

**RIGHT-OF-WAY USE / EXCAVATION PERMIT APPLICATION**

CITY OF TERRE HAUTE – DEPARTMENT OF ENGINEERING  
17 HARDING AVENUE, ROOM 200  
TERRE HAUTE, IN 47807  
PHONE: (812) 232-4028 FAX: (812) 234-3973

ADDRESS OF PROPOSED WORK: \_\_\_\_\_  
REASON FOR WORK: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TYPE OF SURFACE AFFECTED BY WORK: \_\_\_\_\_  
EXCAVATION SIZE: \_\_\_\_\_

**FEE**

Disturbed Area (\$.25/SF, \$25 minimum)	a. \$ _____
Road Closure (\$10/Day)	b. \$ _____
Base Fee (sum of a & b)	c. \$ _____
Major Thoroughfare (50% of c)	d. \$ _____
New Road Surface (50% of c)	e. \$ _____
<b>Total Fee (sum of c, d, &amp; e)</b>	<b>\$ _____</b>

PERMIT NUMBER: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

DATE ACTIVATED: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

- The permit holder shall be responsible for a period of three years from the date of completion for maintaining the area in the public right-of-way.
- Right-of-way permits will be open for a period of 90 days. Permits shall be activated within 90 day period by contacting the City Engineer's Office. Once activated permittee will have a period of five working days to excavate and restore the area to the City's Construction Standards.
- If a road closure is necessary, a written request shall be submitted to the Board of Public Works at least 10 days prior to the proposed closing date.
- Traffic control is the contractor's responsibility. Barricades, signals, and flagmen, conforming to the Indiana State Manual on Uniform Traffic Control Devices are to be provided by the contractor.
- The contractor is responsible for notifying all utilities for underground installation locations.
- The purchaser of this permit understands and acknowledges that the City of Terre Haute is in the process of updating its Public Right-Of-Way Management Plan, and as a result of such update, this permit may be a temporary permit. The City reserves the right to collect fair and reasonable compensation for the costs incurred in management of the public right-of-way necessitated by occupancy by permittees of the right-of-way. Costs for management of the public right-of-way may include, but are not limited to, permit fees, license fees and franchise fees. When the updated Public Right-Of-Way Plan is completed, the terms of the Plan shall apply to this permit and the use of the right-of-way permitted by this permit. The permittee may be required to apply for approval to be located within the public right-of-way, which application may be granted or denied as consistent with the Public Right-Of-Way Plan, with the understanding that this permittee shall be credited or reimbursed a pro rata share of this permit only.

**PLEASE SKETCH PROPOSED WORK ON THE BACK OF THIS PAGE**