



*Town Of McCordsville*  
5759 West Broadway  
McCordsville, In 46055  
"An Equal Opportunity Employer"

**APPLICATION AND PERMIT FOR WORK IN RIGHT-OF-WAY**

Applicant: \_\_\_\_\_

Phone # \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Fax # \_\_\_\_\_

\_\_\_\_\_

Is the applicant an Individual, Partnership or Corporation? \_\_\_\_\_

Name and Phone # of Contact Person:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name etc. of Project Owner if not applicant:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**TOWN USE ONLY**

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

**BOND #** \_\_\_\_\_

**APPROVAL DATE** \_\_\_\_\_

**INSPECTION DATE** \_\_\_\_\_

**COMPLETION DATE** \_\_\_\_\_

Start Date of Project: \_\_\_\_\_

Finish Date of Project: \_\_\_\_\_

I. LOCATION: Application is hereby made for permission to install and thereafter maintain. Fully Describe Work – Open Road Cut, Push, Bore or Parallel to Pavement and Why Permit is necessary on or along the town road/street.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Give road/street on which work is to be performed, distance to and direction from nearest intersection and indicate which side of road/street that the work will be performed.

---

---

Will this project affect a regulated drain? \_\_\_\_\_

If so, which drains will it affect and how? \_\_\_\_\_

---

---

II. LENGTH: Totals included in this Permit Package Application:

\_\_\_\_\_ feet of installed line (on town right-of-way)

\_\_\_\_\_ road cuts

\_\_\_\_\_ road bores (town road/street only, does not include private drives)

\_\_\_\_\_ bridge or overpass attachments

\_\_\_\_\_ other, describe \_\_\_\_\_

---

---

III. RESPONSIBILITY:

In accordance with the Town of McCordsville Road Permit Fee & Bond Schedules, the applicant agrees to post financial guarantees (performance bond or letter of credit) in the amount of \_\_\_\_\_ and to do the following:

- 1) Repair to the satisfaction of the Street Commissioner any and all excavated areas and maintenance of same for one year or for an otherwise noted term after approval.
- 2) Install and maintain barricades, signs, lights, etc. and all traffic control (flag person, etc.) in accordance with the latest edition of the Indiana Manual of Uniform Traffic Control Devices (IMUTCD).
- 3) Indemnify and save harmless the Town, it's agents and employees for any and all claims for damages or actions arising out of the work performed under this Permit and the continuing uses by the applicant, including but not limited to constructing, reconstruction, maintaining and using said utility lines approved under this Permit.
- 4) Keep a copy of this permit with each crew while work is in progress and present it upon request to any town official.

- 5) Notify all law enforcement and emergency agencies (police, fire, ambulance, etc.) in the event that any lane closings are required for the work performed under this Permit. Give at least 24 hr. notice to the Street Commissioner at 335-3151 and Police Dispatch at 477-1145.
- 6) Remove and/or relocate any facilities covered by this Permit when required by the town for performance of construction or maintenance activities on town right of way. The removal and/or relocation of facilities in the town right of way shall be at the sole expense of the applicant except as provided by the applicable status.
- 7) Attach to this application any notifications that have been sent to adjacent property owners regarding work being performed in the right of way.
- 8) Attach to this application, drawings or sketches showing the work to be done and its location.
- 9) Contact the Street Commissioner upon completion of the project for inspection.
- 10) Do not install any underground transmission device less than thirty-six inches (36") below the surface of the ground.
- 11) Backfill with ½ inch nominal size "B" borrow (per current INDOT Specifications) or as directed by the Street Commissioner all underground transmission device areas within five feet (5') of the paved surface or edge of a gravel road.
- 12) Repair all tile, culverts, and pipe, private or public, that are damaged during construction, as new, and have the same inspected prior to backfilling by the Town Street Commissioner.

IV. CONDITIONS: The following conditions apply to the granting of this Permit.

- 1) This Permit will be valid for ninety (90) calendar days from the date of approval. If the work covered by this Permit is not completed or a performance bond accepted within this time, a new Permit will be required.
- 2) This Permit is valid only for the work on the Town of McCordsville right of way. The applicant shall secure consent by easement or other legal document, from abutting property owners for work performed outside of the town right of way.
- 3) This Permit in no way relieves the applicant from meeting all applicable federal, state, and local laws.
- 4) All lines crossing beneath town roads shall be bored unless special permission is granted.
- 5) The Town of McCordsville Street Commissioner imposes the following restrictions.

---



---



---



---



---

V. APPROVAL: This Permit application is approved subject to the requirements set out in Hancock County Code Chapter 153: Road Permits Regulations and the conditions specified herein.

\_\_\_\_\_  
 Town Manager,  
 Town of McCordsville, Indiana  
 Revised 1/13/2004

Date: \_\_\_\_\_