



City of Mentor RIGHT OF WAY PERMIT GENERAL CONDITIONS

PROJECT INFORMATION (Please Print or Type)

Project Address: _____

Contractor Information: (Please Print or Type)

Company Name: _____

Contact Person: _____ Mentor Registration # _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____ Email: _____

DESCRIPTION OF WORK:

ADDITIONAL CONDITIONS LISTED IN A STIPULATION OR APPROVAL LETTER SHALL SUPERSEDE THOSE LISTED IN THE CONSTRUCTION PERMIT APPLICATION AND GENERAL CONDITIONS

1. Construction permit conditions shall apply to all Contractors and Subcontractors working on the project.
2. All Contractors shall be registered in the City of Mentor for work in the right of way.
3. Prior to the commencement of work, the Contractor may be required to post a Performance and Maintenance Surety (on forms provided by the City) which shall remain in effect for a minimum of one (1) year from the date of final approval of the construction and restoration work. The amount of the bond will be based on the extent of the work to be performed. All restoration work, including replacement of any traffic control devices and/or pavement striping that may be damaged due to the work, shall be guaranteed by this surety.
4. Permit holder(s) shall notify the Mentor Engineering Department to arrange for inspection(s), (using the assigned City of Mentor Permit Number) and notify the Police and Fire Departments, (when lane closures may restrict traffic flow and hinder emergency vehicle response), 24 hours prior to the commencement of work. A 24 hour emergency telephone number for the Contractor shall be provided to the City of Mentor.
5. When required, permit holder(s) shall hire uniformed patrolmen from the Mentor Police Department, please call (440) 974-5760 ext. 2195 to schedule traffic control. A minimum five (5) working days advance notice is required to ensure availability of a uniformed patrolman. Flagmen shall be fully informed of the conditions of this permit.
6. Permit holder(s) may be required to pay the City of Mentor additional inspection and review fees in accordance with Section 925.20 of the Mentor Code of Ordinances.
7. Before any encroachments are made onto private property, copies of right of entry agreements or work easements shall be submitted to the City of Mentor Engineering Department.
8. Residents whose access will be affected by the approved work shall be notified by the Contractor a minimum of 24 hours in advance of starting work.
9. All utility service provider work in sidewalk and driveway areas shall be bored unless otherwise authorized by the City of Mentor Engineer.
10. **Open cut of roadway pavements must be approved by Mentor City Council. Requests should be submitted two (2) weeks prior to Council meetings.** The applicant shall submit a letter requesting the open cut, describing the work to be done and stating the reason open cutting the pavement is necessary. Included with the request shall be a dimensioned drawing of the site.
11. Hours of work shall be 8:00 a.m. to 4:00 p.m. unless otherwise stipulated. No work permitted on Saturdays, Sundays or Holidays without prior written permission.

(REVISION 03/2010 ALL OTHER VERSIONS ARE OBSOLETE)

Mentor Municipal Center, 8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 www.cityofmentor.com
Engineering and Building Department Phone 440-974-5785 \ Fax 440-974-5708 \ Email building@cityofmentor.com

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12. All lanes of traffic are to be in service between the hours of 4:00 p.m. to 8:00 a.m. unless otherwise stipulated. Traffic shall be maintained around all construction areas consistent with the Ohio Manual of Uniform Traffic Control Devices. All emergency vehicles must be accommodated without delay.
13. Construction areas, including all roadways and appurtenances, sidewalks, driveways, ditches, fire hydrants, etc., shall be maintained in reasonable condition at the end of each workday.
14. Access to properties impacted by construction shall be maintained.
15. Permit holder(s) shall provide temporary walkway surface treatment as directed by the City Engineer for pedestrian traffic wherever walkways are removed or damaged by construction.
16. Appropriate erosion control measures shall be in place prior to disturbing any right of way area. Disturbed areas to have soil stabilization applied within seven (7) days if areas will remain dormant for more than twenty one (21) days. Permanent or temporary soil stabilization shall be applied to disturbed areas within no more than seven (7) days after final grade is reached on any portion of the site, and shall also be applied within no more than seven (7) days to disturbed areas which may not be at final grade, but will remain dormant for longer than twenty one (21) days.
17. No equipment or materials shall be stored in the right of way beyond normal working hours without pre- approval from the Office of the City Engineer. If approved, reflectorized devices/markers shall be used along with warning lights to delineate areas where such storage occurs. The type and number of devices/markers used shall be determined by the Office of the City Engineer.
18. Contractor(s) shall observe due care and caution to assure protection of all existing underground utilities in conformance with Ohio law. Any and all damage to said utility lines shall be immediately repaired to the satisfaction of the responsible governing agency. The Ohio Utilities Protection Service, Time Warner Cable and Aqua Ohio Water Company shall be notified at least 48 hours prior to the commencement of work.
19. Tight sheeting shall be provided for excavations as needed in order to prevent undermining or damage to the existing pavement. Maximum length of open trench shall be 50 feet.
20. Backfill under pavement shall be Ohio Department of Transportation, Item 613 Low Strength Mortar.
21. If necessary, a steel plate, secured with asphalt ramping, may be placed over excavation prior to completing pavement restoration. "Plate on Road" sign (s) must be installed, and the Mentor Public Works office at (440) 974-5780 advised of plate use. Restoration of all disturbed areas shall start immediately after placement of the conduits, etc. All pavement shall be repaired as directed by the City of Mentor Engineering Department.
22. All excess spoil material from excavation shall be removed from the construction site immediately and disposed of in an approved location. Dust control shall be used when conditions warrant.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

APPROVED BY (for City Engineer) DATE

PERMIT NUMBER

CITY OF MENTOR EMERGENCY PHONE NUMBERS:

FIRE	(440) 255-1212	FAX:	(440) 974-1634
POLICE	(440) 255-1234	FAX:	(440) 255-0329
ENGINEERING	(440) 974-5785	FAX:	(440) 974-5708

UTILITY/OUPS NUMBERS

OUPS	800-362-2764
AQUA OHIO	877-987-2782
TIME WARNER	440-974-3401

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