



P.O. Box 158  
Aurora, IN 47001  
(812) 926-1777  
Fax (812) 926-0838  
www.aurora.in.us

# Encroachment Permit Application

Receipt #: \_\_\_\_\_

This application shall be the formal request to encroach or make an improvement(s) on, under, or above City property and those public rights-of-ways controlled by the City of Aurora. The encroachment permit is further defined by the City of Aurora Code of Ordinances, Title XV, Chapter 152, § 152.004. Applications for encroachment will not be accepted unless accompanied with a completed application, project plans, proof of general liability insurance, payment of application fees, and acceptance of project plans by the City of Aurora Utility Superintendent and Street Superintendent and any further documentation which may be deemed necessary (approval by City Council / Board of Public Works, bonding improvements, maintenance agreement, etc.).

## Applicant Information

\_\_\_\_\_  
*Name / Organization*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*E-mail Address*

## Contractor Information \*\*If different from above

\_\_\_\_\_  
*Name / Organization*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*E-mail Address*

## Work Location

Provide nearest address or approximate feet from nearest intersection including which side of the street the work will be performed:

\_\_\_\_\_

## Project Description

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Please describe proposed work, including type of encroachment (saw cut, utility service, excavation, permanent / temporary improvement, etc.) and description of encroachment location (street, alley, sidewalk, berm, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Acceptance of Project Plans

\_\_\_\_\_  
*Utility Superintendent Signature      Date*

\_\_\_\_\_  
*Street Department Superintendent      Date*

By placing a signature below, the Applicant acknowledges, understands, and agrees to the accompanying Terms and Conditions for Encroachment Permit and will abide by all terms and conditions as more fully described herein.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*City Official Signature*

\_\_\_\_\_  
*Date*



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## **Encroachment Permit Application**

### **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 Aurora 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.
2. Permittee shall pay a one-time application fee of \$50.00. Said fee shall be paid to the Aurora Clerk-Treasurer.
3. All utilities, whether above or below ground, must not be impacted by the proposed encroachment. If anticipated encroachment impacts utility services, the Permittee shall be responsible for seeking City approval and costs of any relocation associated with said utilities.
4. The undersigned shall notify the City Manager or their representative a minimum of 72 hours prior to the time that work is to be performed. Permittee shall be responsible for contacting 811 for identification and location of all underground utilities. The undersigned will furnish placards identifying equipment, flashers, barricades, and/or other warning devices at the construction site, if necessary. 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 Regulations, Part 1926 "Know as Safety & Health Regulation for Construction."
5. 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 City Manager or their 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.
6. 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 City Manager or their representative shall be notified of these steel plates or substitutes by the Permittee.
7. 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.

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*Applicant Initials*



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8. The Permittee shall hold harmless and indemnify the City of Aurora 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.
9. The Permittee shall be required to submit proof of insurance for general liability, naming the City of Aurora as an additional insured, no later than thirty (30) days after approval of this permit and prior to commencement of work. Permittee shall submit an annual proof of insurance for general liability no later than January 31<sup>st</sup> of each year the encroachment remains in the public right-of-way. The minimum insurance requirement shall be \$1,000,000.00 per occurrence, \$300,000.00 per person, and \$50,000.00 for legal unless an exemption is sought and obtaining through the City Manager and/or their representative.
10. The Permittee shall stipulate the type of materials and method of repair utilized to close any open cuts, subject to the City Manager or their representative's approval.
11. 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.
12. The Permittee shall be required upon completion of construction and/or work to notify the City Manager or their representative for inspection and verification. The construction and/or work shall be inspected prior to being accepted by the City of Aurora as being complete. The City Manager or their representative shall perform the inspection.
13. 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 Aurora and/or other utilities, contractors, or subcontractors or other parties remove, damage, modernize, replace, and/or change any part or portion of the public right-of-way or facility or thereof granted under this permit.

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*Applicant Initials*