



CURB, GUTTER & SIDEWALK PERMIT APPLICATION

Please print legibly. To apply, email completed form and plans in PDF format to commdev@cityofoxford.org

BOX 1 | APPLICATION DETAILS

Work Location Address(es) <i>(Required)</i>		Parcel Number(s)
Type of Construction <i>(Required) Select all that apply</i> <input type="checkbox"/> New Installation <input type="checkbox"/> Reconstruction <input type="checkbox"/> Removal	Application is for... <i>(Required) Select all that apply</i> <input type="checkbox"/> Curb & Gutter <i>(If selected, complete Box 2)</i> <input type="checkbox"/> Sidewalk <input type="checkbox"/> Apron	

BOX 2 | STREET CUT DETAILS *Complete all fields if curb & gutter is selected in Box 1; otherwise leave blank.*

Purpose	Number of Excavation Cuts	Type of Surface <i>Select one</i> <input type="checkbox"/> Asphalt <input type="checkbox"/> Brick <input type="checkbox"/> Concrete
Are parking meters in the work zone? <i>Select one</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Exact location and size of street cut(s)	

BOX 3 | ACKNOWLEDGMENTS *Applicant must recognize stipulations by initialing each statement below.*

Initials:

Right-of-Way Authorization: This permit grants the applicant the privilege of working in the public right-of-way to a limit of no more than eight feet beyond the curb into the street. However, this authorization does not allow impact to any traffic lane. Should the applicant need to work in the travel lane, a separate Right of Way Permit, approved by the City Manager, is required.

Proper work zone traffic controls, as defined in the Ohio Manual of Uniform Traffic Control Devices, must be in place during construction or this permit will be revoked and work shall stop immediately.

Prior to final resurfacing of street cut, all required concrete work must be completed by the contractor. Contractor shall notify the Streets & Maintenance Division upon completion at 513-523-8412.

The City of Oxford Police Division (513-524-5240) must be contacted before a street or travel lane may be closed for excavation or **to purchase metered parking spaces.**

The City of Oxford will determine which streets require granular backfill or low density concrete at the time of issuance of the permit.

The contractor is responsible for the excavation cut until the City of Oxford Street and Maintenance Division repairs the cut unless other arrangements have been agreed to in writing.

A minimum 48-hour notice (excluding weekends and legal holidays) must be given to the Ohio Utilities Protection Service (OUPS) at 1-800-362-2764 for utility line location. This permit must also be in the possession of the applicant or employee where the excavation is being made, or same will be revoked and work stopped.

BOX 4 | CONTACT INFORMATION & SIGNATURE

PERSON	NAME	ADDRESS	PHONE	OUPS #
Applicant <i>(Required)</i>				
Property Owner <i>(Required)</i>				N/A

The applicant for this permit does hereby agree with the laws of the State of Ohio and with Oxford Codified Ordinances Section 907, and will make the proposed installation, reconstruction, or removal in accordance with and as approved by the City Engineer.

Applicant Signature *(Required)* _____ Date *(Required)* _____