

**CITY OF MONTGOMERY RIGHT-OF-WAY APPLICATION  
PUBLIC WORKS DEPARTMENT  
PERMIT \_\_\_\_\_**

**LOCATION OR SITE ADDRESS:** \_\_\_\_\_

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER & EMAIL
PROPERTY OWNER				
APPLICANT				
CONTRACTOR				
ARCHITECT				

**NATURE OF WORK IN THE RIGHT OF WAY: CHECK ALL THAT APPLY**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Driveway (Driveway Culvert) | <input type="checkbox"/> Utility Work                                   | <input type="checkbox"/> Removal of Wireless Support Structure |
| <input type="checkbox"/> Sidewalks                   | <input type="checkbox"/> Excavation/Grading                             | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> Street Pavement             | <input type="checkbox"/> Small Cell Facility/Wireless Support Structure |  |
| <input type="checkbox"/> Downspout/Sump Line         |   |  |

Work Description:-

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All construction plans, specifications, site plans and other materials and information submitted with this application are incorporated into and made part of this application. I hereby agree to all terms, conditions and restrictions printed or written below and to the regulation in Chapter 94 of the Montgomery Code of Ordinances, including precautions for the safety of the public and protection of public infrastructure and all utilities within the public right-of-way and to any and all installations in and around said right-of-way work.

This permit may at any time be revoked or annulled by the Public Works Director for non-performance and/or non-compliance with any of the conditions, restrictions and/or regulations. Violations of or non-compliance of said regulations are subject to penalties provided by Section 10.99 of the Montgomery Code of Ordinances.

At all times during the progress of work, adequate protection and passage shall be provided by the permit holder for the traveling public. All work within the City right-of-way shall meet City specifications, and all disturbed areas need to be 100% restored. Driveway preparation shall be inspected prior to installation. Work requiring trenching in roadway, shall be CDF backfilled and pavement restored to match existing. Plans and/or application shall be approved and permit secured prior to commencing work. The permit holder shall notify the Public Works Director and/or the Construction and Compliance Inspector twenty-four hours before starting construction at 513-792-8355. **I certify that I have examined this application and all information in this application is true and correct. I hereby agree to all terms, conditions and restrictions printed or written below and to the regulation in Chapter 94 of the Montgomery Code of Ordinances.**

Applicant's Name (print): \_\_\_\_\_ Company: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Number(s): \_\_\_\_\_

Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fee: \_\_\_\_\_ Bonds: Right of Way \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Received By: \_\_\_\_\_

**Approved by:** \_\_\_\_\_

Public Works Department

Date

**Items required to be submitted for right-of-way permit. (Specific items may be determined to be inapplicable or unnecessary and may be waived by the Public Works Director.)**

1. One copy of a general vicinity map.
2. Three copies of detailed site plan, drawn to scale. Site plans should include the following information:
  - a. All lot lines with dimensions.
  - b. Designation of all right-of-ways.
  - c. Designation of any and all easements pertaining to the property or directly abutting the property.
  - d. North arrow and scale.
  - e. Any other pertinent data as may be required by the Public Works Director to determine and provide for the enforcement of standards of the City of Montgomery.
3. Application fee.
4. A pre-construction meeting, when requested by the Public Works Director, to discuss and/or clarify plans submitted for review.

**If applicable, upon approval of the right-of-way permit, the City will notify the applicant of the amount of any right of way maintenance and repair bond for the value of public improvements in the right of way that may be damaged during construction and a cash bond for street and sidewalk cleaning. All bonds shall be paid prior to the issuance of permit.**