part or portion of the public right-of-way or facility or thereof granted under this permit.
11. Upon Completion/Acceptance by Director or his Representative. As builds must be provided (print and CD form) within 30 days of completion.

Signature of Applicant _____ Title _____ Date _____

Printed Name _____

Company Name _____ Telephone Number ( ) _____

For Office Use Only:

Traffic Control Personnel: YES NO Uniform Police: YES NO Number of Personnel Necessary: _____

Steel Plates or any other authorized substitute to be used? Circle: YES NO (If yes refer to Item 4)

Type of materials and methods used to close or repair open cuts shall conform to Attachment A. If another method has been pre-approved, please list below:

_____

_____

_____ _____

Director/or his representative Date Approved

Public Works Department (317) 896-5452: Permit Records and Inspections

Work Completed Date: _____

INSPECTORS

Final Inspection:_____ Time:_____

Permit Complete: Time: